



PUBLIC

**MINUTES  
OF THE  
ORDINARY MEETING OF  
COUNCIL  
HELD ON**

**THURSDAY, 21 February 2019**

**Council Chambers**

**Honour Avenue**

**Wyalkatchem**

**Commencement: 3:39pm**

**Closure: 5:11pm**

### **Preface**

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

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

### **Disclaimer**

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

### **Unconfirmed Minutes**

These minutes were approved for distribution on 25 February 2019.



Taryn Dayman  
**Chief Executive Officer**

### **Confirmed Minutes**

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

Signed: 

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

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

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## **1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 3:39pm

## **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 3:39pm

There were no members of the public.

### **2.3. Declaration of Public Question Time closed**

Public Question time closed at 3:39pm

## **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	
	Cr. Emma Holdsworth	
Staff:	Taryn Dayman	Chief Executive Officer
	Claire Trenorden	Manager Corporate Services
	Stephanie Elvidge	Governance Executive Officer
	Darryn Watkins	Manager of Works (4.35pm)

### **3.2. Apologies**

Nil

### **3.3. Approved Leave of Absence**

Nil

### **3.4. Applications for Leave of Absence**

Nil

## **4. OBITUARIES**

The Honorary Freeman of the Shire of Wyalkatchem, Mavis Bookham, recently passed away.

It was advised that former long term employee Mr Neville John Warr; Shire of William's President John Cowcher, and Mr John Jones have recently passed away.

## **5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

### **5.1. Petitions**

Nil

### **5.2. Deputations**

Nil

### **5.3. Presentations**

Nil

## **6. DECLARATIONS OF INTEREST**

### **6.1. Financial and Proximity Interest**

Nil

### **6.2. Impartiality Interests**

Nil

## **7. CONFIRMATION AND RECEIPT OF MINUTES**

### **7.1. Confirmation of Minutes**

#### **7.1.1. Ordinary Meeting of Council – 20 December 2018**

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Thursday 20 December 2018 (Attachment 7.1.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 December 2018 (Attachment 7.1.1) be confirmed as a true and correct record.*

#### **COUNCIL RESOLUTION:**

**(01 /2019) Moved: Cr Garner**

**Seconded: Cr Gamble**

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 December 2018 (Attachment 7.1.1) be confirmed as a true and correct record.***

**CARRIED 6/0**

### **7.2. Receipt of Minutes**

#### **7.2.1. NEWROC Council Minutes – 11 December 2018**

Minutes of the NEWROC Executive Meeting of Tuesday 11 December 2018 (Attachment 7.2.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 11 December 2018 (Attachment 7.2.1) be received by Council.*

#### **COUNCIL RESOLUTION:**

**(02 /2019) Moved: Cr Butt**

**Seconded: Cr Garner**

***That the minutes of the NEWROC Executive Meeting of Tuesday 11 December 2018 (Attachment 7.2.1) be received by Council.***

**CARRIED 6/0**

**7.2.2. WALGA State Council Meeting Summary Minutes- 5 December 2018**

Minutes of the WALGA State Council Meeting of Wednesday 5 December 2018  
(Attachment 7.2.2)

**OFFICER RECOMMENDATION:**

*That the minutes of the WALGA State Council Meeting of Wednesday 5 December 2018 (Attachment 7.2.2) be received by Council.*

**COUNCIL RESOLUTION:**

**(03 /2019) Moved: Cr Butt**

**Seconded: Cr Metcalfe**

***That the minutes of the WALGA State Council Meeting of Wednesday 5 December 2018 (Attachment 7.2.2) be received by Council.***

**CARRIED 6/0**

**7.2.3. Central East Aged Care Alliance Inc. (CEACA)**

Minutes of the CEACA Executive Committee Meeting of Wednesday 12 December 2018 (Attachment 7.2.3)

**OFFICER RECOMMENDATION:**

*That the minutes of the CEACA Executive Committee Meeting of Wednesday 12 December 2018 (Attachment 7.2.3); be received by Council.*

**COUNCIL RESOLUTION:**

**(04 /2019) Moved: Cr Holdsworth**

**Seconded: Cr Butt**

***That the minutes of the CEACA Executive Committee Meeting of Wednesday 12 December 2018 (Attachment 7.2.3); be received by Council.***

**CARRIED 6/0**

**7.2.4. Audit Committee Minutes – 21 February 2019**

Minutes of the Audit Committee Meeting of Thursday 21 February 2019  
(Attachment 7.2.4).

**OFFICER RECOMMENDATION:**

*That the minutes of the Audit Committee Meeting of Thursday 21 February 2019 (Attachment 7.2.4) be received by Council.*

**COUNCIL RESOLUTION:**

**(05 /2019) Moved: Cr Gamble**

**Seconded: Cr Metcalfe**

***That the minutes of the Audit Committee Meeting of Thursday 21 February 2019 (Attachment 7.2.4) be received by Council.***

**CARRIED 6/0**

**NOTE: Council adopted en bloc (moved by Cr Gamble and seconded by Cr Garner), the recommendations of the Audit Committee from the Audit Committee meeting of Thursday 21 February 2019, noting an Absolute Majority requirement for recommendation 10.1.2**

**MATTERS ARISING**

10.1.1 Meeting with the Auditor and Management Letter

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE RECOMMENDATION**

*That the Audit Committee gives advice and recommends to Council;*

1. *That it has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*
2. *Accepts the 2017/2018 Management Letter prepared by Office of Auditor General (Attachment 10.1.1.1) and accepts management comments and actions in relation to the audit outcomes and recommendations (Attachment 1.1.1.2).*

**OFFICERS'S RECOMMENDATION**

*That Council;*

1. *Acknowledges that the Audit Committee has met with the Auditor and has discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*
2. *Accepts the 2017/2018 Management Letter prepared by Office of Auditor General (Attachment 10.1.1.1) and accepts management comments and actions in relation to the audit outcomes and recommendations (Attachment 1.1.1.2).*

**COUNCIL RESOLUTION:**

**(06 /2019) Moved: Cr Gamble**

**Seconded: Cr Garner**

***That Council;***

1. ***Acknowledges that the Audit Committee has met with the Auditor and has discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.***
2. ***Accepts the 2017/2018 Management Letter prepared by Office of Auditor General (Attachment 10.1.1.1) and accepts management comments and actions in relation to the audit outcomes and recommendations (Attachment 1.1.1.2).***

**CARRIED 6/0**

(This item was adopted en bloc)



### 10.1.2 Annual Report and Financial Statements

#### **VOTING REQUIREMENT**

Absolute Majority

#### **COMMITTEE / OFFICERS RECOMMENDATION**

*That Audit Committee recommends that Council;*

1. *Accepts the Audit Report for the 2017/2018 financial year as presented;*
2. *Accepts the Annual Report and Financial Statements for the year ended 30 June 2018 as presented;*
3. *Holds a General Meeting of Electors on the 21 March 2019 commencing at 7pm at the Shire of Wyalkatchem Council Chambers.*

#### **COUNCIL RESOLUTION:**

**(07/2019) Moved: Cr Gamble**

**Seconded: Cr Garner**

***That Council;***

1. ***Accepts the Audit Report for the 2017/2018 financial year as presented;***
2. ***Accepts the Annual Report and Financial Statements for the year ended 30 June 2018 as presented;***
3. ***Holds a General Meeting of Electors on the 21 March 2019 commencing at 7pm at the Shire of Wyalkatchem Council Chambers.***

