



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

**21 November 2024**

**Council Chambers**

**Honour Avenue**

**Wyalkatchem**

**Commencement: 3:59pm**

**Closure 5:16pm**

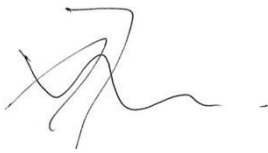
**Preface**

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 unconfirmed minutes were approved for distribution on 2 December 2024.



Sabine Taylor  
**Chief Executive Officer**

**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.*

## **DISCLOSURE OF INTEREST**

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

### Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

### Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

### Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest.

### Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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**1. DECLARATION OF OPENING**

The President, Cr Garner, declared the meeting open at 3:59pm.

**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 4:00pm

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

Public Question Time closed at 4:00pm

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

**3.1. Attendance**

Cr Owen Garner	President
Cr Christy Petchell	Deputy President
Cr Christopher Loton	
Cr Tracy Dickson	
Cr Justin Begley	
Cr Rod Lawson Kerr	
Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager Corporate Services
Eric Anderson	
Jennie Gorham	

**3.2. Visitors**

Gwen Kelly

**3.3. Apologies**

Cr Rod Lawson Kerr arrived at 4:26pm.

**3.4. Approved Leave of Absence**

Nil

**3.5. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

The President advised the following residents and former residents of Wyalkatchem had recently passed away:

Rainer Burdack and Jim Henderson

**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 – 17 October 2024**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 17 October 2024. (Attachment 7.1.1)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(160/2024) Moved: Cr Begley      Seconded: Cr Dickson**

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 17 October 2024 (Attachment 7.1.1) be confirmed as a true and correct record.***

**CARRIED 6/0**

**7.1.2. Special Meeting of Council – 12 November 2024**

Minutes of the Shire of Wyalkatchem Special Meeting held on Tuesday 12 November 2024. (Attachment 7.1.2)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(161/2024) Moved: Cr Petchell      Seconded: Cr Begley**

***That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Tuesday 12 November 2024 (Attachment 7.1.2) be confirmed as a true and correct record.***

**CARRIED 6/0**

**7.2. Receipt of Minutes**

**7.2.1. Audit and Risk Management Committee Minutes – 5 September 2024**

Minutes of the Audit and Risk Management Committee meeting held on Thursday 5 September 2024 (Attachment 7.2.1)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(162/2024) Moved: Cr Petchell      Seconded: Cr Loton**

***That the minutes of the Audit and Risk Management Committee meeting held on Thursday 5 September 2024 (Attachment 7.2.1) be received by Council.***

***CARRIED 6/0***

**7.2.2. Wheatbelt North Regional Road Group Minutes – 30 September 2024**

Minutes of the Wheatbelt North Regional Road Group meeting held on Monday 30 September 2024 (Attachment 7.2.2)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(163/2024) Moved: Cr Begley      Seconded: Cr Petchell**

***That the minutes of the Wheatbelt North Regional Road Group meeting held on Monday 30 September 2024 (Attachment 7.2.2) be received by Council.***

***CARRIED 6/0***

**7.2.3. Wyalkatchem Local Emergency Management Committee Minutes – 2 October 2024**

Minutes of the Wyalkatchem Local Emergency Management Committee held on Wednesday 2 October 2024 (Attachment 7.2.3)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(164/2024) Moved: Cr Dickson      Seconded: Cr Loton**

***That the minutes of the Wyalkatchem Local Emergency Management Committee meeting held on Wednesday 2 October 2024 (Attachment 7.2.3) be received by Council.***

***CARRIED 6/0***

**7.2.4. CEACA Management Committee Meeting Minutes – 4 November 2024**

Minutes of the CEACA Management Committee meeting held on Monday 4 November 2024 (Attachment 7.2.4)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(165/2024) Moved: Cr Stratford      Seconded: Cr Loton**

***That the minutes of the CEACA Management Committee meeting held on Monday 4 November 2024 (Attachment 7.2.4) be received by Council.***

***CARRIED 6/0***



**7.2.5. CEACA Annual General Meeting Minutes – 4 November 2024**

Minutes of the CEACA Annual General meeting held on Monday 4 November 2024 (Attachment 7.2.5)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(166/2024) Moved: Cr Begley      Seconded: Cr Petchell**

