



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

HELD ON

THURSDAY, 20 June 2019

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 4:13pm
Closure 5:19pm**

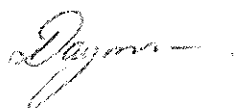
Preface

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

Unconfirmed Minutes

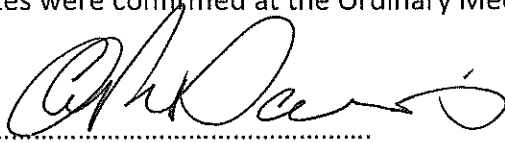
These minutes were approved for distribution on 21 June 2019.



Taryn Dayman
Chief executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 18 July 2019

Signed:


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

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

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

TABLE OF CONTENTS

| | | |
|------------|---|----------|
| 1. | DECLARATION OF OPENING | 1 |
| 2. | PUBLIC QUESTION TIME | 1 |
| 2.1. | Response to Public Questions Previously Taken on Notice..... | 1 |
| 2.2. | Declaration of Public Question Time opened..... | 1 |
| 2.3. | Declaration of Public Question Time closed..... | 1 |
| 3. | ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE | 1 |
| 3.1. | Attendance..... | 1 |
| 3.2. | Apologies..... | 1 |
| 3.3. | Approved Leave of Absence..... | 1 |
| 3.4. | Applications for Leave of Absence..... | 1 |
| 4. | OBITUARIES | 1 |
| 5. | PETITIONS, DEPUTATIONS, PRESENTATIONS | 1 |
| 5.1. | Petitions | 1 |
| 5.2. | Deputations..... | 1 |
| 5.3. | Presentations | 1 |
| 6. | DECLARATIONS OF INTEREST | 2 |
| 6.1. | Financial and Proximity Interest | 2 |
| 6.2. | Impartiality Interests..... | 2 |
| 7. | CONFIRMATION AND RECEIPT OF MINUTES | 2 |
| 7.1. | Confirmation of Minutes..... | 2 |
| 7.1.1. | Ordinary Meeting of Council – 16 May 2019..... | 2 |
| 7.2. | Receipt of Minutes..... | 2 |
| 7.2.1. | NEWROC Council Minutes – 28 May 2019..... | 2 |
| 8. | ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION | 2 |
| 9. | MATTERS FOR WHICH THE MEETING MAY BE CLOSED | 2 |
| 10. | REPORTS | 3 |
| 10.1. | CORPORATE AND COMMUNITY SERVICES..... | 3 |
| 10.1.1. | FINANCIAL MANAGEMENT – PAYMENT LISTINGS – MAY 2019..... | 3 |
| 10.1.2. | ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2019..... | 6 |
| 10.1.3. | FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – MAY 2019 | 8 |
| 10.2. | GOVERNANCE AND COMPLIANCE | 11 |
| 10.2.1. | OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – MAY 2019..... | 11 |

| | | |
|------------|--|-----------|
| 10.2.2. | OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – MAY 2019 | 15 |
| 10.2.3. | CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) 2019/2020 BUDGET ALLOCATION..... | 17 |
| 10.2.4. | CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) 2019/2020 RATES | 20 |
| 10.3. | WORKS AND SERVICES | 23 |
| 10.3.1. | OFFICERS REPORT – MANAGER OF WORKS – MAY 2019 | 23 |
| 10.3.2. | PLANT REPLACEMENT PROGRAM | 26 |
| 11. | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 29 |
| 12. | QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 29 |
| 13. | URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION | 29 |
| 14. | MATTERS BEHIND CLOSED DOORS..... | 29 |
| 15. | INFORMATION BULLETIN..... | 29 |
| 15.1. | Information Bulletin | 29 |
| 15.2. | Business Arising from the Information Bulletin..... | 29 |
| 16. | CLOSURE OF THE MEETING | 29 |

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:13pm

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 4:13pm

2.3. Declaration of Public Question Time closed

Public question Time closed at 4:14pm

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

Staff: Taryn Dayman Chief Executive Officer
Paul Godfrey Acting Manager Corporate Services
Stephanie Elvidge Governance Executive Officer
Darryn Watkins Manager of Works

3.2. Apologies

Cr Owen Garner

Cr Emma Holdsworth

3.3. Approved Leave of Absence

Nil

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 – 16 May 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 16 May 2019 (Attachment 7.1.1).