**CARRIED BY ABSOLUTE MAJORITY 6/0**

(This item was adopted en bloc)

### 10.1.3 Audit Committee Term of Reference

#### **VOTING REQUIREMENT**

Simple Majority

#### **COMMITTEE RECOMMENDATION**

*That Audit Committee recommends that Council;*

1. *That the Audit Committee be changed to the Audit & Risk Management Committee;*
2. *That the Charter and Term of Reference for the Audit and Risk Management Committee, as provided for in attachment 10.1.3, be adopted.*

#### **OFFICERS RECOMMENDATION:**

*That Council;*

1. *That the Audit Committee be changed to the Audit & Risk Management Committee;*
2. *That the Charter and Term of Reference for the Audit and Risk Management Committee, as provided for in attachment 10.1.3, be adopted.*

**COUNCIL RESOLUTION:**

**(08 /2019) Moved: Cr Gamble**

**Seconded: Cr Garner**

**That Council;**

- 1. That the Audit Committee be changed to the Audit & Risk Management Committee;**
- 2. That the Charter and Term of Reference for the Audit and Risk Management Committee, as provided for in attachment 10.1.3, be adopted.**

**CARRIED 6/0**

(This item was adopted en bloc)

**10.2.1 Financial Management Review and Regulation 17 Review**

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE / OFFICERS RECOMMENDATION**

*That Council;*

- 1. Receives the Financial Management Review Report (Attachment 10.2.1.1)*
- 2. Notes the findings of the Financial Management Review and accepts the managements comments and actions in relation to the audit outcomes and recommendations*
- 3. Receives the Regulation 17 report (Attachment 10.2.1.2) on the appropriateness and effectiveness of Council's Risk Management, internal Control and legislative compliance.*
- 4. Notes the findings of the Regulation 17 and accepts the managements comments and actions in relation to the audit outcomes and recommendations.*

**COUNCIL RESOLUTION**

**(09 /2019) Moved: Cr Gamble**

**Seconded: Cr Garner**

**That Council;**

- 1. Receives the Financial Management Review Report (Attachment 10.2.1.1)**
- 2. Notes the findings of the Financial Management Review and accepts the managements comments and actions in relation to the audit outcomes and recommendations**
- 3. Receives the Regulation 17 report (Attachment 10.2.1.2) on the appropriateness and effectiveness of Council's Risk Management, internal Control and legislative compliance.**
- 4. Notes the findings of the Regulation 17 and accepts the managements comments and actions in relation to the audit outcomes and recommendations**

**CARRIED 6/0**

(This item was adopted en bloc)

10.2.2 Compliance Audit Return 2018

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEES / OFFICERS RECOMMENDATION**

*That Council;*

1. *Notes the areas of non-compliance within the 2018 Compliance Audit Return and accepts the 2018 Compliance Audit Return Management Action Plan.*
2. *Receive the completed 2018 Compliance Audit Return for the period 1 January 2018 to 31 December 2018 as per attachment 10.2.2.1 and recommends that Council adopts 2018 Compliance Audit Return.*
3. *Submit a certified copy of the 2018 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries by 31 March 2019.*

**COUNCIL RESOLUTION:**

**(10/2019) Moved: Cr Gamble**

**Seconded: Cr Garner**

***That Council;***

1. ***Notes the areas of non-compliance within the 2018 Compliance Audit Return and accepts the 2018 Compliance Audit Return Management Action Plan.***
2. ***Receive the completed 2018 Compliance Audit Return for the period 1 January 2018 to 31 December 2018 as per attachment 10.2.2.1 and recommends that Council adopts 2018 Compliance Audit Return.***
3. ***Submit a certified copy of the 2018 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries by 31 March 2019.***

**CARRIED 6/0**

(This item was adopted en bloc)

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Davies expressed a huge thank you to Ms Dayman (CEO), staff and the councillors involved in the Australia Day Celebration. Cr Davies acknowledged the event was held on a Saturday and not in regular working hours, and that it went very smoothly. Thank you all.

Cr Davies referred to the Obituaries and acknowledged Ms Mavis Bookham being an Honorary Freeman of the Shire and how much she has contributed to the Shire and the Community. Cr Davies would like to acknowledge her support and commitment.

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

- 9.1.** Confidential Item 14.1 Chief Executive Officer Probation Review.

## 10.REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – DECEMBER 2018 AND JANUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1.1 Payment Listing December 2018
	Attachment 10.1.1.2 Payment Listing January 2019
	Attachment 10.1.1.3 Fuel Card Statement – November 2018
	Attachment 10.1.1.4 Fuel Card Statement – December 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 December 2018	\$301,282
Total Payments December 2017	\$594,229
Variance \$	-\$292,947
Variance %	-49%

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

Percentage of Wyalkatchem based suppliers December 2018 (excluding wages, bank fees, loan payments and utilities providers) 12%

Percentage of suppliers used where no Wyalkatchem based option is available December 2018 86%

Dollar value spent with Wyalkatchem based suppliers December 2018  
\$26,391

Total Payments January 2019	\$208,689
Total Payments January 2018	\$416,012
Variance \$	-\$207,323
Variance %	-50%

Percentage paid by EFT January 2019	99.8%
Percentage paid by cheque January 2019	0.2%

Percentage of Wyalkatchem based suppliers January 2019 (excluding wages, bank fees, loan payments and utilities providers) 18%

Percentage of suppliers used where no Wyalkatchem based option is available January 2019 81%

Dollar value spent with Wyalkatchem based suppliers January 2019  
\$16,964

#### **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 \$301,282 for December 2018 and \$208,689 for January 2019.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

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

**Objective: Well utilised and effectively managed facilities and assets**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council*

- 1. Receive the Payment Listing as of 31 December 2018, as provided for in attachment 10.1.1.1*
- 2. Receive the Payment Listing as of 31 January 2019, as provided for in attachment 10.1.1.2*

**COUNCIL RESOLUTION:**

**(11 /2019) Moved: Cr Gamble**

**Seconded: Cr Holdsworth**

***That Council***

- 1. Receive the Payment Listing as of 31 December 2018, as provided for in attachment 10.1.1.1***
- 2. Receive the Payment Listing as of 31 January 2019, as provided for in attachment 10.1.1.2***

**CARRIED 6/0**

### 10.1.2. FINANCIAL MANAGEMENT– MONTHLY FINANCIAL REPORT – DECEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.2 Monthly Financial Report – December 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

##### December 2018 Financial Statements

- Yearly operating revenue is \$1,981,853 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 80% of Budget;
- Yearly operating expenditure is \$1,754,879 – 46% of Budget;
- Yearly capital expenditure is \$576,045 – 44% of Budget;
- Yearly capital revenue is \$1,159,430 – 86% of Budget;
- Net current assets as at 31 December 2018 are \$1,721,342

##### 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 \$1,217,862 and discounts applied equate to \$18,583. Approximately 85% of Rates have been collected to date, with \$192,794 outstanding.

##### Capital Expenditure

Land and Buildings	\$34,619	The Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of December 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 \$291,584 Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of December 2018. Lewis East Rd, Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed.

**Net Assets:** Net Current Assets as at 31 December 2018 amount to \$1,721,342. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,462,429).