***That the minutes of the CEACA Annual General meeting held on***

***Monday 4 November 2024 (Attachment 7.2.5) be received by Council.***

**CARRIED 6/0**

**7.2.6. NEWTRAVEL Annual General Meeting Minutes – 31 October 2024**

Minutes of the NEWTRAVEL Annual General meeting held on Thursday 31 October 2024 (Attachment 7.2.6)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(167/2024) Moved: Cr Stratford      Seconded: Cr Dickson**

***That the minutes of the NEWTRAVEL Annual General meeting held on***

***Thursday 31 October 2024 (Attachment 7.2.6) be received by Council.***

**CARRIED 6/0**

**7.2.7. NEWTRAVEL General Meeting Minutes – 31 October 2024**

Minutes of the NEWTRAVEL General meeting held on Thursday 31 October 2024 (Attachment 7.2.7)

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(168/2024) Moved: Cr Petchell      Seconded: Cr Dickson**

***That the minutes of the NEWTRAVEL General meeting held on***

***Thursday 31 October 2024 (Attachment 7.2.7) be received by Council.***

**CARRIED 6/0**

Cr Lawson Kerr entered the meeting at 4:26pm

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

Cr Garner made mention of the truck fire on the Goomalling-Merredin Rd on the 08/11/2024 and thanked Acting Manager of Works, Eric Anderson for going straight out with the loader and also the Wyalkatchem VFRS for their attendance.

He also said the Halloween event went particularly well and to pass his congratulations onto Community Development Officer, Nikki Towell for organising. And that Old Mother Hubbard went well and thanks to the entire team for their efforts in organising.

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

NIL

## 10. REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – OCTOBER 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 November 2024
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – October w2024

#### SUMMARY

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

#### BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

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

#### COMMENT

The August payment listing 2024 is presented to the Council for their endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal & Trust	EFT	EFT 4103	EFT4012
Reserves	EFT	EFT	No Payments
DD	DD	DD3608.1	DD3553.1

#### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations, S13.1*

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

#### COMMUNITY & STRATEGIC OBJECTIVES

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

<b>Pillar 4 Civic Leadership</b>	<b>Statement of Strategic Outcome:</b> We lead with accountability, connection and openness through best-practice systems, policies and financial controls
<b>Goal No.</b>	<b>GOAL 11.</b> High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(169/2024) Moved: Cr Petchell                      Seconded: Cr Begley**

***That Council endorsed the Total payments for the month of August being \$ 414,813.00 which comprised of:***

- 1. *Cheque 16894 payments in the Municipal Fund totalling \$0.00***
- 2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$379,919.21;***
- 3. *Direct Debit (DD) payments in the Municipal Fund totalling \$34,893.79;***

***CARRIED 7/0***

**10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – SEPTEMBER 2024**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 November 2024
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – September 2024

**BACKGROUND**

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

**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**

Nil. Reported expenditure is assessed by management as being consistent with the FY24 -25 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

<b>Pillar 4 Civic Leadership</b>	<b>Statement of Strategic Outcome:</b> We lead with accountability, connection and openness through best-practice systems, policies and financial controls
<b>Goal No.</b>	<b>GOAL 11.</b> High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(170/2024) Moved: Cr Petchell                      Seconded: Cr Begley**

***That Council endorses credit card payments for the period 29 August 2024 to 27 September 2024, totalling \$1,625.67. (refer to attachment 10.1.2).***

**CARRIED 7/0**

### 10.1.3. MONTHLY FINANCIAL REPORTS – OCTOBER 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 November 2024
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report October 2024

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

#### COMMENT

The attached reports includes:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995, Part 6 – Financial Management S6.4*

*Local Government (Financial Management) Regulations, R34*

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Total Cash Available as at 31 October 2024 is \$5,945,635;

- cash available is made up of unrestricted cash \$2,512,726 (42.26%) and
- restricted cash \$3,432,909 (57.74%).

Rates Debtors balance as at 31 October 2024 is \$342,897 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of October was \$1,204,787 - 78%.

**October 2024:** Operating Revenue – Operating revenue of \$2,040,007 is made up of Rates - 74%, Grants - 14%, Fees and Charges - 11%, Interest earnings – 1% and other – 0%.