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 May 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(70 /2019) Moved: Cr Gamble

Seconded: Cr Butt

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 April 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 4/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 28 May 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 28 May 2019 (Attachment 7.2.1).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 28 May 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(71 /2019) Moved: Cr Metcalfe

Seconded: Cr Butt

That the minutes of the NEWROC Executive Meeting of Tuesday 28 May 2019 (Attachment 7.2.1) be received by Council.

CARRIED 4/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies invited Councillors to the NEWROCK meeting (25 June 2pm) in Koorda if they would like to attend. Cr Davies and Ms Dayman will be leaving the Shire Office at 130pm.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – MAY 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 June 2019 |
| Reporting Officer: | Paul Godfrey – Acting Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.1.1 Payment Listing – May 2019 Attachment 10.1.1.2 Fuel Card Statement – April 2019 |

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, the Administration Officers and the Manager of Works. 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 May 2019 | \$444,776 |
| Total Payments May 2018 | \$512,987 |
| Variance \$ | -\$68,211 |
| Variance % | -13% |

| | |
|------------------------------------|------|
| Percentage paid by EFT May 2019 | 100% |
| Percentage paid by cheque May 2019 | 0% |

Percentage of Wyalkatchem based suppliers May 2019 (excluding wages, bank fees, loan payments and utilities providers) 2.3%

Percentage of suppliers used where no Wyalkatchem based option is available May 2019 91%

Dollar value spent with Wyalkatchem based suppliers May 2019 \$10,664

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

Policy Number 2.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$444,775.66 for May 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 receive the Payment Listing for the month of May 2019, as provided for in attachment 10.1.1.1.

COUNCIL RESOLUTION:

(72 /2019) Moved: Cr Butt

Seconded: Cr Gamble

That Council receive the Payment Listing for the month of May 2019, as provided for in attachment 10.1.1.1.

CARRIED 4/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 13 June 2019 |
| Reporting Officer: | Paul Godfrey, Acting Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.2 Credit Card Statement – April 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 March 2019 to 29 April 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 10.1.1.1). 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

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 March 2019 to 29 April 2019 totalling \$668.80.

COUNCIL RESOLUTION:

(73 /2019) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period of 29 March 2019 to 29 April 2019 totalling \$753.85

CARRIED 4/0

10.1.3. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – MAY 2019

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 June 2019 |
| Reporting Officer: | Paul Godfrey – Acting Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.3 – Monthly Financial Report |

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

May 2019 Financial Statements

- Yearly operating revenue is \$2,484,945 inclusive of net rate income of \$1,248,181 (net of prepaid rates and discounts) – 97% of Budget;
- Yearly operating expenditure is \$3,203,378 – 77% of Budget;
- Yearly capital expenditure is \$1,072,568 – 84% of Budget;
- Yearly capital revenue is \$1,319,949 – 96% of Budget;
- Net current assets as at 30 April 2019 are \$947,278

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 \$1,383,456 and discounts applied equate to \$18,636. Approximately 95% of Rates have been collected to date, with \$25,434 outstanding.

Capital Expenditure

| | | |
|---------------------|-----------|--|
| Land and Buildings | \$91,320 | The Depot, Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works are underway as of May 2019. 1 Slocum St capital works have been completed. |
| Plant and Equipment | \$298,983 | The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The roller and new cylinder mower have been purchased. |
| Roads | \$514,932 | Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of February 2019. Lewis East Rd, |

| | | |
|-----------------|---------|--|
| Parks & Gardens | \$8,745 | Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed. The Recreation Centre oval works have been completed. |
|-----------------|---------|--|

Net Assets: Net Current Assets as at 31 May 2019 amount to \$947,278. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$780,397).

