



Mukinbudin - Classic, Dry, Red

Shire of Mukinbudin

Ordinary Council Meeting

AGENDA

**TO BE HELD IN THE COUNCIL CHAMBERS AT
15 MADDOCK STREET, MUKINBUDIN
COMMENCING AT 1.00pm WEDNESDAY 20TH DECEMBER 2017
9:30AM AUDIT COMMITTEE MEETING**

**Dirk Sellenger
CHIEF EXECUTIVE OFFICER**

****** DISCLAIMER ******

No responsibility whatsoever is implied or accepted by the Shire of Mukinbudin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mukinbudin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Mukinbudin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin warns that anyone who has any application lodged with the Shire of Mukinbudin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mukinbudin in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Public Question Time**
 - 2.1 Response to previous questions taken on notice
 - 2.2 Declaration of Public Question time open
 - 2.3 Declaration of public time closed
- 3. Record of Attendance, apologies, approved leave of absence**
 - 3.1 Present
 - 3.2 Apologies
 - 3.3 On Leave of Absence
 - 3.4 Staff
 - 3.5 Visitors
 - 3.6 Gallery
 - 3.7 Applications for leave of absence
- 4. Petitions, Deputations, Presentations**
 - 4.1 Petitions
 - 4.2 Deputations
 - 4.3 Presentations
- 5. Announcements by the presiding member without discussion**
- 6. Confirmation of minutes of previous meetings**
 - 6.1 Confirmation of Minutes of Ordinary Meeting held on 15th November 2017**
- 7. Reports of Committees and Officers**
 - 7.1 Work Supervisor's Report**
 - 7.1.1 Works Report – November 2017
 - 7.2 Community Development Officer's Report**
 - 7.2.1 Community Development Officer's Report – November 2017
 - 7.2.2 Request for Support for Historical Project in Mukinbudin Townsite
 - 7.2.3 Australia Day Citizen of the Year Nominations
 - 7.3 Caravan Park Manager Report**
 - 7.3.1 Caravan Park Manager's Report – November 2017

7.4 Manager of Finance Reports

- 7.4.1 List of Payments – November 2017
- 7.4.2 Audit Committee Minutes & Recommendations
- 7.4.3 Request for Fees and Charges Write Off – Credit Card Surcharge

7.5 Chief Executive Officer's Reports

- 7.5.1 NEWROC Executive Minutes 28th November 2017
- 7.5.2 GECZ Meeting Minutes 30th November 2017
- 7.5.3 Chief Executive Officer – Request for Annual Leave
- 7.5.4 Offer to Purchase – Portion Lot 204 Mukinbudin
- 7.5.5 Railway Crossing – Regulatory Signage Review Request
- 7.5.6 Shire of Mukinbudin Logo Stickers – Setting of Fees
- 7.5.7 2017/2018 Sealing Program Amendment
- 7.5.8 Transfer of Ownership – Mukinbudin Fire Shed – Strugnell Street
- 7.5.9 Hot Works Exemption – Utility Service providers
- 7.5.10 New Residence Construction – Government Regional Officer Housing

8. Correspondence and Information Report

- 8.1 Nil

9. Elected members Motions of which previous notice has been given

- 9.1 Nil

10. Urgent Business without notice (with the approval of the President or meeting)

- 10.1 Nil

11. Dates to Remember

- 11.1 See attached list

12. Closure of Meeting

- 12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 20th December 2017.

1. Declaration of Opening

- 1.1 The Shire President to declare the Meeting open at 1.__pm

2. Public Question Time (min 15 minutes)

- 2.1 Response to previous questions taken on notice.
Nil

- 2.2 Declaration of public question time opened (minimum 15 mins)

The Shire President will declare public question time open.

- 2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

3. Record of attendance, apologies and approved leave of absence

- 3.1 Present:
3.1.1

- 3.2 Apologies:
3.2.1

- 3.3 On leave of absence:
3.3.1

- 3.4 Staff:
3.4.1

- 3.5 Visitors:

- 3.6 Applications for leave of absence:
3.6.1 Request for leave of absence

4. Petitions, deputations and presentations

- 4.1 Petitions

4.2 Deputations

4.3 Presentations

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 15th November 2017.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the Ordinary Meeting of Council held on the 15th November 2017 be accepted as a true and correct record of proceedings.

Carried /

7.1 Works Supervisor's Report

7.1.1 Works Supervisor's Report November 2017	
Location:	Whole of Shire
File Ref:	ADM
Applicant:	Nil
Date:	12 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Allan Monson, Acting Works Supervisor
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Town Works:

- Street patching
- Weed spraying
- Painting of kerbs in several streets
- Removal of dead trees on Strugnell St north of railway and Maddock St
- Road sweeper was in town on December 6th
- Carried out repairs to reticulation in Railway station car park and Complex
- Works completed with tree trimming under power lines by Dave's Tree Trimming
- All other works are ongoing

Road Crew:

- North Barbalin resheet completed
- Short section on Sth Barbalin to suit new school bus pick up – completed (gravel sourced from an old road – not purchased)
- Waste site rehab work – completed
- Focal markers – completed on Koorda Bullfinch Road

Maintenance Grading:

- Maintenance grading – Scotsman Rd, Arnold Rd plus section of Moondon Rd

Repairs:

- P403 New Holland Tractor – air con and turbo hoses
- P462 Multi tyred roller – air con and puncture repair
- P301 Grader – check air con and new air hose

Fire Equipment:

- All Shire fire equipment has been tested and tagged.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council receive the Works Report for November 2017.****Carried /**

Plant No	Plant Item	Rego No	Opening Hrs / Kms	Closing Hrs / Kms /	Total Hrs or Kms for month	Utilisation since July 2017
P433	2014 Toyota Prado	1 MBL	118,985	121,550	2,565	18,161
P312	2016 Mitsubishi Outlander	MBL 1	13,850	14,084	234	7,702
P313	2017 Ford Ranger Ute – Maintenance Grader	MBL 1071	4,059	5,241	1,182	5,241
P291	2015 Ford Ranger – Road Crew	MBL 1000	33,123	34,061	938	11,924
P311	2016 Isuzu D-Max Works Supervisor	MBL 2	35,912	39,940	4,028	23,799
P279	Mitsubishi six wheeler	MBL 696	341,229	342,523	1,294	6,700
P281	2002 Coaster Community Bus	0 MBL	120,362	120,362	0	4,600
P369	2008 DAF Prime Mover MBL250	MBL 250	248,037	249,414	1,377	9,610
P289	2015 Isuzu Light Truck - Road Crew	MBL 405	34,234	35,798	1,564	10,131
P317	2002 Komatsu Backhoe	MBL 1091	7,447	7,467	20	127
P403	2010 New Holland Tractor	MBL 1463	2,686	5,701	3,015	3,149
P216	2014 John Deere Tractor	MBL 244	467	487	20	82
P469	2015 Toyota Hiace Van - Mtce Officer	MBL 180	40,171	42,748	2,577	13,310
P301	2004 CAT 12H Grader	MBL 100	10,805	10,909	104	623
P461	2014 CAT 12M Grader	MBL 251	3,048	3,136	88	681
P411	2011 Hino 614	MBL 1070	43,957	44,854	897	4,087
P410	2011 Hino 816	MBL 150	106,575	107,448	873	5,396
P344	2006 CAT 938 Loader	MBL 1424	11,139	11,216	77	372
P420	2008 CAT Vibe Roller	MBL 1677	5,380	5,417	37	255
P462	2014 Dynapack Multi Tyre Roller	MBL 811	591	632	41	43
P449	2011 CAT Skid Steer	MBL 1724	1,391	1,409	18	71
P377	Toro Mower	MBL 386	3,059	3,061	2	2
P383	Kobota 28KVA Generator	N/A	3,557	3,570	13	49

7.2 Community Development Officer

7.2.1 Community Development Officer's Report – November 2017	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	12 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