Operating Expenses – Operating expenses of \$2,299,233 is made of Employee Costs – 22%, Materials and Contracts – 28%, Depreciation – 39%, Insurance – 9% and Utility – 2% and Other Charges – 0%.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

<b>Pillar 4 Civic Leadership</b>	<b>Statement of Strategic Outcome:</b> We lead with accountability, connection and openness through best-practice systems, policies and financial controls
<b>Goal No.</b>	<b>GOAL 11.</b> High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(171/2024) Moved: Cr Petchell**

**Seconded: Cr Lawson-Kerr**

***That Council accepts the Statements of Financial Activity for the month ending 31 October 2024 (refer attachment 10.1.3).***

**CARRIED 7/0**

## 10.2. WORKS AND SERVICES

### 10.2.1. WORKS OFFICER'S REPORT OCTOBER 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 <sup>th</sup> October 2024
Reporting Officer:	Allister Butcher, Consultant; Jennie Gorham & Eric Anderson, jointly Acting Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.02
Attachment Reference:	Nil

#### BACKGROUND

To inform Council of the activities of the Works and Services team during the month of October – November 2024.

#### OVERVIEW

#### SUMMARY - ROADS / TOWN/ BUILDINGS

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##### Road Maintenance Program

- The road crew have reinstated signage on various roads in the district and are awaiting more guide posts to arrive.
- Road repairs and general maintenance has continued on the Koorda – Wyalkatchem Road and around the town site.
- The rear laneways in town have been filled with gravel where required.
- Repair work has been completed where the footpath meets the road on Gamble Street.
- Various footpaths around town have been repaired.

[Refer to photographs in Attachment A](#)

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##### Capital Roadworks Program Update

- Wyalkatchem North Road (RRG; 2023/24 carry over works)
  - Extensive investigation has been undertaken to determine the areas of deficiency that need to be resolved with the left-over funds (culvert extensions, install drains and shoulder works) that should have occurred prior to sealing. The carry over funds is \$73,827 total project cost (excluding GST).
- Wyalkatchem North Road (RRG; 2024/25 works)
  - Geotechnical investigation of the existing road pavement and sub-grade have been undertaken and completed to determine the extent and requirement of the works. The existing gravel base course is of average quality and is high in clay and lacking larger gravel stones in the particle size distribution. The gravel is also generally above optimum moisture content due to poor drainage alongside the road. All



- areas of visible pavement failures were too wet. The sub-grade (existing ground under the gravel pavement) is very strong but the gravel above it is weak due to lacking in larger stone and being too wet. Due to the very good quality of the sub-grade the pavement works required need to deal with the gravel above the sub-grade to ensure the road is constructed to a suitable standard.
- The culverts on this section of works are predominately required to be removed and replaced to ensure the efficacy of the drainage as the pavement failures along the length of the section of works are due to poor drainage.
  - The drainage/culvert specification documents are being drafted so as to be able to call for quotes. The drainage works must be completed before undertaking pavement reconstruction works to ensure the backfill around the culvert can settle and then the pavement reconstructed over the newly installed culverts for a smooth driving surface.
- Wyalkatchem-Koorda Rd (WSFN)
    - Development works to determine the extent of the proposed construction works for future years.
    - An application has been presented to WSFN for additional funds to bring the total project cost up from \$100,000 to \$147,500 (additional \$47,500). The original request was to only complete development works (survey, road design, pavement testing and pavement design) for 6km of the 25.52km of the road (\$16,667/km) but if the development works are completed on the entire length of the road the estimated cost is \$147,500 (\$5,780/km) resulting in a large saving per kilometre for the project due to economies of scale. It is proposed if successful with this application that all of the development works will be completed this financial year. The Shire is still waiting to hear back from WSFN as to whether this application is successful or not.
  - Korrelocking Nth Road vegetation works
    - Quote requests have been sent and one has been received. Currently waiting on another quote to be submitted by the contractor.
  - Resheeting works
    - Staff are working their way through trying to source gravel for these works (Wallambin Road, Minnivale East Road and Hammond Road).
  - Wyalkatchem-Cunderin Road
    - Shire staff have undertaken patching works of the worst potholes to try and make the road safe.
    - Quotes have been called for the edge break works as marked on the road as well as any other seal/surface deficiencies.