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, in accordance with Attachment 10.1.3, receive the Statement of Financial Activity for the period ended 31 May 2019.

COUNCIL RESOLUTION:

(74 /2019) Moved: Cr Butt

Seconded: Cr Gamble

That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 31 May 2019.

CARRIED 4/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – MAY 2019

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 June 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 May 2019 the CEO has attended the following meetings and events.

- LEMC
- Friends of the Cemetery
- Rotary / Men Sheds – WA Men’s Health and Wellbeing Policy Launch
- Council Workshop
- IT Vision – Project Briefing meetings
- Melissa Spark – WAPHA – General Practice Discussions
- CBH – Housing development
- Council Meeting
- Caroline Robinson – NEWROC Executive
- NEWROC Executive Meeting
- Duncan Ord, the Director General for Local Government Sport and Cultural Industries

The CEO commitments in June include;

- CEACA
- IT Vision – Project Briefing meetings
- Tennis Relocation meeting
- Bindoon Mobile recovery Campaign Inc.
- Property Inspections
- Wheatbelt Business Network – Caroline Robinson
- Kylie Helgesen (REED), Caroline Robinson (WBN), John Nuttall (Shire of Mt Marshall – Provision of Child Care Services)
- Crisp Wireless
- Council Workshop
- Council Meeting
- NEWROC Council Meeting

SynergySoft

The Manager Corporate Services and the CEO have had weekly project briefing meetings with IT Vision project team. SynergySoft has been installed and extracted data installed, currently being reviewed and tested. Training has commenced, with IT Vision conducting onsite training on in May. Further training is scheduled for June and July. Currently on track for Go-live 1 July 2019.

The Shire's new server has been installed and includes the SQL server required for Altus ECM, being the shire's new Electronic Records Management system. Training is scheduled for the end of June, with all administration staff receiving training on the new system, as well as training of Records Management. It is anticipated that the Shire will Go-Live with Altus ECM shortly after training.

Council's Records Keeping Plan is currently being updated to reflect the change in record keeping practices and will need endorsed by August 2019 to be compliant with the State Record Keeping Act 2000.

Childcare Services

The shire has recently undertaken a survey to assess the community needs for the provision of child care services in Wyalkatchem. The survey indicated that there is a need for the provision of child care services at some level.

The Chief Executive Officer has had ongoing discussions with Caroline Robinson in regards to options that maybe available for Wyalkatchem, including suitable providers. Recent discussions have expanded to investigate possible solutions from a regional level, focusing on communities within NEWROC.

The CEO attended a meeting involving Caroline Robinson (NEWROC EO), John Nuttall – CEO Shire of Mt Marshal and Kylie Kelgesen, General Manager of Northam Regional Early Education and Development Incorporation (REED) to discuss possible structures that maybe suitable to the region.

REED is creating a new cluster model of management to provide services across the Wheatbelt, working to reduce the burden on local committees and Shires to provide these vital community services by establishing a framework for a sustainable regional early childhood education and care services.

In the past, provision of sustainable Childcare services has been identified as a strategic priority for NEWROC. REED's structure appears to be in keeping with NEWROC's direction and it was agreed to continue with discussions and explore the model further.

Required information is currently being collated to form part of a proposal. Council has supported day-care services in the past by providing a venue to operate from. It is anticipated that Council will need to continue to provide this level of support to strengthen the proposal and ensure the long term sustainability of child care services.

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 May 2019.

COUNCIL RESOLUTION:

(75 /2019) Moved: Cr Butt

Seconded: Cr Metcalfe

That Council receive the Chief Executive Officers Report for the month of May 2019.

CARRIED 4/0

10.2.2. OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – MAY 2019

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 13 June 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 May 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 six (6) health, building and planning enquiries completed in May 2019.

