



MINUTES OF THE ORDINARY MEETING OF COUNCIL

**HELD ON
MONDAY, 23 SEPTEMBER 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 3:39pm
Closure 5:30pm**

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 24 September 2019.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held on the 17 October 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.

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. Owen Garner | |
| | Cr. Emma Holdsworth | |
| | Cr. Stephen Gamble | |
| | Cr. Mischa Stratford | |

| | | |
|--------|-------------------|------------------------------|
| Staff: | Taryn Dayman | Chief Executive Officer |
| | Stephanie Elvidge | Governance Executive Officer |

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Cr Heather Metcalfe

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

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 August 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 15 August 2019 (Attachment 7.1.1).

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 August 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(117/2019) Moved: Cr Holdsworth

Seconded: Cr Garner

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 August 2019 (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 August 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 27 August 2019 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 27 August 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(118 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That the minutes of the NEWROC Executive Meeting of Tuesday 27 August 2019 (Attachment 7.2.1) be received by Council.

CARRIED 5/0

7.2.2. Northam District Operations Advisory Committee – 12 March 2019

Minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 12 March 2019 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 12 March 2019 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(119 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That the minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 12 March 2019 (Attachment 7.2.2) be received by Council.

CARRIED 5/0

7.2.3. Audit and Risk Management Committee Minutes – 15 August 2019

Minutes of the Audit and Risk Management Committee meeting of Thursday 15 August 2019 (Attachment 7.2.3)

OFFICER RECOMMENDATION:

That the minutes of the Audit and Risk Management Committee meeting of Thursday 15 August 2019 (Attachment 7.2.3) be received by Council.

(120 /2019) Moved: Cr Holdsworth

Seconded: Cr Garner

That the minutes of the Audit and Risk Management Committee meeting of Thursday 15 August 2019 (Attachment 7.2.3) be received by Council.

CARRIED 5/0

MATTERS ARISING

10.2.1 Compliance Status Reports

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

- 1. Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 7.2.3.1).*
- 2. Receives the Statutory Compliance Calendar Status Report (Attachment 7.3.2.2).*
- 3. Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 7.2.3.3).*

COUNCIL RESOLUTION:

**(121 /2019) Moved: Cr Holdsworth
That Council;**

Seconded: Cr Garner

- 1. Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 7.2.3.1).**
- 2. Receives the Statutory Compliance Calendar Status Report (Attachment 7.3.2.2).**
- 3. Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 7.2.3.3).**

CARRIED 5/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies discussed the elections processes and thanked Cr Gamble for renominating and Ms Dayman for her preparation.

Cr Davies welcomed Cr Stratford to her first Ordinary Meeting of Council.

Cr Davies thanked those that attended NEWROC Health Forum. Cr Stratford, Ms Dayman and Cr Davies were also present.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

9.1. Confidential Item 14.1 – Appointment of Manager of Works

**9.2. Confidential Item 14.2 – Tender 01/2019 – Management and Operation of
Wyalkatchem Aquatic Centre**

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 17 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.1 Accounts for Payment – August 2019 |

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with its delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

A payment listing for the month of August 2019 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$35468.00.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used.

| Bank Account | Payment Type | Last Number | First Number in report |
|---------------------|---------------------|--------------------|-------------------------------|
| Municipal | Cheque | | No Payments |
| Municipal & Trust | EFT | EFT31 | EFT32 |
| Trust | Cheque | | No Payments |
| Reserves | EFT | | No Payments |

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 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 | 5.1.1 | Implement effective governance structures |
| | | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| 5.4 | Robust and accountable business and financial processes | 5.4.2 | Ensure efficient use of resources |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of August 2019:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$181,591.11;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$31,232.50*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$55,721.29;*
- 4. Total payments for the month of August 2019 being \$268,545.90, as listed in attachment 10.1.1.*

COUNCIL RESOLUTION:

(122 /2019) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council endorse the following payments for the month of August 2019:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$181,591.11;***
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$31,232.50***
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$55,721.29;***
- 4. Total payments for the month of August 2019 being \$268,545.90, as listed in attachment 10.1.1.***

CARRIED 5/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – AUGUST 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 18 September 2019 |
| Reporting Officer: | Sheldon Cox, Finance and Administration Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.2. Credit Card Declaration & Statement – August 2019 |

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 June 2019 to 29 July 2019.