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## **PARKS & GARDENS - TOWN SERVICES**

- The oval maintenance was completed and was taking shape, unfortunately Water Corporation's power tripped out and the pump was down for a week until we realised. This has since been rectified and we will be monitoring it for future power losses.

- Cricket season commenced on the 19<sup>th</sup> October, and the first game on the Wyalkatchem oval was on the 26<sup>th</sup> October with the pitch holding up well. The kikuyu between the wickets is being sprayed out still, this is a slow process but has been quite effective.
- Lady Nova gardens had all the dead wood / trees cleaned up and retic was installed around the flowers in the front yard.
- A snake bite information session was held at the Shire Depot, the staff found it very informative. A massive thank you to our local St John team for making this possible.
- The Shire staff have been putting fire breaks around the Shire blocks in town.
- Shire staff have been setting up the Town Hall in preparation for the Old Mother Hubbard pantomime.

[Refer to photographs in Attachment B](#)

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## **SWIMMING POOL**

Update on the pool.

- Most external works have been completed as per the submitted tender. All pipework has been pressure tested.
- A new sump pit lid has been installed. The new lid is now lockable making the very deep pit less accessible to the public and only greatly improving the safety of the pool infrastructure.
- Refilling of the pool has commenced with most works now being focussed on the pump room and installing the pipework and filters so that the pool can be.

The Shire is working to firm up the completion date of the works so that the Shire can work on the opening date for the pool and advise the community accordingly.

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## **OH&S**

- A staff member has aggravated a pre-existing condition whilst lifting some partitioning, at this stage we are monitoring his condition.
- 

## **VEHICLE/PLANT**

The Iveco Truck has gone to AV Motors for further investigation in relation to the air conditioner, air leaks and the fault lights that are reoccurring.

The Bomag Roller has a hydraulic/ fuel leak that is being investigated.

The new Cub Cadet ride on mower has arrived, making mowing a lot easier and more time efficient.

A skid mounted fire unit was purchased and has been set up on a trailer.

[Refer to photographs in Attachment C](#)

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**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are some financial implications in relation to this item and they are reflected in the report.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

<b>Pillar 1 Economy</b>	<b>Statement of Strategic Outcome:</b> Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile.
<b>Goal No.</b>	<b>GOAL 1.</b> Our transport network responds to the accessibility and connectivity needs of all
1.2	Deliver the Wheatbelt Secondary Freight Network Program
1.3	Participate in the Regional Road Group
<b>Pillar 2 Community</b>	<b>Statement of Strategic Outcome:</b> Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
<b>Goal No.</b>	<b>GOAL 5.</b> A safe and healthy community for all ages
5.9	Upgrade facilities and equipment at the Wyalkatchem Swimming Pool

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

(172/2024) Moved: Cr Begley

Seconded: Cr Dickson

*That Council receives the Works Officer's report.*

**CARRIED 7/0**

Attachment - A



Repairs to footpath on Gamble Street allowing easy access for pedestrians.



Gravel was used to fill in the ruts in the laneways.



Removing and replacing of the footpath on Honour Avenue alongside St John Sub Centre.

Attachment – B



One of the parking bays that has been slashed.



Lady Nova after the yard was cleaned up and reticulation was put in the front garden bed.



Slashing of the old tennis courts behind the Day care Centre.



Cricket wickets prepared and ready for the season ahead.

Attachment – C



The new skid mounted fire tank set up on the trailer.



New Cub Cadet zero turn ride on mower with catchers.

### **10.3. COMMUNITY DEVELOPMENT**

#### **10.3.1. COMMUNITY DEVELOPMENT REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 October 2024
Reporting Officer:	Nikki Towell – Community Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	38.44.11
Attachment Reference:	Nil

#### **PURPOSE**

To provide the Council with an update on Community Development initiatives and events for October to November 2024.

#### **DISCUSSION**

##### **The Seniors Week Grant - \$3,300.00 - Old Mother Hubbard Pantomime**

This Shire was awarded a grant from Council of The Aging (COTA), Western Australian Department of Communities and Lottery West for Seniors Week 2024 for \$3,300.00.

This grant has contributed to offsetting the cost of holding the Old Mother Hubbard Pantomime performed by the Wembley Theatre Company on Saturday the 9<sup>th</sup> November 2024 at the Wyalkatchem Town Hall.