FOOD PREMISES & PUBLIC BUILDINGS INSPECTION

Nil.

DEPARTMENT OF HEALTH WA REGULATION REVIEW PROGRAM

In the lead up to stage 5 of implementation of the *Public Health Act 2016* WA Health must review all regulations adopted under the *Health (Miscellaneous Provisions) Act 1911*, as well as a number of provisions within the Act, that will be repealed at stage 5. The aim is to determine whether these public health risks must continue to be regulated under the new regulatory framework provided by the Public Health Act or can be managed in other ways such as a local law, other legislation or a guideline.

WA Health is committed to consulting with key stakeholders prior to repealing or replacing any legislation in accordance with the State and Local Government Partnership Agreement. WA Health will work in collaboration with local government, State Government, non-government organisations, industry and the general public in all consultation processes.

A number of discussion papers were and are open for public consultation through online survey. These surveys when completed, the information will be assessed and provided to assist local government with environmental health planning. PEHO completed and has submitted the survey to DOH.

RAINWATER TANK

The PEHO inspected one property with rainwater tank and provided water quality information to the owner.

RATE/PROPERTY ENQUIRY.

The PEHO has completed one property transfer report in May.

STATUTORY ENVIRONMENT

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 May 2019.

COUNCIL RESOLUTION:

(76 /2019) Moved: Cr Gamble

Seconded: Cr Butt

That Council receive the Principal Environmental Health Officers Report for the month of May 2019.

CARRIED 4/0

10.2.3. CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) 2019/2020 BUDGET ALLOCATION

| | |
|-------------------------|--|
| Applicant: | CEACA |
| Location: | Shire of Wyalkatchem |
| Date: | 13 June 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 3.16.01 |
| Attachment Reference: | Attachment 10.2.3 CEACA Draft Operational Budget 2019/2020 |

SUMMARY

This report is provided to Council to consider and endorse the CEACA membership subscription for 2019/2020.

BACKGROUND

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

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

Annual membership subscriptions for 2018/2019 was set at \$20,000.

COMMENT

CEACA is currently setting its 2019/2020 annual budget and has recommended that the annual member subscription be set at \$20,000 (excluding GST) being the same as 2018/2019. The following resolution was carried at the CEACA meeting held on the 5 June 2019.

RESOLUTION: *Moved: Stephen Strange* *Seconded: Louis Geier*

- 1. That the Draft Budget for the year ending 30 June 2020, as presented, be received with a general contribution for each Member Organisation set at \$20,000 (excluding GST) and be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Tuesday 25 June 2019; and***
- 2. That comments, on the Draft Budget, received from Member Organisations by Tuesday 25 June 2019 be referred to a Central East Aged Care Alliance Special Committee meeting on Wednesday 3 July 2019 for the purpose of adopting the 2019/2020 Budget.***

CARRIED

Member organisations have been requested to submit any comments in relation to the budget no later than Tuesday 25 June 2019. A copy of the 2019/2020 Draft Budget is provided to Councillors under attachment 10.2.3 for comment and feedback.

Included in the CEACA agenda, the Executive Officer has made the following comments;

“In presenting this budget it should be noted that this is an operational budget and does not include income and expenditure relating to management of the houses following handover and letting. Some expenditure relating to managing land holdings before the houses are handed over has been included in the 2019/2020 operational draft budget as it relates to costs that need to be met ahead of the management of housing budget being adopted.”