BACKGROUND

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

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.2 endorse credit card payments made for the period 29 June 2019 to 29 July 2019 totalling \$5,471.45.

COUNCIL RESOLUTION:

(123 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 June 2019 to 29 July 2019 totalling \$5,471.45.

CARRIED 5/0

10.1.3. MONTHLY FINANCIAL REPORT – AUGUST 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 18 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.02.02 |
| Attachment Reference: | Attachment 10.1.3 – Monthly Financial Report – August 2019 |

SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 August 2019.

BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4
Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil – Monthly Statement of Financial Activity reporting on council's current financial position.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 August 2019, as included in attachment 10.1.3 as presented, and notes any material variances.

COUNCIL RESOLUTION:

(124 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council accepts the Statement of Financial Activity for the month ending 31 August 2019, as included in Attachment 10.1.3 as presented, and notes any material variances.

CARRIED 5/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – AUGUST 2019

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 18 September 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 August 2019 the CEO has attended the following meetings and events.

- Special Meeting of Council – Budget Adoption
- LG Convention
- Weekly and adhoc ITvision meetings
- Manager of Works Interviews
- WALGA zone meeting
- Regional Health Forum Meeting
- Craig Hanson WALGA Procurement Meeting
- Council Meeting
- Tennis Relocation Working Group meeting
- NEWROC council meeting
- Community Workshops

The CEO commitments in September 2019 include;

- Weekly and adhoc ITvision meetings
- Councillor Elect – Mischa Stratford
- Craig Manton, Regional Manager Wheatbelt Main Roads
- Swearing in ceremony – Cr Stratford
- Council workshop
- ASK Waste Management – NEWROC waste project
- Wyalkatchem Koorda Health Services – Executive visit
- Wheatbelt Regional Health Forum
- Wyalkatchem Bowling Club, Football Club and District Club – Cropping lease
- Council Meeting
- NEWROC executive Meeting
- Tennis Working Group Meeting

- Jenifer Collins DLGSC, Tennis Working group meeting

Manager of Works

Interviews for the position of Manager of Works were conducted in late August 2019. Reference checks have been completed. The CEO has a preferred candidate, which is to be endorsed by Council.

Relocation of Tennis Courts

Caroline Robinson from Solum has been engaged to progress the business case, obtain quotations etc for the relocation of Tennis Courts in preparation for Council's application to be submitted to the Department of Local Government, Sport and Cultural Industries Community Sporting and Recreation Facilities Fund – Annual and Forward Planning Grant, due 27 September 2019.

2019 Election

Nominations were called for the Local Government Elections to be held on Saturday 19 October 2019 to fill the following vacancies on the Council of the Shire of Wyalkatchem:

- | | | |
|------------|---------------------|---------------------|
| ▪ District | Three (3) Vacancies | Four (4) Year Terms |
|------------|---------------------|---------------------|

Nominations opened on the 5 September 2019 and closed at 4pm on the 12 September 2019.

At the close the nomination period, two nominations were received

- Stephen Gamble
- Quentin Davies

Cr Gamble and Cr Davies were declared re-elected unopposed. Cr Gamble and Cr Davies will be sworn in prior to the October Council Meeting.

An Extraordinary Election will be held to fulfil the vacant position. The Shire President in conjunction with the CEO will select a date and commence the required advertising.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers report for the month of August 2019.

COUNCIL RESOLUTION:

(125 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council accepts the Chief Executive Officers Report for the month of August 2019.

CARRIED 5/0

10.2.2. OFFICERS REPORT - PRINCIPAL ENVIRONMENTAL HEALTH – AUGUST 2019

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 16 September 2019 |
| Reporting Officer: | Peter Toboss – Principal Environmental Health Officer |
| Disclosure of Interest: | NIL |
| File Number: | 13.09.01 |
| Attachment Reference: | NIL |

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for August 2019 as presented.

BACKGROUND

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

COMMENT

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

HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of seven (7) health, building and planning enquiries completed in August 2019.

FOOD PREMISES & PUBLIC BUILDINGS INSPECTION

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

- Wyalkatchem Roadhouse

The inspection returned good result

2018-2019 LOCAL GOVERNMENT FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016 REPORTING

The PEHO completed two separate set of reporting and submitted to the Department of Health. Local Government enforcement agencies are required to report to the Department of Health on their performance of functions under the *Food Act 2008* (Food Act) (as required by section 121) and the *Public Health Act 2016* (Public Health Act) (as required by section 22). All responses submitted will assist the Department of Health in determining how public health risks should be managed in Western Australia and the way forward under the Public Health Act.