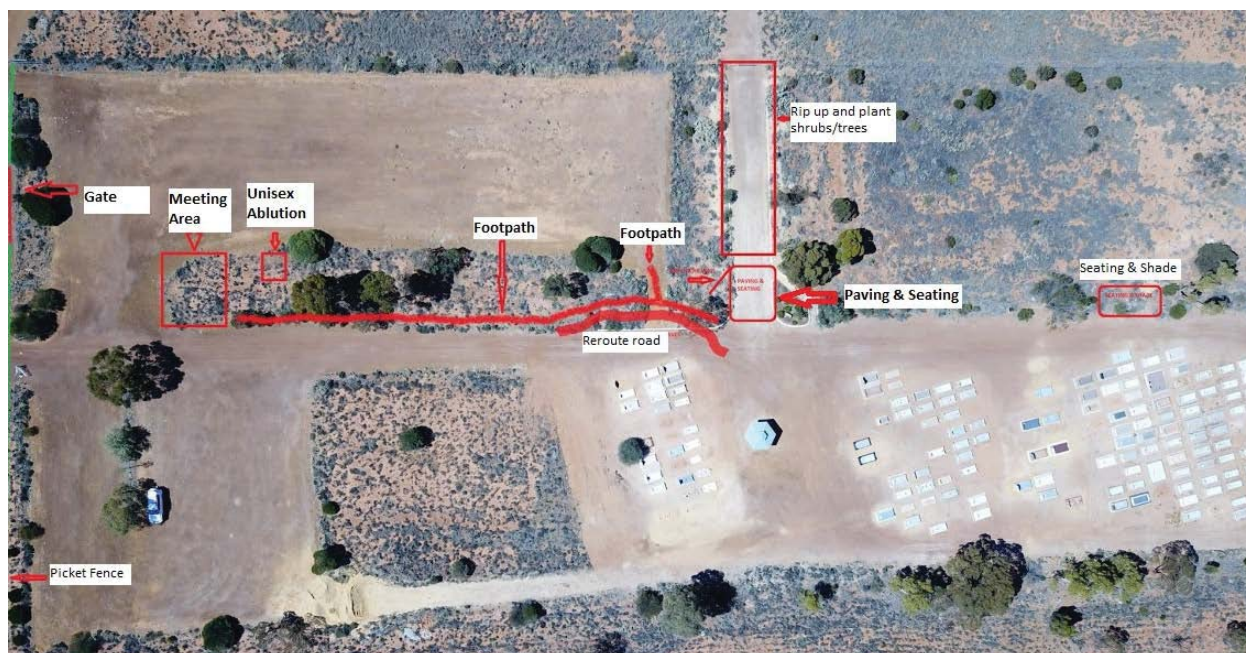
Funded Projects:

- Stronger Communities – lighting for Hockey Field - \$10,000
- Community Pool Revitalisation Fund

COMMUNITY PORTFOLIOS – OTHER PROJECTS

Cemetery Committee

As a follow up to a meeting held in October, the committee met again in December to further their initial plans for Council consideration.



Proposed Cemetery improvements for consideration

Other proposed improvements include:

- Improved drainage
- Rabbit-proof fencing
- Planting of trees & shrubs
- New rubbish bins
- Removal of dead trees and scrub
- Signage
- Information sign

Tai Chi

A refresher course and update was attended in November and classes continue to be well supported with 7 to 8 people participating weekly.

Pool Party

This event was well-attended with around 140 people enjoying the sausage sizzle and refreshments provided. The new inflatables were in the pool, and public feedback has been consistently positive of this initiative.

This was a jointly funded initiative between the Shire and Mukinbudin CRC who contributed towards the event.



Cr Ventris serving at the Sausage Sizzle

Meetings Attended/Events Organised

- Thursday 16th November – CRC Shopping Day
- Saturday 18th/Sunday 19th November – Tai Chi Training
- Thursday 23rd, 30th November, 7th, 14th December – Tai Chi
- Sunday 3rd December – Pool Party
- Monday 4th December – Cemetery Committee Meeting
- Monday 4th December – Planning & Development Group Meeting

Financial Implications

Nil

Strategic & Social Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved:****Seconded:****That Council receives the Community Development Officer's report for November 2017.****Carried: /**

7.2.2 Request for Support for Historical Project in Mukinbudin Townsite	
Location:	Mukinbudin Townsite
File Ref:	ADM 144
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	12 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To present to Council a request for support for an historical project for the Mukinbudin townsite.

Background Information

The following letter was received from community members, Robbie Fagan, Merle McInnes and Ev Comerford who are part of the Making A Difference (MAD) Group but will be affiliated with the Planning & Development Group for the purposes of managing potential funding.

Mrs Merle McInnes, Mrs Ev Comerford and Mrs Robbie Fagan.
 Post Office Box 107
 Mukinbudin WA6479

16th November 2017

Mr Dirk Sellenger
 CEO
 Shire of Mukinbudin
 WA 6479

Dear Dirk

We hope you will give consideration to some ideas we have for enhancing our main street.

1, A brick wall to go west of the Railway Station to have plaques attached with names of pioneers and long time residents. To fund this we hope families will donate the plaques and we know when talking to past residents that they would support it whole heartedly.

2. We would also love to have plaques outside town buildings and relevant areas to define where original businesses were e.g. the old boarding house (now Mukinbudin Café), and one of the first real butchers shops (now the book shop) etc, a bit like Bonnie Rock township. We have actually been offered \$1500.00 toward this project and have been collecting information and old photographs.

We know finance is a problem but we wondered if a grant could be obtained if the Shire Councillors approve our ideas.

Hoping to hear from you at your earliest convenience

Yours sincerely


 MERLE, Ev. and Robbie 

Officer Comment

A group of community members have commenced research and interviews to determine the owners and sites of the original townsite businesses. Lotterywest have a specific *Heritage & Conservation Grant* which supports 'Community Histories' and 'Interpretation of Cultural Heritage' and have implied that a funding submission to these categories would be appropriate for the project.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic And Social Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr**

That Council support the proposed project in principal subject to additional details and costings to be presented to the February 2018 Ordinary Meeting of Council.

Carried /

Confidential Item

7.2.3 Australia Day Citizen of the Year Nominations	
Location:	Mukinbudin
File Ref:	ADM 278
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	10 th November 2017
Disclosure of Interest:	Nil
Responsible Officer:	Nola Comerford-Smith, Community Development Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Statutory Environment**5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
- (ii) endanger the security of the local government's property; or
- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 7.5.5 is deemed to be

(b) the personal affairs of any person;

Carried /

7.3 Mukinbudin Caravan Park Manager's Report

7.3.1 Mukinbudin Caravan Park Report – November 2017	
Location:	Mukinbudin
File Ref:	ADM 225
Applicant:	Carolynn Chapman, Caravan Park Manager
Date:	12 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Carolynn Chapman, Caravan Park Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

- The self-contained units and barracks are completely booked over Christmas to tourists and relatives of local community members.
- More workers are booking self-contained units instead of staying at the pub.
- Tourists with caravans are visiting the caravan park, some coming as far as Belgium.
- Two gaming consoles are ready for the kids' corner, as well as some board games.



OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receives the Caravan Park Managers Report for November 2017.

Carried /

7.4 Finance

7.4.1 List of Payments – November 2017	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Acting Manager Finance
Date:	11 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Acting Manager Finance
Author:	Jenny Heaney – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – November 2017 (25 pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finances, please see the Manager of Finance prior to the meeting so that a researched answer may be provided.