The presented budget is a budget for CEACA operations only. A separate budget for the management of the properties, including income and outgoings is currently pending.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

\$20,000 Annual Membership Subscription allocation in 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: 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 |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council

- 1. Include an allocation of \$20,000 for the 2019/2020 CEACA membership subscription in the 2019/2020 annual budget considerations.*
- 2. Notes that Council has no matters to be raised on the proposed Central East Aged Care Alliance 2019/2020 annual budget as provided for in attachment 10.2.3*

COUNCIL RESOLUTION:

(77 /2019) Moved: Cr Metcalfe

Seconded: Cr Butt

That Council

- 1. Include an allocation of \$20,000 for the 2019/2020 CEACA membership subscription in the 2019/2020 annual budget considerations.***

- 2. Notes that Council has no matters to be raised on the proposed Central East Aged Care Alliance 2019/2020 annual budget as provided for in attachment 10.2.3***

CARRIED 4/0

10.2.4. CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) 2019/2020 RATES

| | |
|-------------------------|---------------------------------------|
| Applicant: | CEACA |
| Location: | portion of Lot 298 Wilson Street |
| Date: | 13 June 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 3.16.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider the request from Central East Aged Care Alliance Inc (CEACA) to grant a “rates holiday” on its soon to be completed aged housing project.

BACKGROUND

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

CEACA is constructing four independent living units on Lot 298 Wilson Street which is currently owned by the Wyalkatchem Senior Citizens Housing Trust Incorporation (WSCHTI). As part of this development Lot 298 Wilson Street will be strata titled, with CEACA being the owner of the land to which the four units are located.

CEACA is currently developing a property management budget for the completed properties once handover from Pindam Constructions is achieved. Expenditure such as Shire Rates, will need to be included in this budget.

COMMENT

Land owned or being transferred to CEACA will soon be subject to Shire Rates. CEACA is requesting a relief from rating charges for 2019/2020 to allow for its cash flow and operational management arrangements. While this may be supported in principal, the *Local Government Act 1995 section 6.26* does not allow for Council to provide a rate exemption by simple request of this nature that has been made by CEACA.

Section 6.26 (1) of the Local Government 1995 provides that “except as provided in this section all land within a district is rateable land”. Section 6.26 provides details on the land that would not be rateable. It is anticipated that Land owned by CEACA would not be considered exempt and non-rateable land unless an exemption of provided for under section 6.26(g) land used exclusively for charitable purposes. In accordance with Council Policy 2.11 – Rate Exemption, CEACA will need to make application to Council and demonstrate that they meet the criteria of Council’s policy 2.11 for rate exemption.

CEACA is intending to obtain charitable status and it would be anticipated that they will seek an exemption for Local Government Rates in accordance with section 6.26(g) of the Local Government Act and Council Policy 2.11 Rate exemption. However until this application has been made and determined, Council is not in a position to provide an exemption.

At a recent CEACA meeting it was verbally recommended that Council could take the approach in delaying the request to the Valuer General’s Office (VGO) for a valuation on the land. Management is of the opinion that this approach would not be suitable for the Shire of Wyalkatchem, as the property is already subject to a valuation by the VGO and it is anticipated that a re-valuation will be automatically triggered once the strata titles are lodged.

While the VGO has provided a valuation for the land on Lot 298 Wilson Street, the Shire currently has this land as non-rateable, no documentation has been forthcoming to support this exemption, and it is assumed that it has been granted under section 6.26(g), which management is currently reviewing.

The *Local Government Act 1995* does not allow for the waiving or discounting of rates, unless prescribed under the *Rates and Charges (Rebates and Deferments) Act 1992*.

Should Council wish to provide financial assistance for the Rates that CEACA occur from the Shire of Wyalkatchem, it is recommended that this be provided for the way of a financial contribution towards their housing operation expenditure.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.26

POLICY IMPLICATIONS

Council Policy 2.11 – Rate Exemption

FINANCIAL IMPLICATIONS

Increase in 2019/2020 financial contribution to CEACA

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, strong and connected communities

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council advise Central East Aged Care Alliance

- 1. That in accordance with the Local Government Act 1995 rates applicable to the land owned by CEACA will be subject to rates, unless a rate exemption is granted.*
- 2. That in accordance with the Local Government Act 1995 Council is unable to waive or grant a discount on rates raised on rateable land.*
- 3. That Council may consider a financial contribution to the value of the 2019/2020 rates raised to provide financial assistance to CEACA housing management expenditure.*

COUNCIL RESOLUTION:

(78 /2019) Moved: Cr Gamble

Seconded: Cr Butt

That Council advise Central East Aged Care Alliance

- 1. That in accordance with the Local Government Act 1995 rates applicable to the land owned by CEACA will be subject to rates, unless a rate exemption is granted.***
- 2. That in accordance with the Local Government Act 1995 Council is unable to waive or grant a discount on rates raised on rateable land.***
- 3. That Council may consider a financial contribution to the value of the 2019/2020 rates raised to provide financial assistance to CEACA housing management expenditure.***

CARRIED 4/0

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT – MANAGER OF WORKS – MAY 2019

| | |
|-------------------------|-----------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 June 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 May 2019.

BACKGROUND

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

COMMENT

Road Crew

Maintenance grading – Elsegood Rd, Allan Rd, Westlake Rd, Davies Rd, Cemetery Rd, White Dam Rd, Garn Rd

Shoulder and drain maintenance on Elashgin Road – Vegetation removal.

Shoulder and drain maintenance on Davies Road – Vegetation removal.

Town Streets bitumen patching.

Shoulder maintenance grading Wyalkatchem North Road.

Maintenance grading – Martin Road.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Town drainage cleaning – gully pits and culverts.

Maintenance of tennis courts.

Grounds maintenance to shire owned assets.

Routine mowing maintenance.

Admin park mowing.

Town Hall garden maintenance.

Railway reserve maintenance.

Pioneer Park maintenance.

Rec Oval dam maintenance.

Rec Oval mowing.

Road House gardens planting.

Signage

Various signage replacements.

Buildings

Annual gutter cleaning carried out to all Shire buildings.

Request for quotes issued for the provision of pest control services to Shire buildings. Pest control services awarded and works to be carried out last week in June.

Toilet pan replacement to disabled toilet on Railway Terrace.

Minor building maintenance carried out to other shire buildings. (Leaking taps etc.)

Shire building maintenance inspections carried out 10/11th June.

Aerodrome

Weekly aerodrome and lighting inspection carried out.

Bitumen patching of runway.

Repair of broken runway lights completed.

Waste Management

Weekly push up of deposited waste.

General waste cell fire occurred on 4/6/2019.

Recycled Water Scheme

Ongoing water sampling by EHO and Water Corporation.

Algal bloom in Reuse dam reported to Water Corporation for technical advice re treatment. Dam treated with Cupricide to rectify. Water samples taken post algal bloom.

Replacement of foot valve and pressure switches to dam pump.

Plant Servicing and Repairs

Replace leaking hydraulic cylinders on side tipper trailer.

Replace broken air fittings on 6 wheel tipper.

Service of road crew leading hand Ute WM216.

Repairs to 6 wheel tipper chassis (cracked).

Service of Town Ute WM12.

Replacement of mechanical fuel meter to depot bowser.

2 tyres fitted to CEO Vehicle Ford Everest.

General Items

Meeting with J & A Building regarding new depot shed designs and preliminary costings.

MRWA Heavy Vehicle Services RAV route assessments – Flowery Patch Route, Wilson Street.

Report of vegetation impeding sightlines at the intersection of Tammin – Wyalkatchem Rd and Nungarin – Merredin Rd reported to MRWA.

WALGA conducted Environmental Planning Tool training in Wyalkatchem on the 22/5/2019.

Compilation of Desktop Assessment Reports in support of application to take native vegetation for 19-20 Cunderdin – Wyalkatchem Road shoulder widening project.

OSH

Velpic on line training modules completed by Works staff.

Depot inspections carried out.

Private Works

Nil

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 May 2019.

COUNCIL RESOLUTION:

(79 /2019) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council receive the Manager of Work's Report for the month of May 2019.

CARRIED 4/0

10.3.2. PLANT REPLACEMENT PROGRAM

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 June 2019 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 23.07.01 |
| Attachment Reference: | Attachment 10.3.2 – Plant Replacement Program |

SUMMARY

This report is provided to Council to consider and endorse Council's 15 Year Plant Replacement Program 2019/20 to 2033/34.