#### 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 December 2018 as provided in Attachment 10.1.2*

**COUNCIL RESOLUTION:**

***(12 /2019) Moved: Cr Butt                      Seconded: Cr Metcalfe***

***That Council receive the Statement of Financial Activity for the period ended 31 December 2018, as provided for in Attachment 10.1.2***

***CARRIED 6/0***

### 10.1.3. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – JANUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.3 Monthly Financial Report – January 2019

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

##### January 2019 Financial Statements

- Yearly operating revenue is \$2,027,047 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 82% of Budget;
- Yearly operating expenditure is \$2,062,061 – 54% of Budget;
- Yearly capital expenditure is \$750,310 – 58% of Budget;
- Yearly capital revenue is \$1,239,138 – 92% of Budget;
- Net current assets as at 31 January 2019 are \$1,474,897

##### 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 \$1,296,265 and discounts applied equate to \$18,583. Approximately 91% of Rates have been collected to date, with \$113,792 outstanding.

**Transport:** The second instalment (40% of total) was invoiced for the RRG Cunderdin Wyalkatchem Rd SLK 2.00 to 4.85 and Cunderdin Wyalkatchem Rd 4.85 to 7.85 (\$79,708) as per the annual budget.

##### Capital Expenditure

Land and Buildings      \$34,619

The Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of December 2018. 1 Slocum St capital works have been completed.

Plant and Equipment	\$298,533	The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The roller and new cylinder mower have been purchased.
Roads	\$303,112	Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of January 2019. Lewis East Rd, Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed.

**Net Assets:** Net Current Assets as at 31 January 2019 amount to \$1,474,897. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,390,482).

#### 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 the following receive the Statement of Financial Activity for the period ended 31 January 2019 as provided for in Attachment 10.1.3.*

**COUNCIL RESOLUTION:**

***(13 /2018) Moved: Cr Garner***

***Seconded: Cr Metcalfe***

***That Council receive the Statement of Financial Activity for the period ended 31 January 2019, as provided for in Attachment 10.1.3***

***CARRIED 6/0***

#### **10.1.4. ACCOUNTS FOR PAYMENT – CREDIT CARDS – NOVEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2018
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	File Ref
Attachment Reference:	10.1.4 - Credit Card – Listing and Statement - November 2018

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 October 2018 to 28 November 2018.

#### **BACKGROUND**

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.4.1). This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### **COMMENT**

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Manager Corporate Services, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Corporate Services also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management s.6.4*  
*Local Government (Financial Management) Regulations 1996, R34*

## **POLICY IMPLICATIONS**

Credit Card Policy

Purchasing Policy

## **FINANCIAL IMPLICATIONS**

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2018/2019 Annual Budget.

## **COMMUNITY & STRATEGIC OBJECTIVES**

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

### **Objective: A well-managed and effective Council organisation**

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council in accordance with attachment 10.1.4 endorse credit card payments made for the period 30 October 2018 to 28 November 2018 totalling \$144.95.*

## **COUNCIL RESOLUTION:**

***(14 /2019) Moved: Cr Holdsworth***

***Seconded: Cr Garner***

***That Council in accordance with attachment 10.1.4 endorse credit card payments made for the period 30 October 2018 to 28 November 2018 totalling \$144.95.***

***CARRIED 6/0***

#### **10.1.5. ACCOUNTS FOR PAYMENT – CREDIT CARDS – DECEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2018
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	File Ref
Attachment Reference:	10.1.5 Credit Card – Listing and Statement – December 2018

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 November 2018 to 28 December 2018.

#### **BACKGROUND**

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.5.1). This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### **COMMENT**

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Manager Corporate Services, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Corporate Services also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management s.6.4*  
*Local Government (Financial Management) Regulations 1996, R34*

#### **POLICY IMPLICATIONS**

Credit Card Policy  
Purchasing Policy



## FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2018/2019 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council in accordance with attachment 10.1.5 endorse credit card payments made for the period 29 November 2018 to 28 December 2018 totalling \$373.87.*

## COUNCIL RESOLUTION:

***(15 /2019) Moved: Cr Butt***

***Seconded: Cr Holdsworth***

***That Council in accordance with attachment 10.1.5 endorse credit card payments made for the period 29 November 2018 to 28 December 2018 totalling \$373.87.***

***CARRIED 6/0***

#### **10.1.6. FINANCE AND ADMINISTRATION OFFICER'S REPORT- FEBRUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 February 2019
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 January and February 2019.

#### **BACKGROUND**

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

#### **COMMENT**

The Australia Day event was a success with approximately 80 people in attendance. Citizen of the Year Awards were presented to Wyalkatchem Rotary, Sue Adams and Jasmine Bland.

The planning for the Wyalkatchem Fair is progressing well with a number of attractions and activities booked. SCITECH has been engaged to perform some science shows. This will provide an activity that is both engaging and educational.

Currently seeking additional store holders with a market appeal to adults.

Currently in discussion with local performer Dan Garner to provide music entertainment during the day. Mr Garner has provided an expression of interest and will be confirmed in due course.

Last week general advertising of the Fair. Advertising has been placed in the Dowerin Despatch; Narkal Notes; Bandicoot; Ningham News; Tammin Tabloid and the Wyalkatchem weekly. The marketing campaign will increase on confirmation of all activities and attractions in order to provide more specific information on the event.

Planning on the ANZAC Day event will commence shortly.

The position of the Finance and Administration Officer now includes rates. To assist with learning the rates module, I will be attending Rates and Debt Collecting Training, provided by WALGA. This should ensure a smooth transition to take over the rates function.

Rental inspections have been scheduled for this Monday 18<sup>th</sup> February, with inspections examining care of the property, damage, general maintenance issues and any requests from tenants.

#### **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
1.1	Enhanced Community well-being and participation in community life	1.1.6	Meet the needs of Children, young people and families

### Objective: Healthy Strong and Connected Communities

Outcome No.	Outcome	Action No.	Actions
1.4	A 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 Report for the month of February 2019.*

## COUNCIL RESOLUTION:

**(16 /2019) Moved: Cr Metcalfe**

**Seconded: Cr Holdsworth**

***That Council receive the Finance and Administration Officer's Report for the month of February 2019.***

**CARRIED 6/0**

#### **10.1.7. FINANCIAL SOFTWARE UPGRADE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 February 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	17.01.10
Attachment Reference:	Attachment 10.1.7.1 - SynergySoft Business Case Attachment 10.1.7.2 - IT Vision Quotation

#### **SUMMARY**

To consider a proposal to upgrade the Shire of Wyalkatchem's financial software to It Vision SynergySoft.

#### **BACKGROUND**

The Shire of Wyalkatchem currently uses the Reckon System to manage its financials, Ratebook-Online to manage its Rates and Assets Online for managing assets. The current system is not integrated which requires significant work to be done around the system to ensure information is matching throughout.

The Shire currently has a number of manual systems, where excel spreadsheets are used to manage the recording of information. These systems are not integrated with Reckon and again causes double handling.

The recent Financial Management Review and Regulation 17 review conducted by AMD Chartered Accountants included a recommendation that Council should consider utilising a local government specific accounting package.

A number of accounting practices are not in place, which may be an outcome of having a system with limited capabilities.

Reckon is not a customised accounting platform for Local Governments and is reflective in its functionality.