Summary

List of payments for approval

Background Information

A list of payments submitted to Council on 20th December 2017, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

Policy Implications

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

Financial Implications

All payments have been made in accordance with the 2017/2018 Budget.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That the list of payments to today's meeting for;****Municipal Fund:**

Muni EFT2791 – EFT2893	(\$209,174.04)
Muni Cheques 31565 - 31573	(\$27,233.66)
Direct Debits (Superannuation, loan, vehicle purchase and leases) DD4013.10 – DD4111.6	(\$19,678.49)
Pays on 01/11/2017, 15/11/2017 & 29/11/2017 (Not included on payment listing)	(\$93,840.10)
Total Municipal Fund	(\$349,926.29)

Trust Fund:

Trust EFT2786 – EFT2790	(\$400.00)
Trust Cheques	(\$0.00)
Trust Direct Debits (Licensing) DD4015.1 – 4117.1	(\$23,358.82)
Total Trust Fund	(\$23,758.82)

made in November 2017, be passed for payment.**Carried /**

Date: 11/12/2017
Time: 1:24:49PM

Shire of Mukinbudin

USER: Sheldon Cox
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2791	07/11/2017	ABI FARINA	Seniors Week Dinner Friday November 3rd 2017 Mukinbudin Sports Complex Catering	1		3,986.00
EFT2792	07/11/2017	ABSOLUTELY ALL ELECTRICAL	Replace cable on pool cleaner at swimming pool	1		404.05
EFT2793	07/11/2017	ALL WAYS FOODS	Various caravan park supplies eg cleaning and long life milk	1		352.03
EFT2794	07/11/2017	AMPAC DEBT RECOVERY	Commissions and costs for the month of october 2017	1		11.56
EFT2795	07/11/2017	AUSTRALIA POST	Total supply this period ending 31/10/2017 postage	1		318.52
EFT2796	07/11/2017	AUSTRALIA'S GOLDEN OUTBACK	Australia Golden Outback 2018 Holiday Planner Advertising - Caravan Park	1		2,074.00
EFT2797	07/11/2017	BENCUBBIN COMMUNITY RESOURCE CENTRE INC	Printing of purchase order books	1		137.50
EFT2798	07/11/2017	Bob Waddell & Associates Pty Ltd	Assistance with the preparation of the annual Financial Statements 16/17 including checking data and the update and reconciliation of the Asset Register with respect to Land & Buildings Fair Value valuations and compiling the Annual Financial Statements.	1		198.00
EFT2799	07/11/2017	CHILD SUPPORT AGENCY	Payroll deductions	1		307.06
EFT2800	07/11/2017	COPIER SUPPORT	Canon printer meter reading from 24/08/2017 to 31/10/2017	1		1,382.56
EFT2801	07/11/2017	COURIER AUSTRALIA/TOLL IPEC	Hare and Forbes courier	1		95.38
EFT2802	07/11/2017	GREAT SOUTHERN FUELS	Monthly Fuel Account for October 2017	1		15,958.33
EFT2803	07/11/2017	IT VISION	SynergySoft Email Remittance Advice Functionality	1		1,210.00
EFT2804	07/11/2017	JASON SIGNMAKERS	6 x end speed 80 limit signs	1		87.45
EFT2805	07/11/2017	JOSHUA YORK	Entertainment for 2017 seniors week dinner	1		500.00
EFT2806	07/11/2017	Latrobe Holdings Pty Ltd LMW	Valuation report LOT 204 BENT AND SHADBOLT STREET	1		880.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2807	07/11/2017	MUKINBUDIN BUILDING	Admin office and carport gutter replacement and repairs	1		13,331.00
EFT2808	07/11/2017	MUKINBUDIN HOTEL	Accomodation for Georgina Paterson	1		375.00
EFT2809	07/11/2017	MUKINBUDIN NEWSAGENCY & AG SUPPLIES	Hi vis pull over, hi vis shirt, chambray shirt for works crew	1		216.35
EFT2810	07/11/2017	Mukinbudin Community Resource Centre	12 month business membership to 03/11/2018	1		85.00
EFT2811	07/11/2017	PIANO MAGIC	Annual service for memorial hall piano for the year of 2017	1		275.00
EFT2812	07/11/2017	SIGMA CHEMICALS	Repair calibration phot/palintest unit for swimming pool	1		389.40
EFT2813	07/11/2017	SILINGER CONTRACTORS	Various verge spraying of sealed roads, supply chemical, 14.75 hours	1		2,961.04
EFT2814	07/11/2017	SIPPES MUKINBUDIN	Various maintenacce over the counter purchases for October 2017	1		1,155.48
EFT2815	07/11/2017	State Wide Turf Services	Consultancy work for Dave and machinery	1		1,375.00
EFT2816	07/11/2017	Strata Green	root deflector barrier for sandalwood arts hall building	1		194.57
EFT2817	07/11/2017	TRYPHENA GILLETT	LIWA Aquatics Membership Fee 2017 to 2019	1		240.00
EFT2818	07/11/2017	TWO DOGS HOME HARDWARE	decking materials for 25B Calder street	1		167.36
EFT2819	07/11/2017	WA CONTRACT RANGER SERVICES PTY LTD	Ranger services for dates 11/10/2017 and 18/10/2017	1		444.12
EFT2820	07/11/2017	WALLIS COMPUTER SOLUTION	SOMBL server rental payment for month of October	1		1,161.27
EFT2821	09/11/2017	NEWROC	NEWROC General Subscription 2017/18, NEWROC Business Case / Project Work Contribution, Tourism Officer Contribution, Wheatbelt Way Marketing Contribution, Special Projects Contribution - NEWROC Telecommunications	1		38,409.80
EFT2822	17/11/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2017/18 ESL in accordance with the Fire and Emergency Services Act 1998 Part 6A - Emergency Services Levy - Section 36L & 36M. ESL Income Local Government	1		2,550.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2823	17/11/2017	ABSOLUTELY ALL ELECTRICAL	install 2 x power circuits, one in pool kiosk kitchen with 2 x 15a outlets on it and another near the pie warmer with 1 x 10a outlet on it	1		1,102.06
EFT2824	17/11/2017	APRA LTD	License fees due to for the period 01/12/2017 to 30/11/2018 for functions held at Mukinbudin Memorial Hall	1		108.24
EFT2825	17/11/2017	BOC LIMITED	Oxygen indust, dissolved acetlyene, argoshield, oxygen medical Rental October 2017	1		42.35
EFT2826	17/11/2017	COURIER AUSTRALIA/TOLL IPEC	Courier for Pathwest Lab and StrataGreen	1		24.35
EFT2828	17/11/2017	DIRK SELLENGER	Reimbursement for buying adhesive glue to install rubber protective matts on walls at Complex courts	1		98.24
EFT2829	17/11/2017	GERAGHTYS ENGINEERING & AUTO ELECTRICS	supply and fit a replacement windscreen for isuzu dmax work supervisors car	1		1,165.40
EFT2830	17/11/2017	GOWERS GLAZING	Robe door rollers and carriages for single unit 2, flush bolt for sports complex	1		83.60
EFT2831	17/11/2017	Georgina PATERSON	Design and installation of mural at Mukinbudin Aquatic Centre	1		4,550.00
EFT2832	17/11/2017	JONES LANG LASALLE	Overpayment of rates reimbursement to JLT	1		1,148.32
EFT2833	17/11/2017	M & W KITCHENS & CABINETS	Manufacture new cabinetry and benchtops for swimming pool kiosk	1		1,960.75
EFT2834	17/11/2017	MICK SIPPE CARPENTRY	paint tiles in kitchen of caravan park managers house	1		418.00
EFT2835	17/11/2017	MUKA TYRE MART	supply and fit 2 x tyres on izuzu ute	1		1,353.00
EFT2836	17/11/2017	MUKINBUDIN BUILDING	renovate pool kiosk kitchen as per quote, and various other works as per instructions including painting	1		8,526.00
EFT2837	17/11/2017	MUKINBUDIN CAFE	Melbourne Cup lunch 8 at \$10 each	1		80.00
EFT2838	17/11/2017	MUKINBUDIN STEEL FABRICATORS	6 x 2400mm fence posts in colour wilderness for pool, parks/gardens and lions park	1		114.40
EFT2839	17/11/2017	Muka Matters	Muka Matter Advertising 17/18	1		200.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2840	17/11/2017	NEWTONS HOME FURNISHINGS	various furniture as selected by Carloynn Chapman, bed, table etc	1		1,973.00
EFT2841	17/11/2017	PRO SOUND PRODUCTIONS	supply and install sound system to swimming pool as per quote, and additional works as per CEO	1		7,150.00
EFT2842	17/11/2017	QC Ultimate Clean	tile cleaning at sports complex and public toilets, carpet and tile cleaning at aged unit 9, travel	1		670.45
EFT2843	17/11/2017	R MUNNS ENGINEERING CONSULTING SERVICES	rod munns to complete 17/18 bitumen surfacing rfq and price schedule documents for the shire, post on vendor panel	1		1,166.00
EFT2844	17/11/2017	ROYAL LIFE SAVING	various uniforms for swimming pool manager	1		544.00
EFT2845	17/11/2017	RURAL WATER COUNCIL OF WA	Membership subscription 2017	1		160.00
EFT2846	17/11/2017	SHIRE OF TRAYNING	reimbursement for kununoppin medical practice expenses including doctors house rent and vehicle for October 2017	1		6,147.74
EFT2847	17/11/2017	SIPPES MUKINBUDIN	20 litre round up for town gardens	1		443.28
EFT2848	17/11/2017	T.J. Depiazzi and Sons DEPIAZZI	Muja Black coloured mulch for around admin office and various town locations	1		3,820.41
EFT2849	17/11/2017	WA CONTRACT RANGER SERVICES PTY LTD	Various Ranger services for october 2017	1		374.00
EFT2850	17/11/2017	WALLIS CREDIT SERVICES	SOMBL Server Rental Payment for November 2017	1		695.00
EFT2851	17/11/2017	WHEATBELT SIGNS	New Sign for swimming pool with admittance prices	1		176.00