BACKGROUND

As part of the Integrated Planning and Reporting Framework Councils are required to prepare a Resourcing Strategy of at least 10 years to identify the resources it needs to implement the Strategic Community Plan. An essential element of the resourcing strategy is that it must include provisions for long term financial planning.

Council is currently in the progress of reviewing and developing its Community Strategic Plan and Corporate Business Plan. It is anticipated that Council's Long Term Financial Plan (LTFP), Asset Management Plan (AMP) and workforce plan will be developed in 2019/2020.

In preparation of the development of the above mentioned plans a Plant Replacement Program for a 15 year period has been developed.

COMMENT

A detailed plan allows Council to plan for expenditure on plant items and ensures that adequate reserves are maintained to facilitate large purchases.

While developing Council's 15 Year Plant Replacement Program, the following principals have been taken into consideration to achieve a program that is fully funded and achievable, while maintaining acceptable replacement cycles.

- Review of the past 10 years budget annual plant capital expenditure (\$186,000)
- Current Plant Replacement Reserve Balance
- Interest Earnings on Plant Replacement Reserve (based on 2.5%pa)
- Maintaining a Plant Replacement Reserve Balance to fund the life of the program.
- Review of estimated replacement costs (based on the current market)
- Retaining acceptable replacement cycle within budget restraints.

The programming of plant replacement is undertaken on a projected basis showing estimated costs and funding sources involving reserves.

Council should aim to maintain a Plant Replacement Reserve that provides long term funding. To achieve this and fund the capital expenditure the amount of \$200,000 is required from general revenue each year.

The past 10 years plant replacement budget has had an average expenditure of \$186,000pa, therefore \$200,000 would appear to be affordable.

It is noted that the proposed 15 Year Plant Replacement Program requires incorporating into Council’s LTFP and therefore its affordability is yet to be tested and maybe subject to amendments.

To achieve an affordable program, replacement cycles have had to be extended past the optimal replacement cycle. The risk in this approach is that Council may experience an increase in plant operating expenditure or plant equipment failure. The program has been development with the aim of achieving a balance between affordability and risk management.

A Plant Replacement program is an evolving document which will require regular reviews to ensure it is meeting Council’s requirements. Once endorsed, Year 1 of the plant replacement program will be incorporated in the 2019/2020 annual budget considerations.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.56 Planning for the Future

POLICY IMPLICATIONS

Council policy 5.21 Council Vehicles issued to Staff

New Plant Replacement policy will be prepared based on the 15 year Plant Replacement Program

FINANCIAL IMPLICATIONS

Projected expenditure for future plant replacement

Projected Plant Replacement Reserve movements

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: 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 | 5.4.1 | Maintain long term financial plan that is integrated with asset management plans |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the Plant Replacement Program 2019/20 to 2033/34 as per attachment 10.3.2.

COUNCIL RESOLUTION:

(80 /2019) Moved: Cr Butt

Seconded: Cr Gamble

That Council endorse the Plant Replacement Program 2019/20 to 2033/34 as per attachment 10.3.2.

CARRIED 4/0

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

Nil

14.MATTERS BEHIND CLOSED DOORS

Nil

15.INFORMATION BULLETIN

15.1. Information Bulletin

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

15.2. Business Arising from the Information Bulletin

Status report – Training for Elected Members

It is not anticipated that the proposed mandatory training for Councillors will be in place in time for the elections, however Councillors are to be aware that there may be a voluntary aspect.

Ms Dayman explained the training options available and requested Councillor feedback on their preferred learning styles in order to reflect the potential costs in the budget proposal.

Councillors felt 'E – Learning' may be the best option, and most cost and time efficient, if conducted as a group in Chambers. Ms Dayman will reflect the potential costs to the budget proposal on the basis of this discussion.

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone concerned for their attendance and participation and closed the meeting at 5:19pm.