#### **COMMENT**

The Chief Executive Officer has expressed a desire to change financial systems and has recommended SynergySoft. SynergySoft is widely used by a number of Local Governments and has a great deal more functionality and capabilities than Reckon.

IT Vision, who are the providers of SynergySoft Software, currently service 118 Western Australian Local Governments which is almost an 85% share of the market. The benefits of this are;

- Extensive experience with the local government sector;
- Systems and reporting set-up in line with the requirements of the Department and WA Local Government accounting manual;
- System familiar to most Auditors,
- More likely to attract staff from other Council's with SynergySoft knowledge;
- IT Vision User Support Group and other Council Officers; and
- A newly created standardised Chart of Accounts.

SynergySoft has a number of modules and can be tailored to suit the organisations requirements. Modules can be added at a later date if required.

A business case for the upgrade to IT Vision's SynergySoft has been prepared and is presented to Council for consideration, (attachment 10.1.7.1)

The business case has been prepared by the CEO and includes the following;

- Needs Assessment
- Assessment Findings
- SynergySoft future
- IT Vision Support
- Records – EMC
- Quotation
- Other Modules
- Altus EMC
- Altus Costings
- Affordability
- Server
- Timing
- Recommendation

The business case clearly demonstrates that SynergySoft is a superior product, is tailored for Local Government requirements and will provide an increase in functionality, increase in efficiencies and increase in Risk Management.

The purchase of a Financial Management System such as IT Visions' SynergySoft is a substantial investment for the Shire of Wyalkatchem and therefore due consideration must be given.

Ideally the transition to a new Financial Management System would be a more planned approach and included future budget planning including Council's Long Term Financial Plan.

However, it is evident, that Council should consider a new Financial Management System as a matter of priority, within the next 12 months – as indicated within the need assessment of this report as well as recommendations by AMD Chartered Accountants Regulation 17 and Financial Management Reviews reports.

The CEO has made every effort to negotiate the best price for the Shire of Wyalkatchem and has achieved a reasonable costs savings, in particular within the training quotation.

It is acknowledged that the Shire's capacity to allocate \$165,000 within a single budget year is difficult and has negotiated a payment plan with IT Vision. The proposed payment plan spans over 4 years and will be more affordable and reduce the impact on a single budget and the Shire's ability to delivery other budget priorities.

The proposed payment arrangement includes, acquisition, training, data conversion and annual fees. The payment arrangement profile is as follows

Year	Y0 2018/2019	Y1 2019/2020	Y2 2020/2021	Y3 2021/2022
Annual Costs	\$97,095	\$49,450	\$50,500	\$51,000

Years 1 to 3, includes annual fees, which are payable each year.

The above plan will have a significant impact on the 2018/2019 annual budget. A review of the current budget indicates that Council is in a capacity to afford this acquisition, without significantly impacting on the overall budget and should not result in having to defer projects. This is due to an increase in 2017/2018 surplus.

The 2018/2019 Annual Budget included a forecast surplus of \$122,000, however the final surplus was calculated as \$226,000. This surplus could be allocated to the purchase of SynergySoft without having any impact on the current budget.

The CEO, Manager Corporate Services and Manager of Works have reviewed the current budget to finalise the budget review. The final budget review is currently presented to Council for their consideration in agenda Item 10.1.8.

The purchase of SynergySoft has been included in the Draft Budget Review. After adjustments, including SynergySoft Y0 payment, the Budget review is presented with a surplus of \$80,000, being comparable to the adopted budget surplus of \$79,931.

In recent months shires of NEWROC have been exploring joint venture opportunities for the acquisition of an Electronic Record Keeping Software, with the aim of achieving cost savings for each participating shires. Should NEWROC shires come to an agreement there should be additional savings for the Shire of Wyalkatchem.

Based on the SynergySoft Business case, prepared by the CEO, as well as the knowledge of the capabilities of both systems, and the Shire's requirements, resources the following is recommended:

- Council commit to the upgrade of its financial software to SynergySoft
- Council accepts the proposed payment arrangement by IT Vision
- Council commits to the implementation of SynergySoft in 2018/2019 with the Go Live date of Mid-June 2019.
- Council continues to work in partnership with NEWROC for the purchase of a suitable Record Keeping Software.
- Council amends the 2018/2019 annual budget to include the Y0 payment of SynergySoft at the value of \$100,000.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s.6.5 – Accounts and Records*

*Local Government Act 1995 s.6.8 Expenditure from municipal fund not included in annual budget*

## **POLICY IMPLICATIONS**

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

## FINANCIAL IMPLICATIONS

The upgrade to SynergySoft will have significant financial implications over a number of financial years.

Should Council accept IT Vision payment proposal the implications are estimated as follows;

Year	Y0 2018/2019	Y1 2019/2020	Y2 2020/2021	Y3 2021/2022
Annual Costs	\$97,095	\$49,450	\$50,500	\$51,000
Less Current License Fees	0	\$26,850 Est.	\$26,850 Est.	\$26,850 Est.
Total impact per financial year	\$97,095	\$22,600	\$23,650	\$24,150

Y0 will have the greatest financial implications. The 2018/2019 annual budget has an additional \$114,293 available, due to the difference in projected and actual opening surplus. It is recommended that these funds be utilised to fund the SynergySoft Y0 2018/2019 expenditure. This approach will have little to no overall impact on the current budget.

The Draft 2018/2019 Budget Review has been prepared with the inclusion of Y0 SynergySoft Purchase. After a number of 2018/2019 budget amendments, the current projected budget surplus position is currently \$80,000, this is comparable to the budgeted surplus of \$79,931.

## 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: Working together in productive and supportive partnerships

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
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice

		5.3.4	Implement an Information Technology and Communications strategy
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;*

- 1. Approves the upgrade of its financial software to IT Vision's SynergySoft, with the implementation to be completed by 30 June 2019;*
- 2. Authorise the Chief Executive Officer to accept and enter into a four year payment arrangement with IT Vision for the acquisition of financial software;*
- 3. Approves an amendment to the 2018/2019 annual budget for the amount of \$100,000 for the upgrade of Council's financial software.*

## COUNCIL RESOLUTION:

***(17 /2019) Moved: Cr Gamble***

***Seconded: Cr Garner***

***That Council;***

- 1. Approves the upgrade of its financial software to IT Vision's SynergySoft, with the implementation to be completed by 30 June 2019;***
- 2. Authorise the Chief Executive Officer to accept and enter into a four year payment arrangement with IT Vision for the acquisition of financial software;***
- 3. Approves an amendment to the 2018/2019 annual budget for the amount of \$100,000 for the upgrade of Council's financial software.***

***CARRIED BY ABSOLUTE MAJORITY 6/0***



#### 10.1.8. FINANCIAL MANAGEMENT – BUDGETING – BUDGET REVIEW 2018/19

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 February 2018
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	10.1.8 2018/2019 Budget Review

#### SUMMARY

In accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a review of its Annual Budget and submit it to Council for consideration and adoption.

#### BACKGROUND

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2019 for the period ending 31 January 2019 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996, Regulation 33A as amended*, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of adoption of the review.

#### COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and/or a \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review. The changes are summarised below:

**Operating Revenue:** Increase by \$87,426

**Operating Expenditure:** Increase by \$283,530

**Capital Revenue:** Decrease by \$44,109

**Capital Expenditure:** Decrease by \$24,734

**Reserve (Net Transfer):** Decrease by \$63,252

**Net Assets:** Increase by \$70

The amended budget isn't a balanced budget with closing net assets of \$80,000. This is so there are funds carried forward to be used at the beginning of the 2019/20 financial year before rates are received.