The event had a total attendance of approximately thirty-seven people and was enjoyed by all. Please refer to photos at attachment # 1

##### **The Disability Week Grant - \$1,000.00**

The Shire has been awarded the Disability Week Grant 2024. The grant is given to hold disability inclusive functions at accessible venues to celebrate the International Week of Disability in December.

This grant will be used to hold a “Differently Abled luncheon” at a venue to be decided on Saturday, November 30, 2024.

##### **Halloween Event**

A Halloween event was held at the Wyalkatchem Shire offices on Thursday, October 31st, 2024, from 4 pm to 5 pm.

Twenty-seven children and approximately fifteen adults attended the event.

As they arrived at the Shire office, staff directed the guests through the “Haunted Hallway” to the “Corpse’s Courtyard,” where hotdogs, water bottles and juice boxes were served. Each attendee



was also given a gift bag containing around fourteen individually wrapped Halloween-themed lollies, a selection of Halloween themed small toys, and an inflatable toy.

The courtyard also had a “Tattoo Parlour,” where children could pick a temporary tattoo or several and have them applied by a staff member. This activity proved very popular.

Please refer to photos at attachment number # 2

### **Upcoming Events**

Please refer to table at attachment # 3 for details of upcoming events.

### **Local Emergency Management Arrangement (L.E.M.A) Grant**

After the successful funding of the grant from the Department of Fire and Emergency (DFES), the Shire engaged the services of the consultant Lewis Winter from Lewis Winter, Fire & Emergency Management services to undertake our updated documents and training of staff and community in emergency hypothetical situations.

Lewis spoke at the last Local Emergency Management Arrangement Meeting and explained the way he works and what he will be providing in regards to the training and in person emergency trial scenarios.

The Shire welcomes Lewis and looks forward to working with him over the next few months.

### **Melbourne Cup**

The Melbourne Cup Tour is now completely finalised and the horse the Shire drew in the sweep in barrier 16 –named “Mostly Cloudy” is still running!

Unfortunately this means we did not win the \$50,000.00 prize money for the Shire’s chosen charity.

Thank you to the Victorian Racing Club and The Lexus Melbourne Cup Tour for giving us the unforgettable opportunity to be involved in this extraordinary event.

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### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations, S13.1*

### **POLICY IMPLICATIONS**

*There are policy implications for this item.*

2.1. Purchasing Policy

2.3. Transaction Card Policy

**FINANCIAL IMPLICATIONS**

There are budgeted financial implications concerning this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

<b>Pillar 1 Economy</b>	<b>Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile.</b>
<b>Goal No.</b>	<b>GOAL 3.</b> Support entrepreneurship
3.4	Upgrade and activate the Town Hall for community events, arts and culture
<b>Pillar 2 Community</b>	<b>Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued, and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.</b>
<b>Goal No.</b>	<b>Goal 5.</b> A safe and healthy community for all ages
<b>Goal No.</b>	<b>Goal 6.</b> Retain you people in Wyalkatchem

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(173/2024) Moved: Cr Loton                      Seconded: Cr Dickson**

***That Council receives the Community Development Officer's Report.***

***CARRIED 7/0***

Cr Loton left the meeting at 5:02pm.

Cr Loton re-entered the meeting at 5:04pm.

**Attachment # 1 Old Mother Hubbard Pantomime – Photo Credits to Cr. Rod Lawson- Kerr**



Performers acting out “Old Mother Hubbard Pantomime”



In the midst of song during the Pantomime

**Attachment #2 – Halloween Event**



Flyer for Halloween Event used to advertise around town.