EFT2852	17/11/2017	YVONNE LOWE	Reimbursement of Caravan Park Stay	1		225.00
EFT2853	23/11/2017	ALL WAYS FOODS	100l bin liners on roll for swimming pool	1		78.56
EFT2854	23/11/2017	AVON WASTE	Monthly Rubbish Collection for October 2017	1		4,928.39
EFT2855	23/11/2017	AWP GROUP	repair of shade sail, tarpaulin, supply dee shackles and economy bottlescrews for the Complex	1		1,058.86
EFT2856	23/11/2017	BF & JD ATKINS	hire of semi side tipper at Barbalin North road	1		4,394.50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2857	23/11/2017	Bob Waddell & Associates Pty Ltd	Assistance with finalising the Annual Financial Report	1		99.00
EFT2858	23/11/2017	CLAW ENVIRONMENTAL	removal of drummuster plastic drums for processing	1		576.73
EFT2859	23/11/2017	COURIER AUSTRALIA/TOLL IPEC	Courier for Westrac, Eastern Hill Saws and Tudor House	1		77.53
EFT2860	23/11/2017	Clark Rubber Midland	62 2000x1000x32mm black padding for walls at Complex	1		8,872.20
EFT2861	23/11/2017	DAVE'S TREE SERVICE	trim and shape town street tree out of Western Power lines back to approved standards, plus lop three trees at caravan park as requested. 3 days rate at \$2600 plus gst	1		8,580.00
EFT2862	23/11/2017	DIRK SELLENGER	reimbursement for Dirk Sellenger for a chest freezer for swimming pool	1		659.00
EFT2863	23/11/2017	EASTERN HILLS SAWS & MOWERS	recoil start for honda push mower	1		105.00
EFT2864	23/11/2017	GERAGHTYS ENGINEERING & AUTO ELECTRICS	check engine fault light and repair issue on 2014 ISUZU FTS800 4.4R Bonnie Rock Fire truck	1		209.51
EFT2865	23/11/2017	HUTTON & NORTHEY	1000 litre diesel exhaust fluid for DAF truck	1		1,402.50
EFT2866	23/11/2017	MARKETFORCE	advertisement for manager of works position in the West Australian	1		773.81
EFT2867	23/11/2017	MERREDIN REFRIGERATION AND GAS	find issue with swimming pool fridge and advise if it can be fixed	1		55.00
EFT2868	23/11/2017	MUKINBUDIN HOTEL	various refreshments for council meeting november 2017	1		337.70
EFT2869	23/11/2017	REBECCA LOUISE DICKINSON	reimbursement for Rebecca Dickinson for the purchase of new work clothes	1		254.95
EFT2870	23/11/2017	SIPPES MUKINBUDIN	single meter box pole mount, blank laminated panel meter and 8 station controllers for town oval	1		1,509.45
EFT2871	23/11/2017	TUDOR HOUSE	printed teardrop "pool open" banners for swimming pool	1		572.00
EFT2872	23/11/2017	WA CONTRACT RANGER SERVICES PTY LTD	various ranger services for 07.11.2017 and 17.11.2017	1		654.50
EFT2873	23/11/2017	WALLIS CREDIT SERVICES	purchase of computer and monitor for admin office	1		500.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2874	23/11/2017	WESTRAC PTY LTD	air filter element and coolant for h grader, air filter element for m grader	1		341.74
EFT2875	23/11/2017	WETDECK POOLS	prepare and paint of pipe in plant room at swimming pool to health department guidelines	1		385.00
EFT2876	23/11/2017	WINDSOR LODGE COMO	Accommodation for Nola Comerford-Smith 17th Nov to 20th Nov 2017	1		261.00
EFT2877	24/11/2017	CUTTING EDGES EQUIPMENT PARTS	12 x teeth/tynes for CAT M Grader	1		92.40
EFT2878	30/11/2017	ABSOLUTELY ALL ELECTRICAL	repairs and general maintenance to the railway car park night lights	1		982.78
EFT2879	30/11/2017	AFLEX TECHNOLOGY (NZ) LTD	Inflatables for swimming pool	1		2,880.90
EFT2880	30/11/2017	AWP GROUP	manufacture and supply a new four point shade sail heavy duty for sport complex	1		1,414.78
EFT2881	30/11/2017	Bob Waddell & Associates Pty Ltd	Assistance with the preparation of the annual Financial Statements 16/17 including checking data and the update and reconciliation of the Asset Register with respect to Land & Buildings Fair Value valuations and compiling the Annual Financial Statements.	1		363.00
EFT2882	30/11/2017	COPIER SUPPORT	Canon iR ADV C 5250 Printer/Scanner meter reading for black and coloured copies	1		370.34
EFT2883	30/11/2017	COURIER AUSTRALIA/TOLL IPEC	courier for Cutting Edge - tooth scarifier for M Grader	1		21.71
EFT2884	30/11/2017	CUTTING EDGES EQUIPMENT PARTS	Tooth Scarifier for M Grader	1		198.00
EFT2885	30/11/2017	D&D TRANSPORT	Overdue from May - Freight for Depot Purchases	1		498.06
EFT2886	30/11/2017	EASTERN HILLS SAWS & MOWERS	Wide handle brush cutter for parks and gardens	1		680.00
EFT2887	30/11/2017	HUTTON & NORTHEY	supply and fit wear strips and spacers in turn table on M Grader	1		7,389.52
EFT2888	30/11/2017	MOORE STEPHENS	Attendance of Dirk Sellenger at the Nuts & Bolts and Finance Essentials Workshop 2017 days 1 and 2, Monday 27th November 2017 and Tuesday 28th November 2017 at the Rothschild Room, Perth Zoo.	1		1,584.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2889	30/11/2017	MUKINBUDIN BUILDING	remove glass wall in squah courts, supply and install steel gate. install wall mounted crash matts and supply and install full opening height aluminium and glass doors on west wall	1		15,074.00
EFT2890	30/11/2017	PERSONALISED SETTLEMENTS	Settlement fee, title searches, postage and petties, landgate registration fee for sale of 10 and 12 Calder	1		1,040.45
EFT2891	30/11/2017	SHIRE OF MT MARSHALL	NEW Health Recoup - October 2017	1		3,639.95
EFT2892	30/11/2017	SIPPES MUKINBUDIN	two tap outlet timers and tap adaptors for parks and gardens	1		412.40
EFT2893	30/11/2017	WILSON SIGN SOLUTIONS	Honour Board Updates gold plaques for D Sellenger, S Palm and R Nicoletti	1		92.40
31565	03/11/2017	BARBARA DENISE ALLISON	Rates refund for assessment A253 47 MADDOCK ST MUKINBUDIN 6479	1		1,167.62
31566	07/11/2017	RVJ RESOURCES	Repairs to electrical fault in back hoe	1		260.70
31567	07/11/2017	SYNERGY	street lights power usage from 02/10/2017 to 01/11/2017	1		1,510.60
31568	17/11/2017	TERRY DUNNETT	Live caricatures at seniors dinner 2017	1		1,120.00
31569	17/11/2017	WATER CORPORATION	standpipe at burakin bonnie rock gl merredin north for period of 08/09/2017 to 06/11/2017	1		2,333.29
31570	23/11/2017	SYNERGY	Swimming Pool Electricity for the period 11 Oct 2017 to 08 Nov 2017	1		6,217.85
31571	23/11/2017	Telstra	October 2017 Phone Account	1		1,349.08
31572	23/11/2017	WATER CORPORATION	cemetery water bill for period 16 September 2017 to 16 November 2017	1		96.84
31573	30/11/2017	WATER CORPORATION	swimming pool water usage for the period 22 September to 22 November 2017	1		13,177.68
DD4013.1	01/11/2017	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		190.12
DD4013.2	01/11/2017	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,409.44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4013.3	01/11/2017	WA Super	Payroll deductions	1		4,143.69
DD4013.4	01/11/2017	Australian Super Pension	Superannuation contributions	1		285.49
DD4013.5	01/11/2017	Prime Super	Superannuation contributions	1		190.00
DD4013.6	01/11/2017	TASPLAN SUPERANNUATION	Superannuation contributions	1		202.92
DD4049.1	15/11/2017	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		190.13
DD4049.2	15/11/2017	WA Super	Payroll deductions	1		4,085.63
DD4049.3	15/11/2017	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,118.29
DD4049.4	15/11/2017	Australian Super Pension	Superannuation contributions	1		285.49
DD4049.5	15/11/2017	Prime Super	Superannuation contributions	1		190.00
DD4049.6	15/11/2017	The Nick & Tryphena Super Fund	Superannuation contributions	1		51.96
DD4049.7	15/11/2017	TASPLAN SUPERANNUATION	Superannuation contributions	1		326.04
DD4069.1	10/11/2017	Canon Finance Australia Pty Ltd	Photocopier Lease November 2017	1		313.05
DD4071.1	13/11/2017	BENDIGO BANK MASTERCARD	Credit Card Purchases for October 2017	1		196.21
DD4077.1	14/11/2017	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		180.00
DD4081.1	14/11/2017	DEPARTMENT OF HOUSING	Rent for 3A Cruickshank Road	1		360.00
DD4085.1	20/11/2017	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		280.00
DD4098.1	27/11/2017	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		280.00
DD4111.1	29/11/2017	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		190.13
DD4111.2	29/11/2017	DL SELLENGER SUPERFUND	Superannuation contributions	1		961.53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4111.3	29/11/2017	WA Super	Payroll deductions	1		3,364.76
DD4111.4	29/11/2017	Australian Super Pension	Superannuation contributions	1		285.49
DD4111.5	29/11/2017	Prime Super	Superannuation contributions	1		190.00
DD4111.6	29/11/2017	TASPLAN SUPERANNUATION	Superannuation contributions	1		408.12