Areas where significant changes have occurred are detailed below:

#### Governance:

- Expenditure on professional services is increased due to the inclusion of consultancy to do the Financial Management review and Regulation 17 review as approved by Council in decision number 165/2018 (\$15,000). A further \$45,000 has been included to conduct reviews of the Strategic Community Plan and Corporate Business Plan.
- An allocation has been included for the purchase of Synergy financial software as per separate agenda item 10.1.7 (\$100,000)

**Education and Welfare:**

- An allocation has been included for a contribution towards CEACA legal expenses as per Council decision number 175/2018 (\$10,000).
- An allocation has been included for a donation to the Wyalkatchem Senior Citizens Homes Trust as per Council decision number 153/2018 (\$14,765).

**Community Amenities:**

- An allocation has been included to rehabilitate the Avon Waste cell that is not built on the Shire reserve (\$10,000).

**Transport**

- The final direct Main Roads grant was increased in the State Government's budget by \$41,834.

**Plant and Equipment:**

- As per Council decision number 183/2018 the replacement of the Roller was lower than budgeted by \$19,500 and the Amman roller was retained leading to a reduced proceeds from disposal of assets (\$40,000).
- As per Council decision number 108/2018 the replacement of the CEO vehicle was amended to replace the Works Manager vehicle instead.
- The replacement of the Doctor's vehicle was lower than anticipated due to a requested change in vehicle (\$14,735).

**Furniture and Equipment:**

- The allocation for the Shire Office IT upgrade was increased to make sure there are sufficient funds for purchase of equipment, software and setup (\$10,000).

**Infrastructure Assets – Roads:**

- The Cunderdin Wyalkatchem Rd SLK 2.00-4.85 project did not include an allocation for stabilisation, this will be required due to the quality of the gravel. There is also insufficient depth of existing gravel. Increase of \$50,000 has been made.
- The Tammin Wyalkatchem Rd project has come in under Budget with quoted prices so a reduction of \$35,000 has been made.

**Infrastructure Assets – Other:**

- Aerodrome development has had no major project identified and there isn't a long term plan for the airport, so this budget has been reduced by \$20,000. This will still allow for some works to occur to the airstrip for compliance.
- An allocation has been included to rehabilitate the landscape on the corner of Mitchell St and Hands Dr after the drainage works were completed last financial year (\$5,000).

#### **Reserves:**

- The transfer to Plant reserve was increased to balance the closing surplus to \$80,000 (reserve transfer increased by \$8,113).
- The transfer from Reserve was increased by \$71,365 which was for the FAGS – General Purpose and Roads pre-payment transfers. These were estimated in the Annual Budget as it was unknown exactly what amount would be pre-paid.

#### **STATUTORY ENVIRONMENT**

*Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:*

1. *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
2. *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
3. *A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
4. *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.*

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Specific financial implications are as outlined in the Comments section of this report.

#### **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
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

#### **VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council, in accordance with Regulation 33A of the Local Government Financial Management Regulations 1996, adopt the revised 2018/2019 budget (Attachment 10.1.8) including projected actuals for the remainder of the financial year and adopt the amended budget accordingly.*

**COUNCIL RESOLUTION:**

**(18 /2019)      Moved: Cr Garner**

**Seconded: Cr Gamble**

*That Council, in accordance with Regulation 33A of the Local Government Financial Management Regulations 1996, adopt the revised 2018/2019 budget (Attachment 10.1.8) including projected actuals for the remainder of the financial year and adopt the amended budget accordingly.*

**CARRIED BY ABSOLUTE MAJORITY 6/0**

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – DECEMBER 2018 AND JANUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 February 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

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

#### **COMMENT**

In the month of December 2018 and January 2019 the CEO has attended the following meetings and events.

- 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
- ItVision Record Software demonstration
- Council Meeting
- Office of Auditor General, Grant Thornton – Audit Close out meeting
- National Redress information Webinar
- WALGA – Future of Local Government State Wide forum

The CEO commitments in February include;

- NEWROC meeting with the Hon. David Templeman, Minister for Local Government; Heritage; Culture and the Arts – Subsidiary legislation
- Wheatbelt North-East Sub Regional Road Group meeting
- Water Corporation
- Council Workshop
- Department of Local Government, Sport and Cultural Industries – Local Government Act Review
- LGIS
- Council Meeting
- Meeting with the Tennis Club
- CEACA
- NEWROC
- LEMC

## Staff

Ms Trenorden has made application for parental leave, with the start of her leave being 6 May 2019. Advertisements for the position of Manager Corporate Services, as a fixed term contract, covering the period of leave is being advertised with applications closing on the 6 March 2019.

## Australia Day

On the 26<sup>th</sup> January 2019 the shire hosted an Australia Day breakfast function. This event was attended by approximately 80 people, who enjoyed a cooked breakfast and joined in our Australia Day Celebrations.

This year event included guest speaker, Australian Ambassador, Kath Mazzella OAM. Mrs Mazella gave an overview of her work in Gynaecological Awareness and what Australia Day meant to her.

This event would not have been made possible without the assistance of a number of staff and volunteers. I would like to extend my appreciation to the members of Rotary, Shire Staff- Claire, Sheldon, Tegan and Darryn and Cr Butt and Cr Holdsworth for their assistance throughout the day.

Each year on Australia Day, the Citizen of the Year Awards give local governments around the state the opportunity to acknowledge the contributions and celebrate the active citizens of Western Australia at a community level. Nominations were for people you believed have delivered outstanding services to his or her community.

Congratulations to the following award winners

**Active Citizen of the Year Award:** Wyalkatchem Rotary

**Youth Citizen of the Year Award:** Jasmine Bland

**Community Citizen of the Year Award:** Sue Adams

## **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 months of December 2018 and January 2019.*

**COUNCIL RESOLUTION:**

**(19 /2019) Moved: Cr Gamble**

**Seconded: Cr Holdsworth**

***That Council receive the Chief Executive Officer's report for the months of December 2018 and January 2019.***

**CARRIED 6/0**

**10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT – DECEMBER 2018 AND  
JANUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2019
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 December 2018 and January 2019.

**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 December and January swimming pool water sample was undertaken by the PEHO. The test results and the water quality met the required standards.

**RECYCLED WASTEWATER SAMPLING**

There not been water sampling of Wyalkatchem Wastewater Treatment Plant due the very low water level at the Shire dam.

**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 accept the Principal Environmental Health Officer's Report for the months of December 2018 and January 2019.*

## COUNCIL RESOLUTION:

**(20 /2019) Moved: Cr Holdsworth**

**Seconded: Cr Garner**

***That Council accept the Principal Environmental Health Officer's Report for the months of December 2018 and January 2019.***

**CARRIED 6/0**

### 10.2.3. GOVERNANCE EXECUTIVE OFFICER'S REPORT- FEBRUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	29 January 2019
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 Executive Officer's report for the month of January and February 2019.

#### BACKGROUND

Officer's 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 weren't any reported bushfire incidents in the month of January 2019 for the Shire of Wyalkatchem. There was a fire in the Shire of Training on 8<sup>th</sup> February. The Wyalkatchem Bushfire Brigade were in attendance.

