



**MINUTES  
OF THE  
ORDINARY MEETING OF  
COUNCIL**

**HELD ON  
THURSDAY, 21 March 2019**

**Council Chambers  
Honour Avenue  
Wyalkatchem  
Commencement 3:30pm  
Closure 5:13pm**

**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 22 March 2019.



Taryn Dayman  
**Chief executive Officer**

**Confirmed Minutes**

These minutes were confirmed at the Ordinary Meeting of Council held on the 18 April 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*

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 3:30pm

**2. PUBLIC QUESTION TIME**

**2.1. Response to Public Questions Previously Taken on Notice**

Nil

**2.2. Declaration of Public Question Time**

Public Question time opened at 3:30pm

There were no members of the public.

**2.3. Declaration of Public Question Time**

Public Question time closed at 3:30pm

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Stephen Gamble	
	Cr. Fred Butt	
	Cr. Heather Metcalfe	
	Cr. Owen Garner	
	Cr. Emma Holdsworth	

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

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Nil

**3.4. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**5.1. Petitions**

Nil

**5.2. Deputations**

Nil

**5.3. Presentations**

**5.3.1. Sport and Recreation Planning**

Jennifer Collins - Manager Wheatbelt,  
Department of Local Government, Sport and Cultural Industries.

Mrs Collins gave an overview of the Department of Local Government, Sport and Cultural Industries.

Mrs Collins gave an overview on the requirements and benefits of having a long term strategic approach for the planning of Sport and Recreation facilities for Wyalkatchem. Mrs Collins gave an overview of the processes around engagement, needs analysis, planning and funding opportunities.

*Mrs Collins left the meeting at 4:27pm*

*Ms Elvidge, Cr Metcalfe and Cr Holdsworth left the meeting at 4:27pm*

*Ms Elvidge returned to the meeting at 4:27pm*

*Cr Holdsworth returned to the meeting at 4:29pm*

*Cr Metcalfe returned to the meeting at 4:30pm*

## **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**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 21 February 2019 (Attachment 7.1.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 February 2019 (Attachment 7.1.1) be confirmed as a true and correct record.*

#### **COUNCIL RESOLUTION:**

*(29 /2019) Moved: Cr Gamble                      Seconded: Cr Butt*

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 February 2019 (Attachment 7.1.1) be confirmed as a true and correct record.*

**CARRIED 6/0**

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

#### **7.2.1. NEWROC Executive Meeting**

Minutes of the NEWROC Executive Meeting held on Tuesday 26 February 2019 (Attachment 7.2.1)

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 26 February 2019 (Attachment 7.2.1) be received by Council.*

**COUNCIL RESOLUTION:**

**(30 /2019) Moved: Cr Butt**

**Seconded: Cr Holdsworth**

***That the minutes of the NEWROC Executive Meeting of Tuesday 26 February 2019 (Attachment 7.2.1) be received by Council.***

**CARRIED 6/0**

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

Minutes of the CEACA Executive Committee Meeting of Tuesday 26 February 2019 (Attachment 7.2.2)

**OFFICER RECOMMENDATION:**

*That the minutes of the CEACA Executive Committee Meeting of Tuesday 26 February 2019 (Attachment 7.2.2) be received by Council.*

**COUNCIL RESOLUTION:**

**(31 /2019) Moved: Cr Holdsworth**

**Seconded: Cr Metcalfe**

***That the minutes of the CEACA Executive Committee Meeting of Tuesday 26 February 2019 (Attachment 7.2.2); be received by Council.***

**CARRIED 6/0**

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

Cr Davies expressed his disappointment at not being able to attend the Citizenship Ceremony on 7<sup>th</sup> March. Cr Davies thanked Cr Garner for presiding in his absence. Cr Davies commented on the Photo's and refreshments, and thanked the Councillors and staff for their participation and the organisation of the event.

**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 – FEBRUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1.1 Payment Listing – February 2019 Attachment 10.1.1.2 Fuel Card Statement – January 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 and the Administration Officers. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

#### COMMENT

Pursuant to Section 6.8(2)(b) of the *Local Government Act 1995*, where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council. Values have been rounded to the nearest dollar.

#### Municipal Account

Total Payments February 2019	\$327,723
Total Payments February 2018	\$203,084
Variance \$	\$124,639
Variance %	61%

Percentage paid by EFT February 2019	99.95%
Percentage paid by cheque February 2019	0.05%

Percentage of Wyalkatchem based suppliers February 2019 (excluding wages, bank fees, loan payments and utilities providers) 0.6%

Percentage of suppliers used where no Wyalkatchem based option is available February 2019 98%

Dollar value spent with Wyalkatchem based suppliers February 2019 \$1,441

#### Trust Account – Working

No transactions



**Reserve Account**

No transactions

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Relates to Policy Number 10.1 – Purchasing Policy.