The second reporting was additional optional questions to assist with the Regulation Review Program that is currently being undertaken as part of the *Public Health Act 2016* implementation. Local governments are being asked to answer as many of the questions as possible utilising the online reporting survey.

2018-2019 WASTE & RECYCLING LOCAL GOVERNMENT CENSUS

The annual waste census from the Department of Water and Environmental Regulation was completed and submitted. This waste census is conducted annually and completion of the census is

a Waste Authority requirement for any local government wishing to access funding from the Waste Avoidance and Resource Recovery Account.

WASTEWATER SAMPLING

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The laboratory results of the water sample taken from the Shire storage dam outlet met the required standards.

STATUTORY ENVIRONMENT

Food Act 2008,

Public Health Act 2016

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officers Report for the month of August 2019.

COUNCIL RESOLUTION:

(126 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council accepts the Principal Environmental Health Officers Report for the month of August 2019.

CARRIED 5/0

10.2.3. PERMISSION TO COLLECT NATIVE FLORA

| | |
|-------------------------|--|
| Applicant: | Jeanette Taylor and Suzy Poli |
| Location: | Shire of Wyalkatchem |
| Date: | 14 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 11.09.02 |
| Attachment Reference: | Attachment 10.2.3 – Permission to collect Native Flora Request |

SUMMARY

For Council to consider granting permission for Mrs Taylor and Mrs Poli to Collection Native Flora within the Shire boundaries for a period of 12 months.

BACKGROUND

Council has received a request from Mrs Taylor and Mrs Poli for permission to collect native flora from within the Shire of Wyalkatchem. Permission is requested for a 24 month period.

COMMENT

Mrs Taylor and Mrs Poli intend to collect Salt Bush (*Atriplex nummularia*), Quondon (*Santalum acuminatum*) and Samphire (*Tecticornia*). They will also be collecting species for identification and research purposes.

Mrs Taylor and Mrs Poli have been provided permission in the past and are fully aware of the safe hygiene practices which they will follow

STATUTORY ENVIRONMENT

Wildlife Conservation Act (1950)

POLICY IMPLICATIONS

There are no policy implications in relation to this item

FINANCIAL IMPLICATIONS

There are no significant 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 sustainable natural and built environment

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|---|
| 3.4 | Protect and enhance areas of high natural environmental value | 3.4.1 | Develop environmental management strategy |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council grants Mrs Jeanette Taylor and Mrs Suzy Poli permission to collect native flora from within reserves vested to the Shire of Wyalkatchem for a twenty four month period beginning 1 October 2019 with the following conditions;

- 1. All persons collecting native flora are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of this license;*
- 2. Permission is for a twenty four month period, commencing 1 October 2019;*
- 3. Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds;*
- 4. All care will be taken to avoid the disturbance of fauna habitat;*
- 5. All care will be taken to avoid any disturbance that may lead to soil degradation.*

COUNCIL RESOLUTION:

(127 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That the matter lay on the table pending further information.

CARRIED 5/0

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT – MANAGER OF WORKS – AUGUST / SEPTEMBER 2019

| | |
|-------------------------|-----------------------------------|
| Applicant: | Not Applicable |
| Location: | Shire of Wyalkatchem |
| Date: | 17 September 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 August / September 2019.

BACKGROUND

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

COMMENT

Road Crew

Maintenance grading activity:

| | |
|------------------------|--------------------|
| Bruse Rd | Divers Rd |
| Depierres Rd | Flowery Patch Rd |
| Hobden Rd | Pulford Rd |
| Borgward Rd | Hennesy Rd |
| Davies South Rd | Ross Rd |
| Benj South Rd | Benji Amery Rd |
| Carter Rd | Lawrence Rd |
| Minivale North East Rd | Holdsworth Rd |
| Lewis Rd | Lewis East West Rd |
| Gnuca- Nalkain Rd | Martin Rd |
| Garn Rd | |

Weed spraying carried out on the sections of the following roads:

Cunderdin Wyalkatchem Rd.

Tammin – Wyalkatchem Rd.