The Chief Executive Officer and I met with Yvette Grigg, District Emergency Management Advisor | Wheatbelt and Goldfields-Esperance Districts, on 7<sup>th</sup> February 2019 to receive feedback and to progress the LEMA.

The Chief Executive Officer is planning on bringing the revised LEMA to the LEMC meeting 27<sup>th</sup> February 2019. This will still allow enough time for the approval process to be completed and the final LEMA to be in place by June 2019. The approved Wyalkatchem LEMA is proposed to be used as a template for the other Shires.

##### Occupational Health and Safety:

The Governance Executive Officer and Manager of Works met with LGIS Regional Risk Coordinator Chris Gilmour on Wednesday 20<sup>th</sup> February 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 Shires Code of Conduct is now on the portal as is Part A of the Contractors and Employees Induction and has gone live as of this week.

The Governance Executive Officer is currently rolling out the Induction training to staff.

Letters have been composed for both Contractors and Employees. New Contractors are signing up to the process immediately while existing contractor's deadline is 1<sup>st</sup> May 2019. To date the reception from Contractors has been positive with several completions.

The Governance Executive Officer attended the LGIS Injury Management Workshop 13 February 2019. This will benefit the Shire in supporting injured staff to return to work and help to minimise compensation periods.

Governance:

The Chief Executive Officer and I have been developing a Compliance Calendar for 2019 to ensure deadlines are met and actions are noted. This will be rolled out end February/ Early March 2019 to the Administration staff, monitored and a status update provided at the future Quarterly Audit Committee meetings.

Other Business

NEWTRAVEL is due to meet on 28<sup>th</sup> February- A report was submitted for the agenda as requested- See Information Bulletin.

Pioneer Pathway stories are currently at the Editing Suite.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Occupational Safety and Health Act 1984*

*Occupational Safety and Health Regulations 1996*

*Emergency Management Act 2005*

*Emergency Management Regulations 2006*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: A well-managed and effective Council organisation**

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

**Objective: Well utilised and effectively managed facilities and assets**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receive the Governance Executive Officer's Report for the months of January and February 2019.*

**COUNCIL RESOLUTION:**

**(21 /2019) Moved: Cr Gamble      Seconded: Cr Metcalfe**

***That Council receive the Governance Executive Officer's Report for the months of January and February 2019.***

**CARRIED 6/0**

#### 10.2.4. ANNUAL REVIEW DELEGATIONS – COUNCIL TO THE CEO

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment 10.2.4.1 - Draft Register of Delegation – Council to CEO Attachment 10.2.4.2 - Delegation Review – Comparison Table Attachment 10.2.4.3 - Revoke Delegation Listing

#### SUMMARY

The purpose of this report is to seek Council approval for delegations to the Chief Executive Officer (CEO) as recorded in the Delegation Register 2019.

#### BACKGROUND

Section 5.42 of the *Local Government Act 1995* (the Act) prescribes that Council may delegate its powers or duties to the Chief Executive Officer (CEO), Section 5.43 outlines the limitations on such delegations. Delegations to the CEO is also prescribed within other legislation.

At least once every financial year delegations are to be reviewed by the delegator (Council) under s5.46(2) of the *Local Government Act 1995*. Council last reviewed its delegations on the 15 February 2018 and therefore a formal review is required.

Sections 5.18 and 5.46(1) of the Local Government Act 1995 require the CEO to maintain a Register of Delegations made under that Act.

Regulation 29 of the Local Government (Administration) Regulations 1996 requires the Delegation Register to be available for public inspection, with most Local Government's publishing the Delegation Register on their website.

The Delegation Register fulfils the Local Government's statutory obligation for delegations to be in writing.

#### COMMENT

Whilst several pieces of legislation provide Local Government with an Express Power to Delegate, only the Local Government Act, the Cat Act 2011 and Dog Act 1976 require a Register of Delegations to be maintained. The Local Government Act 1995, Cat Act 2012 and the Dog Act 1975, requires delegations to be reviewed by the Delegator (whether it is Council or the CEO) at least once every financial year. It is good governance practice to keep all delegations in a single register.

To assist Local Governments in the task of Delegation, WALGA produced a standardise model Delegation Register template containing delegations for powers and duties most regularly used by Local Governments under Western Australian written law.

The new draft register has an improved structure and numbering format and provides a great deal of clarity on the delegation that is being provided and the conditions that are being applied. It provides an

increase in direction to the CEO on what duties they are delegated to perform and provides for limited “grey” areas.

Accordingly, in preparing the Register for Council consideration, the CEO has undertaken a comprehensive review of the current Delegation Register, Council to CEO with reference to the WALGA model. Existing delegations have been migrated to the new WALGA recommended format and content. A large number of new delegations recommended by WALGA have been added to the Draft 2019 Delegation Register, and a number of delegations have been removed. A comparison table is provided under attachment 10.2.4.2 for Council’s reference.

#### CEO Delegations to Employees and sub-delegation

The *Local Government Act 1995*, *Cat Act 2011* and the *Graffiti and Vandalism Act 2016* provides an Express Power to Delegate that enables a Local Government CEO to Delegate, powers and duties directly assigned to the CEO, to Local Government employees.

Generally after Council had adopted the Council Delegation to the CEO, the CEO must make formal decision to make the:

- Sub-delegation of Council Delegation to the CEO; and
- CEO Delegations to Employees

Based on the proposed 2019 Delegation Register, the CEO has reviewed the sub-delegations including;

- Sub-delegation of Council Delegation to the CEO, inclusive of conditions and limitations; and
- CEO Delegations to Employees, inclusive of conditions and limitations.

A record of the CEO’s decision must be retained as a Local Government’s record. This register of sub-delegations has been included in the 2019 Delegation Register. It should be noted that the CEO is authorised to make amendments to the register of sub-delegations contained with the 2019 Delegation Register.

Items highlighted in yellow will be update after Council’s adoption of the 2019 Delegation Register. Throughout the document there are references made to Council’s Policies. Council’s policies are currently under review. References to policy numbers will be updated on completion of the review.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO*

*Local Government Act 1995 s5.43 – Limits on delegations to CEO*

#### **POLICY IMPLICATIONS**

Various, Delegations are to be exercise in accordance with Council’s 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-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

## VOTING REQUIREMENT

Absolute Majority

## OFFICER'S RECOMMENDATION

*That Council:*

1. *NOTES completion by Council as the Delegator, of the 2018/2019 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the Local Government Act 1995, s.47(2) of the Cat Act 2011 and s.10AB of the Dog Act 1976*
2. *REVOKES, by ABSOLUTE MAJORITY, the following listed delegations as detailed in Attachment 10.2.4.3, under the Local Government Act 1995, Cat Act 2011, Dog Act 1976 and Graffiti Vandalism Act 2016.*
  - a. W1 – Expression of Interest and Tenders;*
  - b. W5 – Cat Act 2011 Delegation appointment of authorised person;*
  - c. W6 – Dog Act 1975 Appointments of Authorised Officers.*
3. *REVOKES the following listed delegations as detailed in Attachment 10.2.4.3, under the Building Act 2011, Bush Fires Act 1954, Food Act 2008 and Public Health Act 2016:*
  - a. C1 – Building Act 2011;*
  - b. C19 – Public Health Act 2016 – Appointment of authorised officers by Council;*
4. *REVOKES the following listed delegations as detailed in Attachment 10.2.4.3, under the Road Traffic Act 1975 and Health (Miscellaneous Provisions) Act 1911:*
  - a. W7 – Road Traffic Act 1974;*
  - b. C18 – Health (Miscellaneous Provisions) Act 1911 - Appointment of authorised officers by council*

5. **APPROVES**, by **ABSOLUTE MAJORITY**, to **DELEGATE** the local government functions as detailed in the 2019 Delegation Register to the Chief Executive Officer.