**FINANCIAL IMPLICATIONS**

Payments of accounts payable as per the attached transaction statements to the value of \$327,723 for February 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 February 2019, as provided for in attachment 10.1.1.1.*

**COUNCIL RESOLUTION:**

***(32 /2019) Moved: Cr Butt***

***Seconded: Cr Metcalfe***

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

***CARRIED 6/0***

**10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JANUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2019
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.2 Credit Card Payments

**SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 December 2018 to 29 January 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 10.1.3.1). This report includes the monthly payment of the credit card debit to the National Australia Bank.

**COMMENT**

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

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

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

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Credit Card Policy  
Purchasing Policy

**FINANCIAL IMPLICATIONS**

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

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 December 2018 to 29 January 2019 totalling \$3,292.89.*

**COUNCIL RESOLUTION:**

***(33 /2019) Moved: Cr Holdsworth***

***Seconded: Cr Gamble***

***That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 December 2018 to 29 January 2019 totalling \$3,292.89.***

**CARRIED 6/0**

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

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

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

##### February 2019 Financial Statements

- Yearly operating revenue is \$2,227,965 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 87% of Budget;
- Yearly operating expenditure is \$2,321,629 – 56% of Budget;
- Yearly capital expenditure is \$761,653 – 60% of Budget;
- Yearly capital revenue is \$1,252,784 – 91% of Budget;
- Net current assets as at 28 February 2019 are \$1,517,994

##### 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 \$1,305,991 and discounts applied equate to \$18,583. Approximately 91% of Rates have been collected to date, with \$103,796 outstanding.

**General Purpose:** The third instalment of the FAGS – General Purpose was received in February 2019 as per the amended Budget (\$134,757).

**Transport:** The third instalment of the FAGS – Roads was received in February 2019 as per the amended Budget (\$51,491).

##### Capital Expenditure

Land and Buildings	\$26,724	The Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works are underway as of February 2019. 1 Slocum St capital works have been completed.
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Plant and Equipment	\$298,533	The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The roller and new cylinder mower have been purchased.
Roads	\$303,112	Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of February 2019. Lewis East Rd, Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed.
Parks & Gardens	\$8,745	The Recreation Centre oval works have been completed.

**Net Assets:** Net Current Assets as at 28 February 2019 amount to \$1,517,994. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,357,043).

### 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 28 February 2019.*

**COUNCIL RESOLUTION:**

***(34 /2019) Moved: Cr Holdsworth***

***Seconded: Cr Garner***

***That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 28 February 2019.***

***CARRIED 6/0***

**10.1.4. OFFICERS REPORT – FINANCE AND ADMINISTRATION OFFICER – FEBRUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2019
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

**SUMMARY**

Council is to consider and accept the Finance and Administration report for the month of February 2019.

**BACKGROUND**

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

**COMMENT**

Projects

The SunSmart Wyalkatchem Fair 2019 is on track with regular readvertising.

- Entertainment confirmed.
- 14 market stall holders confirmed.
- Negotiation with various car clubs continues.

The ANZAC Day Wreath will be ordered from Northam on the 15<sup>th</sup> April.

The Wyalkatchem Facebook page has 100 likes and over 100 followers.

Finance

I will be attending training on the 17<sup>th</sup> and 18<sup>th</sup> of March – Rates Clerical and Rates Debt Collection  
This will assist me in both clerical and debt collecting portions of Rates.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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



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

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION:**

***(35 /2019) Moved: Cr Gamble***

***Seconded: Cr Metcalfe***

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

**CARRIED 6/0**

## 10.2. GOVERNANCE AND COMPLIANCE

### 10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – FEBRUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 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 February 2019 the CEO has attended the following meetings and events.