Children at the Halloween Event in courtyard of the Shire



“Haunted Hallway” at Shire offices Halloween Event

**Attachment # 3 – Upcoming Events for 2024/2025**

Event	Date	Time	Place
Swimming Pool Re-opening	23rd November 2024 - Saturday	11 am	Swimming Pool
CarExpert Filming - (Closed to public)	18th November - 22nd November 2024 - Mon - Fri	All day for entire week	Wyalkatchem Airport
Sports Car Show	22nd November 2024 - Friday	4pm	Main Street
International Day of Disability Luncheon	30th November 2024 - Saturday	12 Noon - Onward	Rec Centre (TBC)
Citizenship Ceremony	19th December 2024 - Prior to Council Meeting - Thursday	2 – 3 pm	Shire Office - Chambers
Shire Staff Christmas Party	6th December 2024 - Friday	6pm – 9 pm	Wyalkatchem Hotel
Australia Day Breakfast	26th January 2025 - Sunday	8.30 - 10.30am	CRC - The Bushell

#### **10.4. GOVERNANCE AND COMPLIANCE**

##### **10.4.1. CHIEF EXECUTIVE OFFICER'S REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 November 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **SUMMARY**

This report is prepared by the CEO to provide Council and the Wyalkatchem community, some insight into CEO and Council activities.

#### **COMMENT**

The Strategic Community Plan 2024 – 2034 (CSP) was adopted at the 14 October 2024 Ordinary Council Meeting. The plan has been circulated to all staff. Information sessions will be held for staff to inform them of the strategic direction that has been informed by the Community of Wyalkatchem.

Since the last report, the CEO has attended the following substantial meetings and events to progress community and Council's interests:

- 18 Oct 2024 Wheatbelt Development Commission – Workforce Housing Solutions
- 18 Oct 2024 National Emergency Management Agency – Preparedness for 3G Network Closure
- 24 Oct 2024 MasterClass – Opportunities and Risks with AI
- 24 Oct 2024 Wheatbelt Public Health & Local Government Collaborative Series – Optimising Mental Health and Wellbeing
- 28 Oct 2024 Ombudsman – Reportable Conduct
- 30 Oct 2024 LGIS – CyberSecurity Training
- 31 Oct 2024 Department of Local Government, Sport and Cultural Industries (DLGSC) – PetsWA
- 4-7 Nov 2024 LG Professional Conference – Perth
- 13 Nov 2024 Happy Pill Pharmacy, Pharmacist Joy and Jia
- 13 Nov 2024 Ruth McWilliam, Business Owner and Landlord
- 15 Nov 2024 NEWROC Executive Meeting
- 15 Nov 2024 WAPOL – Crown Land Transfer

#### **KEY CORRESPONDENCE RECEIVED / ATTACHMENTS**

Nil

## **CLOSURE OF ADMINISTRATION BUILDING AND COUNCIL OVER CHRISTMAS AND NEW YEAR**

That Council note that the Administration Building (Office) will be closed from noon Friday 20 December 2024 and re-opening Monday 6 January 2025 at 9.00 am.

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transactions during this period has been low. Works staff generally take leave during this period and Senior staff will be on standby for emergencies.

This closure will be advertised on the Council webpage, social media and notice boards. These dates are aligned to those of previous years and there is no record of any inconvenience to Community.

That Council notes that the opening times of the Administration Building will be changed from an 8.00 am opening time to 9.00 am. This is commensurate with adjoining Shires and will provide the ability for all of staff meetings and staff development to be conducted between 8.00 am and 9.00 am, without having to close the office to the Community.

The office closure dates are detailed below:

### **Christmas**

Mon	23 Dec 2024	Staff to take annual leave
Tues	24 Dec 2024	Staff to take annual leave
Wed	25 Dec 2024	Christmas Day Public Holiday
Thurs	26 Dec 2024	Boxing Day Public Holiday
Fri	27 Dec 2024	Staff to take annual leave

### **New Years**

Mon	30 Dec 2024	Staff to take annual leave
Tues	31 Dec 2024	Staff to take annual leave
Wed	01 Jan 2025	New Years Day Public Holiday
Thurs	02 Jan 2025	Staff to take annual leave
Fri	03 Jan 2025	Staff to take annual leave

### **Office Re-Opens:**

Mon 06 Jan 2025 at 9.00 am

## **KEY OUTGOING CORRESPONDENCE**

Nil

## **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 CEO’s activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership

<b>Pillar 4 Civic Leadership</b>	<b>Statement of Strategic Outcome:</b> We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
<b>Goal No.</b>	<b>GOAL 11.</b> High standard of governance

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(174/2024) Moved:** Cr Begley

**Seconded:** Cr Dickson

- 1. That Council accepts the Chief Executive Officer’s report and**
- 2. That Council notes the closure of Council Offices over Christmas and New Year and**
- 3. That Council notes that from 6 January 2025 Council Offices will open at 9.00 am and close at 4.30 pm weekdays.**

**CARRIED 7/0**

**10.4.2. REVIEW OF COUNCIL MEETING AND AUDIT COMMITTEE MEETING DATES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 November 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

**BACKGROUND**

Council has adopted Policy number 6.1 Ordinary Council Meeting Dates which stipulates that the Ordinary Council Meetings be conducted on the Third Thursday of each month, except January, unless otherwise determined by a Council as a ‘Special Meeting’ and that Council meetings commence at 4pm, with Public notice to be given annually.