**COUNCIL RESOLUTION:**

**(22 /2019) Moved: Cr Gamble**

**Seconded: Cr Metcalfe**

**That Council:**

1. **NOTES completion by Council as the Delegator, of the 2018/2019 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the Local Government Act 1995, s.47(2) of the Cat Act 2011 and s.10AB of the Dog Act 1976**
2. **REVOKES, by ABSOLUTE MAJORITY, the following listed delegations as detailed in Attachment 10.2.4.3, under the Local Government Act 1995, Cat Act 2011, Dog Act 1976 and Graffiti Vandalism Act 2016.**
  - a. **W1 – Expression of Interest and Tenders;**
  - b. **W5 – Cat Act 2011 Delegation appointment of authorised person;**
  - c. **W6 – Dog Act 1975 Appointments of Authorised Officers.**
3. **REVOKES the following listed delegations as detailed in Attachment 10.2.4.3, under the Building Act 2011, Bush Fires Act 1954, Food Act 2008 and Public Health Act 2016:**
  - a. **C1 – Building Act 2011;**
  - b. **C19 – Public Health Act 2016 – Appointment of authorised officers by Council;**
4. **REVOKES the following listed delegations as detailed in Attachment 10.2.4.3, under the Road Traffic Act 1975 and Health (Miscellaneous Provisions) Act 1911:**
  - c. **W7 – Road Traffic Act 1974;**
  - d. **C18 – Health (Miscellaneous Provisions) Act 1911 - Appointment of authorised officers by council**
5. **APPROVES, by ABSOLUTE MAJORITY, to DELEGATE the local government functions as detailed in the 2019 Delegation Register to the Chief Executive Officer.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

Ms Dayman left the room at 4:34pm

Ms Dayman and Mr Watkins entered the meeting at 4:35pm



### 10.3. WORKS AND SERVICES

#### 10.3.1. MANAGER OF WORKS OFFICER'S REPORT – FEBRUARY 2019

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 <sup>TH</sup> February 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

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

#### BACKGROUND

To inform Council of the activities of the Works team over the Jan – Feb 19 period.

#### COMMENT

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

Sealed pavement maintenance on Wyalkatchem – Koorda Road.

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

Town street verge maintenance, brush cutting and weed spraying.

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.

Removal of damaged banners from town entrances.

Various irrigation repairs.

Water transfer from White Dam to Recreation Oval Dam.

##### ***Aerodrome***

Weekly aerodrome inspection carried out.

Monthly out of hour's runway lighting inspection completed.

##### ***Waste Management***

Weekly push up of deposited waste.

Landfill remediation works (Avon Waste cell).

Ongoing issues with waste type segregation – notice in the forthcoming Wylie weekly

### ***Recycled Water Scheme***

The Manager of Works met with Technical Advisor from Water Corporation. She advised that the project has stalled due to compliance issues. High level talks taking place between DoH, WC and DWER on the issue of licencing and compliance requirements.

### ***Plant Servicing and Repairs***

Intake manifold sensor replacement and ECM update on Loader WM 016

4 new tyres to tandem dolly

60,000km service to P&G Leading Hand Ute WM 027.

Replace air con compressor, idler bearing and belt on roller WM160.

Repair bitumen emulsion sprayer pump.

### ***General Items***

2 road crew personnel returned to work after the Xmas break. The remaining two crew will return to work from Long Service Leave on the 5<sup>th</sup> March 2019.

Delivery of new Bomag multi tyred roller.

Inspection of Verge Street trees (Swan Street).

Railway crossing signage replacement (Cemetery Road).

New warning signage supplied by Water Corporation to be installed around Recreation Oval regarding water reuse.

Commenced subscription to WALGA DWER Environmental Planning Tool to assess environmental impacts of proposed works.

Completion of WALGA Preferred Supplier Survey.

Repair brick paving at Rec Centre building.

The Manager of Works has commenced discussions with Tracy Calvert- Manager Rural Water Planning- Department of Water Environment Regulation regarding funding opportunities for Community Strategic Water Supply projects.

Admin Office Flag pole repairs and reinstallation.

Removal of seat and shelter from the verge in front of SJA Building.

Repair door hinges at the Barracks.

### ***OSH***

VELPIC review.

Ben McMiles completed white card training 12/2/2019.

Training session planned for the 20<sup>th</sup> March 2019- VELPIC online training, the use of SWMS's and Take 5.

Attended Injury Management Training on the 13<sup>th</sup> in Dowerin conducted by LGIS.

### ***Cemetery***

Grounds maintenance carried out.

Grave digging x 2.

### ***Private Works***

23 Flint Street – Skid Steer hire with operator.

### **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 January and February 2019.*

## **COUNCIL RESOLUTION:**

**(23 /2019) Moved: Cr Butt**

**Seconded: Cr Gamble**

***That Council accept the Manager of Work's Report for the month of January and February 2019.***

**CARRIED 6/0**

*Cr Holdsworth left the room at 4:36pm*

*Cr Holdsworth returned at 4:39pm*

### 10.3.2. VERGE STREET TREES – SWAN STREET

Applicant:	Not Applicable
Location:	Swan Street, Shire of Wyalkatchem
Date:	11 <sup>th</sup> February 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	28.09.10
Attachment Reference:	Attachment 10.3.2 Arborist Report – Specialised Tree Services

#### SUMMARY

Council to consider the treatment options detailed in the attached report regarding a complaint received in relation to the surface roots of verge street trees impacting a residence.