- Department of Fires and Emergency, District Emergency Management Advisor – Yvette Griggs
- NEWROC meeting with the Hon. David Templeman, Minister for Local Government; Heritage; Culture and the Arts – Subsidiary legislation
- Wheatbelt North-East Sub Regional Road Group meeting
- Water Corporation
- Council Workshop
- Department of Local Government, Sport and Cultural Industries – Local Government Act Review
- LGIS
- Ralton Benn – Access Housing, Senior Citizen’s representative – Independent Living Units
- Office Audit General
- Council Meeting
- WALGA Executive visit
- Meeting with the Tennis Club
- CEACA
- NEWROC
- Roadwise
- Crisp Wireless

The CEO commitments in March include;

- Wyalkatchem Community Resource Centre Coordinator
- ITvision
- LGIS

- Friends of the Cemetery
- Crisp Wireless
- Council Workshop
- WALGA Great Eastern Country Zone
- Manager Corporate Services interviews
- LEMC
- LGIS
- Council Meeting
- Annual Electors Meeting
- NEWROC executive Meeting

#### Manager Corporate Services

Applications for the Manager Corporate Service's position for a fixed term of 12 months closed on the 6 March 2019. Interviews to be held on the 15 and 19 March. It is anticipated that an appointment will be made shortly after.

#### Subsidiary Legislation

Members of NEWROC and Tony Brown from WALGA met with the Hon. David Templeman, Minister for Local Government; Heritage; Culture and the Arts on the 11 February 2019. Cr Davies, NEWROC Chairperson presented an overview of NEWROC, including its achievements and future direction and NEWROC's desire to form a regional subsidiary, however the current legislation is over regulated and therefore NEWROC has not proceeded with forming a regional subsidiary.

WALGA and the Local Government Sector has been advocating for Regional Subsidiary shared service model for over 10 years.

The sector was pleased when the legislation came in enabling Subsidiaries to be formed. However the subsequent regulations that came in, were over regulated and hence no regional subsidiaries have been formed.

WALGA has been working towards reviewing the legislation and has written to the Minister for Local Government, presenting revised regulations that have been drafted.

The revised regulations reduce the pages from 24 to 12 and provide for more of a focus on the charter than the regulations.

While the meeting with the Hon. David Templemen was short, it was evident that there was a desire to see regional subsidiary form into the future.

Since this meeting contact from the Department of Local Government, Sports and Cultural industries have been in contact to arrange a meeting to obtain an understanding of how NEWROC is proposing to use a regional subsidiary model. A meeting will be arranged in the coming month/s.

### Independent Living Units

The Shire President, representatives from Wyalkatchem Senior Citizens Housing Trust and the CEO met with Ralton Benn from Access Housing for a site visit of the construction of the Independent Living Units on the 25 February 2019.

Construction of the units is progressing well. Concerns were raised in regards to the site's drainage and water flow management. Mr Benn to review plans and provide advice on the proposed works.

### CEACA

The CEO and Shire President attended the CEACA meeting on the 26 February 2019. At the meeting it was advised that CEACA is no longer able to enter into a lease arrangement with Access Housing Australia (AHA) for the management of the independent living units.

Entering into an arrangement for the management of the units is a condition of the funding agreement between the State Government and CEACA (through the Shire of Merredin). The Executive was requested to seek alternative organisations to undertake the property management. Discussion also included exploring the legalities of self-managing.

CEACA executive have sought advice from Knott Gunning Lawyers, who have provided advice on the matter. Based on a number of factors including, funding requirements, regulatory requirements, practical issues and charitable status issues, Knott Gunning Lawyers have concluded that CEACA is not currently capable of managing the houses on its own and have recommended that CEACA does not proceed with self-managing of its independent living units.

No further updates have been received on identifying other suitable organisations for the property management.

It is imperative for the success of the project that CEACA be successful in entering into an agreement for the management of the units. A number of units are close to being handed over to CEACA, with some local governments reporting a high amount of interest from prospective tenants waiting for the units to become available.

The next CEACA meeting is scheduled for the 5 June 2019.

### Crisp Wireless

Caroline Robinson, NEWROC executive, John Nuttall and the CEO met with Maree Gooch and Jeremy Devenish from Crisp Wireless on Friday 1 March 2019 in Northam.

Crisp raised concerns over the number of customers that have been signed up to date. Crisp requires approximately 200 customers to be viable, currently they have had approximately 80 customers within NEWROC.

Crisp Wireless indicated that should the number of customers not be achieved in the short term future, they would need NEWROC to consider underwriting some of the outgoing expenditure.

No commitment to provide any financial underwriting was given. It was agreed that additional support would be provided to increase the number of sign ups.

Crisp Wireless have approached Community Resource Centres (CRC) to assist with promotion and contacting potential clients as an on seller.

The CEO has meet with the Wyalkatchem CRC Coordinator to progress discussions to provide on-selling arrangements for Crisp Wireless and assisted with establishing line of communication and resources required to progress the arrangement. CRC have had contact with Crisp Wireless and have come to an on-seller agreement.