**COMMENT**

Elected members attend council meetings to ensure that the district’s electors are adequately represented. The number of council and committee meetings that elected members will be required to attend will vary according to the frequency of their local government’s scheduled ordinary and committee meetings.

Ordinary Council Meetings

Ordinary Council Meetings are formal meetings of the elected council members and are required to be open to the public (although under certain conditions, council meetings can be closed under provisions of the *Local Government Act 1995*, (the Act). In order to promote the transparency and accountability required for good governance the closed meeting provisions should be applied as infrequently as possible.

Committee Meetings

Section 5.8 of the Act enables councils to form committees to assist it with its functions. Committee members can include elected members, employees and members of the public in a variety of combinations. Committees can operate with council delegated decision-making powers or solely on an advisory basis. Advisory committees where members are drawn from both council and the community give the community a significant opportunity to provide input into the council’s decision-making meeting process.

Council operates an Audit Committee, being the Audit and Risk Management Committee. This is the only committee that currently exists under section 5.8 of the Act and is a requirement under section 7.1A.1 of the Act.

### **Ordinary Council Meetings**

To be conducted on the third Thursday on the month as follows unless otherwise determined by the Shire President as a 'Special Meeting' and that Council meetings commence at 4pm, unless otherwise determined by the Shire President. It is recommended that no council meeting be held during January 2024.

Ordinary Council Meetings will be open to the public, with the exception of confidential matters as defined under section 5.23(2) of the Act, where the meeting or part of the meeting is closed to the public.

### **Council Meeting Dates** (commencing at 4.00 pm)

16 January 2025 - No Meeting  
20 February 2025  
20 March 2025  
15 April 2025 (Tuesday)  
15 May 2025  
19 June 2025  
17 July 2025  
21 August 2025  
18 September 2025  
16 October 2025  
20 November 2025  
18 December 2025

### **Audit and Risk Committee Meetings**

That the Audit and Risk Committee Management Meetings be conducted on the Third Thursday on the month as follows:

20 February 2025  
15 May 2025  
18 September 2025  
18 December 2025

That Audit and Risk Management Committee meetings commence at 3:30pm, unless otherwise determined by the Shire President.

### **STATUTORY ENVIRONMENT**

The matter of the role of Council and conducting of Council and Committee meetings are prescribed within the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and *Local Government (Rules of Conduct) Regulations 2007*.

In particular, the following statutory environment is referenced in relation to this item:

*Local Government Act 1995- Section 5.3(2)*

Local Government Act 1995- Section 5.8

Local Government Act 1995- Section 5.23

Local Government Act 1995- Section 7.1A.1

Local Government (Administration) Regulations 1996 – Regulation 12(1)

Local Government (Financial Management) Regulations 1996 section 34(1)(a)

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are no direct 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, 2024 – 2034.

<b>Pillar 4 Civic Leadership</b>	<b>Statement of Strategic Outcome:</b> We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
<b>Goal No.</b>	<b>GOAL 11.</b> High standard of governance
<b>11.3</b>	Ongoing long term financial planning and transparent financial management

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

(175/2024) Moved: Cr Begley

Seconded: Cr Dickson

**That Council:**

- 1. Endorse the dates for the Ordinary Council Meetings and the Audit and Risk Committee Meetings for the 2025 calendar year and**
- 2. In accordance with the Local Government (Administration) Regulations, gives public notice of the dates for the Ordinary Council Meetings and Audit and Risk Management Committee Meetings, including time and place.**

**CARRIED 7/0**

**10.5. PLANNING AND BUILDING**

Nil

**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.CLOSURE OF THE MEETING**

There being no other business to attend to, President Cr Garner closed the meeting at 5:16pm.