Grace Street

Capital Projects:

Hobden Rd – Commenced re-sheeting works SLK 0.00 – 4.00.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.
Cemetery garden maintenance.
Town pathway weed spraying.
Grounds maintenance to shire owned housing assets.
Shire Admin garden maintenance.
Medical Centre garden maintenance.
Admin park mowing.
Lady Nova grounds maintenance.
Town Hall garden maintenance.
Railway reserve maintenance.
Pioneer Park rose pruning.
Railway Barracks surrounds maintenance.
Rec Oval dam maintenance.
Street sweeping town streets.
Rec Oval turf renovation.
Road House gardens maintenance.

Signage

Goldfields Rd Railway crossing signage repair.

Buildings

Various minor repairs
Repairs to door locks on Airport Terminal Building.
Korrelocking Reserve toilet septic pump out.

Aerodrome

Weekly aerodrome and lighting inspection carried out.
Aerodrome runway strip and surrounds slashing.
Weed spraying to surrounds.

Waste Management

Weekly push up of deposited waste.
Illegal dumping of asbestos / scrap metal in the green waste section at the landfill site.
Landfill fire reported on the afternoon of the 9/9 and extinguished on the 10/9. Details advised to EHO for report to DWER.

Recycled Water Scheme

Ongoing water sampling by EHO and Water Corporation.

Plant Servicing and Repairs

Monthly genset checks.
4 new tyres fitted to Hilux WM 000.
40,000km service to Hilux WM000.
Service of shire admin building and medical centre gen sets ordered. – awaiting filters
Repairs to rear door alarm on Community Bus.
Pre-season servicing of BFB fire appliances arranged.

General Items

Repairs to leaking standpipe on Elashgin East West Rd.

DWER site inspection of Cunderdin – Wyalkatchem Rd in relation to clearing permit application CPS 8560/1.

RAV assessments completed and response sent to MRWA Heavy Vehicle Services.

RM Surveys engaged to carry out a feature survey of Gamble St x Flint St through to Railway Terrace to facilitate drainage design works as a precursor for stormwater harvesting grant funding application with DWER.

6 Traffic classifiers (2 shire owned & 4 rental) will be in use from the 18th September through the harvest period. These counts are critical for ongoing RRG funding applications.

OSH

Formulation of 12 SWMS templates for Works crew.

Safe Work Method Statement delivered by LGIS on 21st August.

LH Door damage to crew truck whilst reversing at Pioneer Park. Insurance claim approved and vehicle sent for repair.

Private Works

Olinda Stud street tag signage installed.

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 August / September 2019.

COUNCIL RESOLUTION:

(128 /2019) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accepts the Manager of Work's Report for the month of August / September 2019.

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:

(129 /2019) Moved: Cr Stratford

Seconded: Cr Gamble

That Council accept item 13.1 COMMUNITY SPORTING AND RECREATION FACILITY FUND as Urgent Business.

CARRIED 5/0

Ms Dayman left the meeting at 4:32pm.

Ms Dayman returned to the meeting at 4:33pm.

Cr Holdsworth left the meeting at 4:35pm.

Cr Holdsworth returned to the meeting at 4:36pm.

13.1. COMMUNITY SPORTING AND RECREATION FACILITY FUND

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Wyalkatchem District Club |
| Date: | 15 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 11.09.02 |
| Attachment Reference: | Nil |

SUMMARY

For Council to consider endorsing the proposal to submit a funding application to the Department of Local Government, Sport and Cultural Industries (DLGSCI) for the Community Sporting Recreation Facilities Fund (CSRFF) annual and forward planning funding round.

BACKGROUND

Each year CSRFF grant applications are invited from Local Governments and community groups for projects that provide facilities and infrastructure for sport and recreation. The program aims to increase participation in sport and recreation through rational development of good quality, well designed and well utilised facilities. Grant applications may request up to one third of the cost of eligible projects with the balance of the funds to be provided by the Local Government and/or the community group.

There are three rounds of CSRFF per year. Two small grant rounds and one annual and forward planning round.

This report provides details on an application that has been received under the Annual and Forward Planning round.

The Annual and Forward Planning grants are for projects costing over \$300,000.

The CSRFF annual and forward planning grant round targets projects involving a detailed level of planning. The total project cost for the grant must be over \$300,000. Grants given in this category can be claimed up to three financial years following the date of approval, depending on the requirements and approved details of the project.