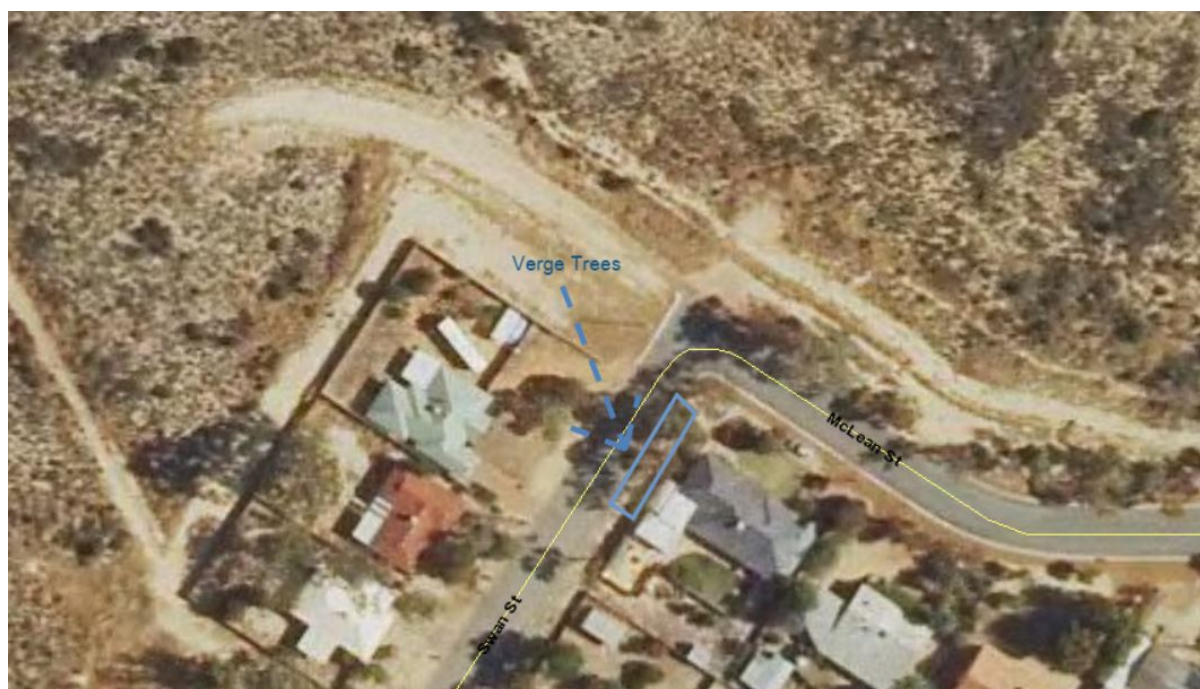
#### BACKGROUND

The Shire of Wyalkatchem received a complaint from the owners of 5 McLean Street, Wyalkatchem on the 9<sup>th</sup> January 2019 regarding surface roots from the verge street trees located on Swan Street, impacting their residence.

#### COMMENT

The Manager of Works investigated the complaint on the morning of the 10<sup>th</sup> January 2019 by conducting an initial site visit and recording photographic evidence of the verge street trees in question.

The surface roots from the three verge trees are in fact encroaching into the private residence and if not already, may in the future cause damage to the structural integrity of the building. Location image below:



After the initial site inspection the Manager of Works contacted the complainant on the 10<sup>th</sup> January to advise that Shire will engage the services of a suitably qualified professional to inspect the trees in question and provide a written report to Council detailing proposed treatments. This action is in accordance with Council Policy E16 – Gum Tree Pruning.

Specialised Trees Services in conjunction with the Manager of Works inspected the trees on the 24<sup>th</sup> January 2019 and the arborist report is attached for consideration. The report was received into this office on the 4<sup>th</sup> February 2019.

The report identifies the trees as one Tasmanian Blue Gum in average to good health and two Yellow Flowering Gums, one in average to poor health and one in very poor health. The Yellow Flowering Gums were also observed to have a presence of borer and leaf miner attacking the trees.



It should be noted that in both of the proposed treatment options that the two Yellow Flowering Gums would require removal. The root removal of the Tasmanian Blue Gum is quite an invasive procedure with no guarantee that the tree would survive post root removal treatment. The Tasmanian Blue Gum can grow to a height of 50 metres with a canopy spread of up to 30 metres in the right conditions and therefore is not suitable as a verge tree that is in close proximity to structures. The excavation and installation of root barrier and sodium bentonite clay is labour intensive and as such a costly option should Council wish to pursue it.

Council has funds available in the 2018/2019 Annual Budget to cover the cost of both of the proposed treatment options.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Environmental Protection Act 1986

#### **POLICY IMPLICATIONS**

In accordance with Council Policy E16 – Gum Tree Pruning

#### **FINANCIAL IMPLICATIONS**

The Officers Recommendation can be undertaken within available funds in the 2018/2019 Statutory Budget.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: A prosperous and dynamic district**

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

**Objective: Well utilised and effectively managed facilities and assets**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Authorise the removal of the three verge street trees identified in the Arborist Report located on Swan Street, Wyalkatchem.*
2. *Authorise the Chief Executive Officer to replace the removed street verge trees with a more suitable native species of verge street tree at the discretion of the Chief Executive Officer within 2018/2019 budgeted funds.*

**COUNCIL RESOLUTION:**

**(24 /2019) Moved: Cr Holdsworth**

**Seconded: Cr Metcalfe**

***That Council:***

1. ***Authorise the removal of the three verge street trees identified in the Arborist Report located on Swan Street, Wyalkatchem.***
2. ***Authorise the Chief Executive Officer to replace the removed street verge trees with a more suitable native species of verge street tree at the discretion of the Chief Executive Officer within 2018/2019 budgeted funds.***

**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**

Late item 14.1 Chief Executive Officer Probation Review

The Chief Executive Officer has disclosed an interest in this item, as it relates to matters concerning her employment contract.

**COUNCIL RESOLUTION:**

***(25 /2019) Moved: Cr Garner***

***Seconded: Cr Butt***

***That Council accept item 14.1 Chief Executive Officer Probation Review as urgent business.***

***CARRIED 6/0***

**14.MATTERS BEHIND CLOSED DOORS**

**OFFICER'S RECOMMENDATION**

*That Council 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:**

***(26 /2019) Moved: Cr Metcalf***

***Seconded: Cr Gamble***

***That Council 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 6/0***

**Meeting Moved behind closed doors at: 4:47pm**

*Ms Dayman; Mrs Trenordan; Ms Elvidge and Mr Watkins left the meeting at 4:47pm*

#### **14.1. CHIEF EXECUTIVE OFFICER PROBATION REVIEW**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 February 2019
Reporting Officer:	Taryn Dayman
Disclosure of Interest:	The Chief Executive Officer has disclosed an interest in this item, as it relates to matters concerning her employment contact.
File Number:	22.05.01 TARYN DAYMAN
Attachment Reference:	14.1 – CONFIDENTIAL REPORT – CEO Probationary Performance Review 2019

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council*

- 1. Accept the Chief Executive Officer's Probationary Performance Review Report and note that the Chief Executive Officer's Probationary Performance Review resulted in a level of satisfactory performance that exceeded the job requirement;*
- 2. Confirms the ongoing employment of Ms Taryn Dayman in the position of Chief Executive Officer effective 21 February 2019 in accordance with the Contract of Employment.*

#### **COUNCIL RESOLUTION**

**(27 /2019) Moved: Cr Holdsworth    Seconded: Cr Gamble**

*That Council*

- 1. Accept the Chief Executive Officer's Probationary Performance Review Report and note that the Chief Executive Officer's Probationary Performance Review resulted in a level of satisfactory performance that exceeded the job requirement;***
- 2. Confirms the ongoing employment of Ms Taryn Dayman in the position of Chief Executive Officer effective 21 February 2019 in accordance with the Contract of Employment;***

**CARRIED 6/0**

#### **OFFICER'S RECOMMENDATION**

*That Council move out from behind closed doors.*

#### **COUNCIL RESOLUTION:**

**(28 /2019) Moved: Cr Garner                      Seconded: Cr Holdsworth**

***That Council move out from behind closed doors.***

**CARRIED 6/0**

***Meeting re-opened to the public at 4:57pm***

*Ms Dayman, Ms Elvidge and Mr Watkins entered the meeting at 4.58pm*



## **15.INFORMATION BULLETIN**

### **15.1. Information Bulletin**

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

### **15.2. Business Arising from the Information Bulletin**

Cr Gamble commented that the NEWTRAVEL Report had the date of the 16<sup>th</sup> for the Wyalkatchem Hotel Centenary. The date is 9<sup>th</sup> March. GEO to notify NEWTRAVEL.

## **16.CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:11pm