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	256,086.19
TOTAL		256,086.19

Date: 11/12/2017
Time: 1:24:11PM

Shire of Mukinbudin


USER: Sheldon Cox
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT2786	06/11/2017	JEFFREY NEIL SEABY	REFUND OF NOMINATION FEE 2017	2		80.00
EFT2787	06/11/2017	RODNEY JAMES COMERFORD	REFUND OF NOMINATION FEE 2017	2		80.00
EFT2788	06/11/2017	ROMINA NICOLETTI	REFUND OF NOMINATION FEE 2017	2		80.00
EFT2789	06/11/2017	RUTH POULTNEY	REFUND OF NOMINATION FEE 2017	2		80.00
EFT2790	06/11/2017	SANDRA VENTRIS	REFUND OF NOMINATION FEE 2017	2		80.00
DD4015.1	02/11/2017	Department of Transport	REFUND OF LICENSING	2		4,006.05
DD4019.1	03/11/2017	Department of Transport	REFUND OF LICENSING	2		1,494.05
DD4023.1	06/11/2017	Department of Transport	REFUND OF LICENSING	2		1,274.05
DD4027.1	07/11/2017	Department of Transport	REFUND OF LICENSING	2		1,053.65
DD4036.1	08/11/2017	Department of Transport	REFUND OF LICENSING	2		43.90
DD4038.1	09/11/2017	Department of Transport	REFUND OF LICENSING	2		1,463.10
DD4040.1	10/11/2017	Department of Transport	REFUND OF LICENSING	2		81.40
DD4043.1	13/11/2017	Department of Transport	REFUND OF LICENSING	2		1,464.40
DD4045.1	14/11/2017	Department of Transport	REFUND OF LICENSING	2		395.90
DD4051.1	15/11/2017	Department of Transport	REFUND OF LICENSING	2		1,044.75
DD4054.1	16/11/2017	Department of Transport	REFUND OF LICENSING	2		316.40
DD4057.1	17/11/2017	Department of Transport	REFUND OF LICENSING	2		786.45
DD4064.1	20/11/2017	Department of Transport	REFUND OF LICENSING	2		321.15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4066.1	21/11/2017	Department of Transport	REFUND OF LICENSING	2		598.85
DD4083.1	22/11/2017	Department of Transport	REFUND OF LICENSING	2		42.50
DD4089.1	06/11/2017	BOND ADMINISTRATOR	TRANSFER OF ADDITIONAL PET BOND TO BOND ADMINISTRATOR	2		100.00
DD4091.1	23/11/2017	Department of Transport	REFUND OF LICENSING	2		922.30
DD4096.1	24/11/2017	Department of Transport	REFUND OF LICENSING	2		615.62
DD4102.1	27/11/2017	Department of Transport	REFUND OF LICENSING	2		1,521.45
DD4104.1	28/11/2017	Department of Transport	REFUND OF LICENSING	2		141.95
DD4109.1	29/11/2017	Department of Transport	REFUND OF LICENSING	2		3,828.25
DD4115.1	30/11/2017	Department of Transport	REFUND OF LICENSING	2		1,482.65
DD4117.1	27/11/2017	BOND ADMINISTRATOR	REFUND OF HOUSING BOND 6 LANSDELL	2		360.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Trust Bank - 633-000 116457771	23,758.82
TOTAL		23,758.82

009669

 SHIRE OF MUKINBUDIN
 PO BOX 67
 MUKINBUDIN WA 6479

Your details at a glance

BSB number	633-000
Account number	693723967
Customer number	11762408/M201
Account title	SHIRE OF MUKINBUDIN SHIRE OF MUKINBUDIN

Account summary

Statement period	31 Oct 2017 - 29 Nov 2017
Statement number	106
Opening balance on 31 Oct 2017	\$196.21
Payments & credits	\$1,088.44
Withdrawals & debits	\$4,873.77
Interest charges & fees	\$4.00
Closing Balance on 29 Nov 2017	\$3,985.54

Account details

Credit limit	\$5,000.00
Available credit	\$1,014.46
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$119.56
Payment due	13 Dec 2017

Any questions?

Contact Tara Chambers at 29 Shadbolt St, Mukinbudin 6479 on **08 9047 1377**, or call **1300 BENDIGO** (1300 236 344).



053BH301 / E-0 / S-494 / I-494 / 0011762408000142

Bendigo Business Credit Card

Minimum Payment Warning. If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about 14 years and 9 months	And you will pay an estimated total of interest charges of \$2,413.05
If you make no additional charges using this card and each month you pay \$191.33	You will pay off the Closing Balance shown on this statement in about 2 years	And you will pay an estimated total of interest charges of \$606.38, a saving of \$1,806.67

Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1300 652 146.