Examples of annual projects:

- construction of grass or synthetic playing fields
- reticulation system for a grassed playing field
- New or upgraded swimming pool or leisure centre
- large floodlighting project
- New or upgraded change rooms and pavilions
- court or bowling green construction

COMMENT

All CSRFF applications are required to be endorsed by Council and ranked in order of merit before forwarding to DLGSC, with annual and forward planning grant round applications to be received by DLGSC office by 4pm on the 27 September 2019.

The Shire of Wyalkatchem will act as the applicant for the Wyalkatchem Tennis Club Relocation, in partnership with the Wyalkatchem Tennis Club.

No other applications were received.

Application

Project: Wyalkatchem Tennis Club Relocation

Project Description

The Wyalkatchem Tennis Club currently consists of two synthetic (lit) and two grass courts (unlit). A recent audit of the court surfaces has identified that the continued deterioration of the synthetic courts requires immediate remedial action to be taken to repair both the sub-grade and surface. The existing grass courts, while being in fair condition, require significant upkeep and watering.

The tennis facility is currently standalone. The project will co-locate alongside the newly renovated bowling greens, creating a sporting and community hub within the Wyalkatchem District Club Precinct

This project involves the construction of three new acrylic courts at the Wyalkatchem District Club precinct on the disused bowling green adjacent to the district club complex.

The principal components of the proposed development are:

- 1) Two (2) gel-cushioned, acrylic tennis courts;
- 2) One (1) gel-cushioned, acrylic multi-use court with line markings for tennis, basketball and netball;

- 3) Perimeter fencing;
- 4) Lighting.

Project Outcomes

Through the relocation of the tennis courts it is hoped that:

- 1) The Shire of Wyalkatchem will experience a resurgence of social activity and recreational/competitive sporting opportunity;
- 2) Integrating multiple sports in to one central “hub” will increase the sustainability of sporting clubs and venues in the community;
- 3) A greater sense of community will be achieved through increased opportunity for social interaction.

Needs Assessment and Feasibility Study

A Needs Assessment is a vital first step in the facility planning process. A Needs Assessment is a comprehensive information gathering process to identify and analyse whether a new facility is required or whether the need can be satisfied in some other way. A detailed Needs Assessment has been considered and included in a Needs Assessment and Feasibility Study.

Feasibility Study

The second phase in the facility planning process is the Feasibility Study. The purpose of a feasibility study is to examine the viability of a proposal so that decisions can be informed by objective analysis. A detailed Feasibility Study has been completed and has been the bases of the working group’s decision making process.

The Needs Assessment and Feasibility Study will form part of the CRSFF application.

LGA Assessment

It is a requirement of the DLGSC that all CSRFF applications are assessed against the CSRFF Principals and given a priority ranking by the local government.

Section A

The CSRFF principles have been considered and the following assessment is provided:

An assessment of the Wyalkatchem Tennis Club Relocation has been completed as follows;

| | Satisfactory | Unsatisfactory | Not relevant |
|---|-------------------------------------|--------------------------|--------------------------|
| Project justification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned approach | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community input | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Management planning | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access and opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Design | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial viability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Co-ordination | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential to increase Physical activity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sustainability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Information from the application and Needs Assessment and Feasibility Study has been used to form the above assessment.

Section B

The CSRFF application process tasks the local government authority with rating projects using the following structure:

| | |
|---|--|
| A | Well planned and needed by municipality |
| B | Well planned and needed by applicant |
| C | Needed by municipality, more planning required |
| D | Needed by applicant, more planning required |
| E | Idea has merit, more planning work needed |
| F | Not recommended |

Information from the application and Needs Assessment and Feasibility Study has been used to rank the project.

In addition Council has previously identified a need for the upgrade of tennis facility, with the project included in the Shire's Long Term Financial Plan. Council has been setting aside funds in a reserve for this purpose.