The Shire and CRC have increased the online marketing presence for Crisp Wireless, as well as promoting in the Wylie Weekly. A letter drop has also been sent out to every Wyalkatchem residence.

A promotional morning tea has been arranged for the 18 March 2019 as an information session to discuss their range of services and benefits.

It is hoped that this joint marketing campaign, including contacting potential clients directly will lead to an increase in signups.

#### **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**

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
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

Outcome No.	Outcome	Action No.	Actions
		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receive the Chief Executive Officers report for the month of February 2019.*

**COUNCIL RESOLUTION:**

***(36 /2019) Moved: Cr Garner***

***Seconded: Cr Metcalfe***

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

***CARRIED 6/0***

**10.2.2. OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH – FEBRUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 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 February 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.

**FOOD PREMISES**

One food business inspection was carried out in February. The inspected food business ceased its operation. The PEHO is currently working with the property owner to rectify any structural issues within the building in relation to operation of a food business.

**PUBLIC BUILDINGS INSPECTION**

Nil.

**SWIMMING POOL WATER SAMPLING**

The February swimming pool water sampling was undertaken by the PEHO. Laboratory analysis of water samples taken from the main pool met the required standards whilst analysis of toddler's water samples detected thermophilic amoebae. Corrective actions were immediately implemented to ensure its safety to the community. Swimming pools are bound by the Code of Practice for the design, operation, management and maintenance of aquatic facilities. The Code was prepared to ensure that public aquatic facilities operate to a consistently high health and safety standard, by minimising the occurrence of disease, injury and other health-related complaints associated with their use.

**Property Transfers.**

The PEHO completed a number of property transfer reports in February.

**STATUTORY ENVIRONMENT**

*Food Act 2008,*

*Public Health Act 2016*

*Health (Aquatic Facilities) Regulations 2007*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: Healthy, Strong and connected communities**

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

**Objective: A prosperous and dynamic district**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION:**

***(37/2019) Moved: Cr Metcalfe***

***Seconded: Cr Holdsworth***

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

**CARRIED 6/0**



**10.2.3. OFFICERS REPORT – GOVERNANCE EXECUTIVE OFFICER – FEBRUARY 2019**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2019
Reporting Officer:	Stephanie Elvidge, Governance Executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

**SUMMARY**

Council is to consider and accept the Governance Executive Officers report for the month of February 2019.

**BACKGROUND**

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

**COMMENT**

Emergency:

1 Fire Incident Report has been received for the month of February.

The Chief Executive Officer is planning on bringing the revised LEMA to the LEMC meeting 27<sup>th</sup> March 2019. The February Meeting was rescheduled due to limited participants.

Occupational Health and Safety:

The LGIS Regional Risk Coordinator Chris Gilmour visited on Wednesday 20<sup>th</sup> March to support the Shire Employees with their on - line induction and Risk Management matters (VELPIC).

Health:

LGIS are looking for expressions of interest for their 2019 flu vaccination program. They are currently putting a request to our HW panel of providers, who will provide quotes for the service. We can then select the provider if we decide to join the programme. The service is paid for through our HW funding.

Other Business

NEWTRAVEL met on 28<sup>th</sup> February to begin brainstorming for the strategic business plan. The aim is to broaden the model to include economic development as well as tourism. NEWTRAVEL are also looking to engage local business support, and are hoping to develop a more diverse range of interests for the tourism aspect as part of the ‘Wheatbelt Way’ apart from the natural drive trail attractions. Signage is currently being ordered to highlight the ‘Wheatbelt Way’ for travellers in the area.

The SunSmart Wyalkatchem Fair has been posted on the Wheatbelt Way Website.

The Pioneer Pathway Advisory Committee met on 6 March. The Logo has been agreed and updated. The Shires stories are currently at the Editing Suite. Signage is being commissioned to reflect this and also to highlight the location of the chosen theme for each Town. Wyalkatchem' theme is focused on the Museum and the story of John Lindsay- Pioneer. There was also a significant amount of monies awarded from the successful application to Building Better Regions Fund for infrastructure.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Occupational Safety and Health Act 1984*

*Occupational Safety and Health Regulations 1996*

*Emergency Management Act 2005*

*Emergency Management Regulations 2006*

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

#### COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

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

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

**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 receive the Governance and Executive Officers Report for the month of February 2019.*