Bendigo Business Credit Card


Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$196.21
2 Nov 17	BUNNINGS 318000, MID LAND AUS RETAIL PURCHASE RETURN 30/10 CARD NUMBER 552638XXXXXXXX149 1		44.70	151.51
2 Nov 17	BUNNINGS 318000, MID LAND AUS RETAIL PURCHASE 30/10 CARD NUMBER 552638XXXXXXXX149 1	44.70		196.21
3 Nov 17	BWS Liquor, MERREDIN AUS RETAIL PURCHASE 01/11 CARD NUMBER 552638XXXXXXXX149 1	648.00		844.21
3 Nov 17	OFWKS ONLINE BENTLEIGH, E 03 AUS RETAIL PURCHASE 02/11 CARD NUMBER 552638XXXXXXXX149 1	736.95		1,581.16
4 Nov 17	Shire of Mukinbudin, Mukinbudin AUS RETAIL PURCHASE 03/11 CARD NUMBER 552638XXXXXXXX149 1	25.70		1,606.86
5 Nov 17	HARE & FORBES PTY LT ,NORTHMEAD AUS RETAIL PURCHASE 03/11 CARD NUMBER 552638XXXXXXXX149 1	429.00		2,035.86
8 Nov 17	WHEATBELT TECH & APP , MERREDIN AUS RETAIL PURCHASE 06/11 CARD NUMBER 552638XXXXXXXX149 1	103.96		2,139.82
10 Nov 17	APPLE ITUNES STORE, SYDNEY AUS RETAIL PURCHASE 08/11 CARD NUMBER 552638XXXXXXXX149 1	0.99		2,140.81
10 Nov 17	HOUSING AUTHORITY, PERTH AUS RETAIL PURCHASE 09/11 CARD NUMBER 552638XXXXXXXX149 1	1,800.00		3,940.81


...continued overleaf >


www.bendigobank.com.au

Date Paid ___ / ___ / ___ Amount \$ _____


Bendigo Business Credit Card - Payment options

 **Pay in person:** Visit any **Bendigo Bank** branch to make your payment.

 **Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.
www.bendigobank.com.au

 Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.

 **Pay by post:** Mail this slip with your cheque to -
PO Box 480
Bendigo VIC 3552.
 If paying by cheque please complete the details below.

 **Bill code: 342949**
Ref: 693723967

Bank@Post™ Pay at any Post Office by Agency Banking **Bank@Post^** using your credit card.


Bendigo Business Credit Card

BSB number 633-000
Account number 693723967
Customer name SHIRE OF MUKINBUDIN
Minimum payment required \$119.56
Closing Balance on 29 Nov 2017 \$3,985.54
Payment due 13 Dec 2017

Date _____ **Payment amount** _____


Drawer	Chq No	BSB	Account No	\$	¢

Bendigo Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
12 Nov 17	BUNNINGS 368000, ARM ADALE AUS RETAIL PURCHASE 09/11 CARD NUMBER 552638XXXXXXXX149 1	221.04		4,161.85
13 Nov 17	PERIODIC TFR 00117624081201 00000000000		196.21	3,965.64
15 Nov 17	WA POLICE/POST, MELB OURNE AUS RETAIL PURCHASE 13/11 CARD NUMBER 552638XXXXXXXX149 1	52.60		4,018.24
16 Nov 17	WESTCOAST SEAFOOD LI C,CORRIGIN AUS RETAIL PURCHASE 15/11 CARD NUMBER 552638XXXXXXXX149 1	246.00		4,264.24
19 Nov 17	WHEATBELT TECH & APP , MERREDIN AUS RETAIL PURCHASE 17/11 CARD NUMBER 552638XXXXXXXX149 1	34.95		4,299.19
22 Nov 17	WOTIF, WOTIF.COM AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXXX149 1	489.39		4,788.58
24 Nov 17	OFFICEWORKS LTD, BEN TLEIGH EAS AUS RETAIL PURCHASE RETURN 23/11 CARD NUMBER 552638XXXXXXXX149 1		687.00	4,101.58
25 Nov 17	POST MERREDIN POST, MERREDIN AUS RETAIL PURCHASE 23/11 CARD NUMBER 552638XXXXXXXX149 1	39.00		4,140.58
25 Nov 17	WOTIF, WOTIF.COM AUS RETAIL PURCHASE RETURN 20/11 CARD NUMBER 552638XXXXXXXX149 1		160.53	3,980.05
28 Nov 17	CARD FEE 1 @ \$4.00	4.00		3,984.05
29 Nov 17	APPLE ITUNES STORE, SYDNEY AUS RETAIL PURCHASE 27/11 CARD NUMBER 552638XXXXXXXX149 1	1.49		3,985.54
Transaction totals / Closing balance		\$4,877.77	\$1,088.44	\$3,985.54

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

009669

 SHIRE OF MUKINBUDIN
 PO BOX 67
 MUKINBUDIN WA 6479

Card summary

Account number 693723967
Card number 552638XXXXXXXX149
Customer number 11762408/M201
 Statement period 31/10/2017 to 29/11/2017
 Statement number 106 (page 4 of 5)

Any questions?

Contact Tara Chambers at 29 Shadbolt St, Mukinbudin 6479 on **08 9047 1377**, or call **1300 BENDIGO** (1300 236 344).

Bendigo Business Credit Card (continued).

Date	Transaction	Withdrawals	Payments
2 Nov 17	BUNNINGS 318000, MID LAND AUS		44.70
2 Nov 17	BUNNINGS 318000, MID LAND AUS	44.70	
3 Nov 17	BWS Liquor, MERREDIN AUS	648.00	
3 Nov 17	OFWKS ONLINE BENTLEIGH, E 03 AUS	736.95	
4 Nov 17	Shire of Mukinbudin, Mukinbudin AUS	25.70	
5 Nov 17	HARE & FORBES PTY LTD, NORTHMEAD AUS	429.00	
8 Nov 17	WHEATBELT TECH & APP, MERREDIN AUS	103.96	
10 Nov 17	APPLE ITUNES STORE, SYDNEY AUS	0.99	
10 Nov 17	HOUSING AUTHORITY, PERTH AUS	1,800.00	
12 Nov 17	BUNNINGS 368000, ARMADALE AUS	221.04	
15 Nov 17	WA POLICE/POST, MELBOURNE AUS	52.60	
16 Nov 17	WESTCOAST SEAFOOD LIC, CORRIGIN AUS	246.00	
19 Nov 17	WHEATBELT TECH & APP, MERREDIN AUS	34.95	
22 Nov 17	WOTIF, WOTIF.COM AUS	489.39	
24 Nov 17	OFFICEWORKS LTD, BENTLEIGH EAST AUS		687.00
25 Nov 17	POST MERREDIN POST, MERREDIN AUS	39.00	
25 Nov 17	WOTIF, WOTIF.COM AUS		160.53
29 Nov 17	APPLE ITUNES STORE, SYDNEY AUS	1.49	
TOTALS		\$4,873.77	\$892.23

053BH301 / E-0 / S-497 / I-497 / 0011762408000142

...continued overleaf >

Account number	693723967 36
Card number	552638XXXXXX149
Customer number	11762408/M201
Statement period	31/10/2017 to 29/11/2017
Statement number	106 (page 5 of 5)