Based on the above it is recommended that the Wyalkatchem Tennis Club Relocation CSRFF application be given the ranking of "A – Well Planned and needed by municipality"

The Shire is submitting one application as a priority project for the Shire.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There are no policy implications in relation to this item

FINANCIAL IMPLICATIONS

Capital expenditure – as per 2019/2020 budget allocation

External Funding Income – As per 2019/2020 budget allocation

Transfer from Reserves – As per 2019/2020 budget allocation

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 | 1.1.4 | Develop and implement a community well-being plan |
| 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 community |
| 1.4 | A diverse and inclusive community | 1.4.1 | Promote intergenerational activities and spaces |
| | | 1.4.2 | Facilitate local festivals and events to connect the community |
| 1.5 | Increased participation in physical activity | 1.5.1 | Promote and facilitate the use of Council's sports and recreation facilities |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Endorses the CSRFF Annual Forward Planning Grant Application for the Wyalkatchem Tennis Club Relocation;*
- 2. Give the Wyalkatchem Tennis Club Relocation as a priority ranking of 1; and*
- 3. Rate the Wyalkatchem Tennis Club Relocation project as an "A – Well planned and needed by the municipality"*

COUNCIL RESOLUTION:

(130 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council;

- 1. Endorses the CSRFF Annual Forward Planning Grant Application for the Wyalkatchem Tennis Club Relocation;*
- 2. Give the Wyalkatchem Tennis Club Relocation as a priority ranking of 1; and*
- 3. Rate the Wyalkatchem Tennis Club Relocation project as an "A – Well planned and needed by the municipality"*

CARRIED 5/0

Cr Garner left the meeting at 4:55pm.

Cr Garner returned to the meeting at 4:56pm.

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) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

COUNCIL RESOLUTION:

(131 /2019) Moved: Cr Gamble

Seconded: Cr Stratford

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

- ***a matter affecting an employee or employees;***
- ***the personal affairs of a person and***
- ***matters of a contract which may be entered into, by the local government***

CARRIED 5/0

Ms Elvidge left the meeting at 4:56pm

14.1. APPOINTMENT OF MANAGER OF WORKS

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 17 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 22.23.09 |
| Attachment Reference: | Nil |

Reason for Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.37(2)

POLICY IMPLICATIONS

Policy 5.6 - Senior Employees

Policy 5.2 – Recruitment and Selection Policy

FINANCIAL IMPLICATIONS

Manager of Works costs of employment, as per budget provision.

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 |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

- 1. That Council endorses the appointment of the preferred applicant, as per the confidential report prepared by the CEO, to the position of Manager of Works, in accordance with section 5.37(2) of the Local Government Act 1995.*
- 2. Authorise the Shire President and Chief Executive Officer to enter into a Senior Employee contract with the preferred applicant and executive the agreement and affix the Shire's seal.*

COUNCIL RESOLUTION:

(132 /2019) Moved: Cr Gamble

Seconded: Cr Stratford

- 1. That Council endorses the appointment of the preferred applicant, as per the confidential report prepared by the CEO, to the position of Manager of Works, in accordance with section 5.37(2) of the Local Government Act 1995.***
- 2. Authorise the Shire President and Chief Executive Officer to enter into a Senior Employee contract with the preferred applicant and executive the agreement and affix the Shire's seal.***

CARRIED 5/0

14.2. TENDER 01/2019 – MANAGEMENT AND OPERATION WYALKATCHEM AQUATIC CENTRE

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 18 September 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 26.14 – RFT 01/2019 |
| Attachment Reference: | Attachment 14.2.1 – Tender Submissions – Confidential Attachment 14.2.2 – RFT 01/2019 |

Reason for Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters of a contract which may be entered into, by the local government

STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.57

Local Government (Functions and General) Regulations 1996, Regulation 11

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Annual Expenditure for the Management and operation of the Wyalkatchem Aquatic Facility.

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;

- 1. Accepts the Tender submitted by Contract Aquatic Services as the most advantageous Tender to form a Contract.*
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.*
- 3. Authorise the Shire President and Chief Executive Officer to executive the agreement and affix the Shire's seal.*

COUNCIL RESOLUTION:

(133 /2019) Moved: Cr Holdsworth

Seconded: Cr Stratford

That Council;

- 1. Accepts the Tender submitted by Contract Aquatic Services as the most advantageous Tender to form a Contract.***
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.***
- 3. Authorise the Shire President and Chief Executive Officer to executive the agreement and affix the Shire's seal.***

CARRIED 5/0

OFFICER'S RECOMMENDATION

That Council resumes Standing orders and move out from closed doors.

COUNCIL RESOLUTION:

(134 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council resumes Standing orders and move out from closed doors.

CARRIED 5/0

Ms Elvidge returned to the meeting at 5:29pm.

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

Nil

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:30pm.