**COUNCIL RESOLUTION:**

***(38 /2019) Moved: Cr Gamble***

***Seconded: Cr Garner***

***That Council receive the Governance Executive Officers Report for the month of February 2019.***

**CARRIED 6/0**

### **10.3. WORKS AND SERVICES**

#### **10.3.1. OFFICERS REPORT – MANAGER OF WORKS – FEBRUARY 2019**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	13 <sup>TH</sup> March 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

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

#### **BACKGROUND**

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

#### **COMMENT**

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

Sealed pavement maintenance on Wyalkatchem – Koorda Road.  
Landfill rehabilitation of Avon Waste cell.  
New depot site demolition and site works.  
Maintenance grading – Wyalkatchem North Rd and Old Nalkain Road.

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

Town street verge maintenance, brush cutting and weed spraying.  
Preparation of cricket wickets.  
Preparation and maintenance of tennis courts.  
Grounds maintenance to shire owned assets.  
Routine mowing maintenance.  
Admin park mowing.  
Ongoing maintenance of landfill facility.  
Town Hall garden maintenance.  
Railway reserve maintenance.  
Reticulation repairs to Tennis Club courts.

##### ***Signage***

Public Toilet blue/white directional signage installed on Hands Drive.  
Various faded road signage replacements.  
Allan Rd street tag replaced.  
Hammond Rd street tag replaced.  
Fisher Rd street tag replaced.

### **Building**

Repairs to skylight sheeting at the Ram Shed.  
Repairs to wall and roof sheeting at the Top Depot.  
Re hung door at room 7 – Barracks.  
Installation to 2 digital lock cases to Admin building.  
Repair damaged lock at Public Toilets.

### **Aerodrome**

Weekly aerodrome inspection carried out.  
Monthly out of hour's runway lighting inspection.  
Request for quote prepared for renewal of line marking in accordance with CASA Manual of Standards Part 139.

### **Waste Management**

Weekly push up of deposited waste.  
Ongoing issues with waste type segregation – notice in the forthcoming Wylie weekly.  
There has been some improvement from the public over the last month in their effort to segregate waste.

### **Recycled Water Scheme**

Manager of Works met with the Technical Advisor from Water Corporation for a project update. Water Corporation are conducting an environmental risk assessment of the reuse system to support their case with DWER for licencing exemption. The timeline to gather the necessary data and submit the technical summary report is September 2019. Flow meters are to be installed and soil nutrient sampling of the Recreation Oval for analysis to be undertaken.  
Installation of tap at tennis court tank for the provision of water sampling as per Department of Health approval requirements.

### **Plant Servicing and Repairs**

Service and recall works to Hilux WM 000.  
Panel repairs and window tint to Doctors vehicle 000 WM.  
New windscreen fitted to Doctors vehicle 000WM.  
Replacement of bitumen emulsion pump.  
Replace mudflap on 6 wheel tipper WM 015.  
4 new drive tyres fitted to crew truck WM 003.  
Repair hydraulic leak to tractor.  
Repair and service depot pressure cleaner.

### **General Items**

Preparation and of environmental assessment documentation for Clearing Permit application to DWER for the 2019/2020 Cunderdin – Wyalkatchem Road shoulder widening project.

The purchase order to Downer Group for the 2018/2019 sealing works program has been cancelled due to Downers being unable to carry out the works as planned due to Main Roads WA commitments. Fulton Hogan who ranked 2<sup>nd</sup> in the E quote submissions have given a commitment to undertake the sealing works in the first week of April subject to weather. Should the weather not be conducive to undertake the hot bitumen sealing works as planned then we will have to apply to

carry over the funding into the next financial year as the ambient pavement temperature will be too low to perform the scheduled works.

**OSH**

Training session planned for the 20<sup>th</sup> March 2019, VELPIC online training, the use of Safe Work Method Statements and Depot Inspections.

**Cemetery**

Ongoing minor Maintenance.

**Private Works**

44 Johnston Street – gravel sheeting of driveway.

44 Johnston Street – removal of asbestos to landfill.

**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 receive the Manager of Work's report for the month of February 2019.*

**COUNCIL RESOLUTION:**

***(39 /2019) Moved: Cr Holdsworth***

***Seconded: Cr Metcalfe***

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

***CARRIED 6/0***

**11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

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

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

The CEO was requested to give an update on 154/2018 in the matter of the WSCHT payment.

The CEO advised that payment would be processed on receipt of an invoice.

Once payment has been made and the Reserve reaches its maturity date, the transfer from the Reserve will occur.

**16.CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:13pm.