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

**Mastercard Summary
November 2017**

Date	Transaction	Amount	Details
02/11/2017	Bunnings	\$44.70	Umbrella Stands for the Swimming Pool
02/11/2017	Bunnings	-\$44.70	Return of Umbrella Stands for the Swimming Pool
03/11/2017	BWS Merredin	\$648.00	Alcohol for District Club – Invoice has been raised for reimbursement
03/11/2017	Officeworks	\$736.95	1 Safe each for Admin Office, Caravan Park and Swimming Pool
04/11/2017	Department of Transport	\$ 25.70	Change of Plates for MUKAFIRE
05/11/2017	Hare & Forbes	\$ 429.00	Steel Bench for Swimming Pool Kitchen
08/11/2017	Wheatbelt Tech 'n' Appliance	\$103.96	Connection leads for new sound system at Swimming Pool
10/11/2017	iTunes	\$0.99	50GB Storage Plan for iCloud
10/11/2017	Department of Housing	\$1800.00	Payment of 10 Weeks rent for 3A Cruickshank Road
12/11/2017	Bunnings	\$221.04	Glue for Basketball Court Padding
13/11/2017	Bendigo Bank	-\$196.21	Payment of October 2017 Statement Transactions
15/11/2017	WA Police	\$52.60	Employee Police Clearance
16/11/2017	Westcoast Seafood	\$246.00	Purchase of Prawns for Staff Christmas Party
19/11/2017	Wheatbelt Tech 'n' Appliances	\$34.95	Battery for Alarm at Complex
22/11/2017	Wotif	\$489.39	Accommodation for Nuts & Bolts Training
24/11/2017	Officeworks	-\$687.00	Credit for Return of 3 Safes purchased on 03/11/2017, excluding shipping costs
25/11/2017	Australia Post	\$39.00	Land Title ID Check for Settlement of 10-12 Calder St
25/11/2017	Wotif	-\$160.53	Credit for Accommodation for Nuts & Bolts Training – Stayed one less night
28/11/2017	Bendigo Bank	\$4.00	Card Fee for November 2017
29/11/2017	iTunes	\$1.49	Monthly 50GB iCloud Storage
	Refunded/credit amount		

7.4.2 Audit Committee Minutes & Recommendations	
Location:	Mukinbudin
File Ref:	ADM 001
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Ed Nind – Acting Manager of Finance
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Audit Committee Minutes

Summary

To present to Council minutes of the 20th December 2017 Shire of Mukinbudin Audit Committee Minutes for consideration and action.

Background Information

The Shire of Mukinbudin Audit Committee met on the 20th December 2017 to review the Final Audit Report. (Please refer to the Audit Committee Minutes and separate attachments for information)

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

** Absolute majority required.*

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
- (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an **absolute majority** or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed;
 and
 - (b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government’s powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government’s property; or
 - (ii) an event in which the local government is involved.

- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Officer Comment

The minutes and recommendations from the Audit Committee meeting dated 20th December 2017 are presented for Council consideration

Strategic & Social Implications

Nil

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996 - Reg12).

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. endorses the Audit Findings from Moore Stephens for the year ending 30 June 2017 noting that no further reporting to Council is required in relation to the findings in the report
2. receives the 2016/17 Annual report complete with the 2016/17 Annual Financial Statements for the period ending 30 June 2017
3. submits the Annual Report for the year ending 30 June 2017 to the Executive Director of the Department of Local Government and Communities within 30 days of his receipt of the auditors report, as required by Local Government (Financial Management) Regulation 51(2)

and

6. advertises and holds its Annual Electors Meeting in the Council Chambers on Tuesday 6th February 2018 commencing at 5.30pm.

Carried /

Policy Implications

Nil

Financial Implications

In the 2016/17 financial year, we incurred merchant fees of \$4039.48 from Bendigo for all three eftpos services (Muni, Trust and Caravan Park). We recouped \$1128.20 via the credit card surcharge on muni and caravan park transactions.

In the 2017/18 financial year, up to 30th November 2017, we have recouped \$445.23 of a total \$1124.15 charged to us by Bendigo. If we remove the credit card surcharge, we can expect a loss of income of around \$650 for this financial year and it is ordinary practice for this amount to be absorbed and expensed to Bank Fees.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council remove the 1.33% Credit Card Surcharge from the fees and charges.****Carried /**

7.5 Chief Executive Officer's Reports

7.5.1 NEWROC Executive Meeting Minutes 28th November 2017	
Location:	Nungarin Recreation Centre
File Ref:	ADM 236
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	11 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Executive Meeting 28 th November 2017
Documents Tabled	Nil

BACKGROUND

A Council Meeting of NEWROC was held on Tuesday 28th November at the Nungarin Recreation Centre.

OFFICER COMMENT:

The following items form part of the Minutes:

4. PRESENTATIONS

4.1 WHEATBELT AGCARE FAMILY COUNSELLING

8. MATTERS FOR CONSIDERATION

8.1 REGIONAL SUBSIDY

8.2 NEWTRAVEL UPDATE

8.3 NEWROC HEALTH STRATEGY

8.4 NEWROC TELECOMMUNICATIONS PROJECT

9. OTHER MATTERS

9.1 NEWROC DELEGATES

9.2 NUDGE

9.3 RE-EVALUATIONS

9.4 TRAYNING-WYALKATCHEM ROAD

11. 2018 MEETING DATES - PROPOSED

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2017.

12 December Shire of Mukinbudin (Christmas Function) – commence at 3pm

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the NEWROC Executive Meeting Minutes for 28TH November 2017.

Carried /



North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Executive Meeting

28 November 2017

Shire of Nungarin
Nungarin Recreation Centre
28 Railway Avenue, NUNGARIN

MINUTES

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

CONTENTS

<u>1. OPENING AND ANNOUNCEMENTS</u>	<u>5</u>
<u>2. RECORD OF ATTENDANCE AND APOLOGIES</u>	<u>5</u>
2.1. ATTENDANCE	5
2.2. APOLOGIES	5
2.3. GUESTS	5
2.4. LEAVE OF ABSENCE APPROVALS / APPROVED	5
<u>3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER.....</u>	<u>5</u>
3.1. DECLARATIONS OF INTEREST	5
3.2. DELEGATIONS REGISTER	5
<u>4. PRESENTATIONS.....</u>	<u>6</u>
4.1. WHEATBELT AgCARE FAMILY COUNSELLING	6
<u>5. DIRECTORS REPORTS AND INFORMATION SESSION.....</u>	<u>6</u>
<u>6. MINUTES OF MEETINGS.....</u>	<u>8</u>
6.1. BUSINESS ARISING	8
6.1.1.RECORDS MANAGEMENT	8
6.1.2.NEWTRAVEL	8
<u>7. FINANCIAL MATTERS.....</u>	<u>10</u>
7.1. INCOME AND EXPENDITURE	10
7.2. BANKING SIGNATORIES	12
<u>8. MATTERS FOR CONSIDERATION.....</u>	<u>13</u>
8.1. REGIONAL SUBSIDIARY	13
8.2. NEWTRAVEL UPDATE	15
8.3. NEWROC HEALTH STRATEGY	16
8.4. NEWROC TELECOMMUNICATIONS PROJECT	18
<u>9. OTHER MATTERS.....</u>	<u>20</u>
9.1. NEWROC DELEGATES	20
9.2. NUDGE	20
9.3. RE-EVALUATIONS	20
9.4. TRAYNING - WYALKATCHEM ROAD	20
<u>10. 2017 MEETING DATES</u>	<u>21</u>
<u>11. 2018 MEETING DATES - PROPOSED</u>	<u>21</u>
<u>12. CLOSURE.....</u>	<u>21</u>
<u>STRATEGIC FOCUS 2016-2021.....</u>	<u>22</u>



ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 🔥 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 🔥 WDC attendance to respond to NEWROC project priorities 🔥 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	<ul style="list-style-type: none"> 🔥 NEWROC Budget Preparation 🔥 Review NEWTRAVEL Tourism Officer Contract - expires June 2018 	Council
May	<ul style="list-style-type: none"> 🔥 NEWROC Draft Budget Presented 🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) 🔥 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	<ul style="list-style-type: none"> 🔥 NEWROC Budget Adopted 	Council
July		Executive
August	<ul style="list-style-type: none"> 🔥 Information for Councillors pre-election 	Council
September		Executive
October	<ul style="list-style-type: none"> 🔥 NEWROC CEO and President Handover 	Council
November	<ul style="list-style-type: none"> 🔥 NEWROC Induction of new Council representatives (every other year) 🔥 Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> 🔥 NEWROC Annual Dinner 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NEWROC PROJECTS - Activity Running Sheet

ACTIVITY	Progress as at November 2017
1. NEWROC Incubator Business Project	Business Case developed – to be reviewed (December 2017)
2. Land development mapping exercise	WDC completing Land Assembly surveys in collaboration with LandCorp
3. Regional Road Construction Group	Ongoing discussions
4. Align waste contracts amongst members Regional Waste Site	Avon Waste presentations completed, individual waste reports to members
5. Gap analysis of local government services	
6. Youth Officer / Youth programs	Development of Youth Strategy – funding being explored
7. LG Skills Audit	
8. Universally designed accommodation Additional need for quality accommodation	NEWROC Accommodation Study completed CEACA Project underway
9. Art in the Wheatbelt (art on silo's and adding value to Wheatbelt Way)	Concept supported in Aug 2015, needs further progression with Wheatbelt Way
10. NRM	NRM Strategy reviewed in 2015 and aligned to Wheatbelt Blueprint
11. Childcare Services – mobile and permanent	Investigation 2016, childcare survey and Better Beginnings presentation Shire of Wyalkatchem and Koorda possibly working together (March 2017)
12. Telecommunications	Telecommunications Business Case completed 2016 SWW Project, BBRF Application Feb 2017 – successful August 2017 Meeting with RuralNet 12/7/2017 October 2017 –Shire of Nungarin Tender open, BBRF agreement executed. SWW appointed
13. Health	NEWROC Health Strategy completed, needs review by Executive
14. LEMC Regional Activities / Risk Management	Successful grant through the Shire of Wyalkatchem
15. Compliance IPR, Reg 17 Subsidiary / Governance	Compliance officer discussed 2016 Members took up the LGIS Reg 17 service Dept LG presentation Feb 2017 NEWROC EO and WALGA (T Brown) discussion regarding process June 2017 and presentation at Council meeting
16. Records Management and Disposal	Presentation by IT Vision at Sept Executive Solutions to be presented to CEO's for discussion
17. Plant equipment	CEO's providing feedback to Ian McCabe (March 2017)
18. Joint procurement	Responses still to be received (March 2017)
19. IT equipment	Responses still to be received
20. NEWROC Economic Development Officer Proposal	JDF drafted and presented at the May 2017 Executive Meeting Shire of Mt Marshall pursuing this on an individual basis at this stage Hon Darren West invited to a future NEWROC meeting to discuss Development Commission resourcing and economic development role
21. NEWROC Aged Friendly Community Plan review	Aged Friendly Community Plan will be reviewed at the July 2017 Executive Meeting
22. Kununoppin Bonded Medical Scholarship	Reviewed
23. NEWROC Building Services	
24. Group insurance	To be discussed in 2018
25. NEWTravel	Contract and JDF reviewed 2015, 2016 Multiplier effect of tourism to be instigated Presentation at June Council meeting Constitution under review, so too memberships
26. NEWROC Website	Complete and live. Regular weekly updates Passwords re-sent 4/7/2017

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Agenda for the Executive Meeting to be held at the Shire of Nungarin, Nungarin Recreation Complex,
28 Railway Avenue, Nungarin on Tuesday 28 November 2017 commencing at 2.00pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC Chair, Ian McCabe welcome everyone and opened the meeting at 2.01pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Ian McCabe	CEO NEWROC, Shire of Wyalkatchem
Bill Fensome	Shire of Nungarin
David Burton	Shire of Koorda
John Nuttall	Shire of Mt Marshall
Graham Merrick	Shire of Trayning

Caroline Robinson	Executive Officer NEWROC
-------------------	--------------------------

2.2. Apologies

Dirk Sellenger	Shire of Mukinbudin
Wendy Newman	Wheatbelt Development Commission

2.3. Guests

Kerry Dayman	Administration, Wheatbelt Agcare Family Counselling Service
Barry Cornish	Chair, Wheatbelt Agcare Family Counselling Service

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Declarations of Interest

Nil

3.2. Delegations Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval	
Records Management	CEO	NEWROC EO	Council	
NEWROC Financial Management	CEO	NEWROC EO	Council 2016	
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council 2016	

Bendigo Bank Signatory	Council	CEO	Council 2016	
Management of NEWTravel EO	CEO	NEWROC EO	Council	
NEWROC Website	CEO	NEWROC EO	Council June 2017	

NB: Change in the Bendigo Bank Signatory is on the Agenda for this meeting

4. PRESENTATIONS

4.1. Wheatbelt AgCare Family Counselling

Wheatbelt Agcare Family Counselling service which operates from Koorda to Yilgarn has been asked to tender for funding to deliver their services. They attended the NEWROC meeting to discuss their current and future plans

Discussion:

- 👉 26yrs in operation – previously supplied financial counselling (now delivered by the Rural Financial Counsellor network). Now provide only family counselling.
- 👉 Funding comes from the Department of Communities
- 👉 Supportive of any person or persons coming through the door, however directive from Northam Office to focus on Aboriginal and Torres Strait Islanders (current case load is approximately 5%)
- 👉 Mobile service with support from Shire of Nungarin (wages, staff housing at a reasonable rate)
- 👉 Department of Communities is a major contributor to the funding of the services, so too local governments
- 👉 Discussion regarding low number of Aboriginal and Torres Strait Islanders in the service delivery
- 👉 Discussion regarding State Government support for a local community organisation

MOTION:

NEWROC EO to liaise with Wheatbelt AgCare Family Counselling to discuss a strategic planning session with the Committee in preparation for their tender

Moved **B Fensome**

Seconded **I McCabe**

CARRIED 5/0

5. DIRECTORS REPORTS AND INFORMATION SESSION

November reports from CEO's as presented:

Corporate Capacity, Bill Fensome

- 👉 NEWROC Audit to be conducted with the Shire of Nungarin Audit

Economic Development and Tourism, John Nuttall

- 👉 Nil to report

Environment, Graham Merrick

- 👉 Nil to report

Community Development and Regulatory Services, David Burton

- 👉 New local government guide for auditing is recommending local governments keep a register of smaller equipment e.g. phones, scientific equipment etc. Guide is also recommending changes to the role of the Council Audit Committee's, possibly a greater support for the CEO to assist with Reg 17 (is this forcing Councilors into an administration role?)
- 👉 Discussion around having an independent representative of the Shire on the Council Audit Committees and the context of the new guide (small vs large Councils)

Discussion:

- 👉 Rather than portfolio's could the members be responsible for specific NEWROC projects contained within our strategic plan
- 👉 Possible that each CEO and a Councilor take a project of interest. Discussion regarding project reports at Executive meetings and that the focus of projects needs to be on economic development
- 👉 Discussion regarding video conferencing for some Executive meetings (main issue is the productivity lost whilst travelling)

ACTION: Graham Merrick will investigate Zoom and return some information to the group, with a view to bringing in project management meetings at the Executive level

RESOLUTION:

That the NEWROC moves away from portfolios to projects

Moved G Merrick

Seconded D Burton

Carried 5/0

6. MINUTES OF MEETINGS

Minutes of the Executive Meeting held 26 September 2017 have previously been circulated.

RESOLUTION:

That the Minutes of the Executive Meeting held on 26 September 2017 be received as a true and correct record

Moved G Merrick

Seconded D Burton

Carried 5/0

6.1. Business Arising

6.1.1. Records Management

Following on from the presentation by Glenn Cameron of IT Vision at the September Executive Meeting, he has provided members with a quote for consideration (attachment #1).

Discussion:

- 👉 The Shire of Wyalkatchem has been impacted by recent State Government funding cuts, they are doing some research on current providers (SharePoint) and will make a decision in March 2018
- 👉 Shire of Mt Marshall (money in current budget, they also need ALTUS) and Shire of Trayning (money in current budget) are interested, Shire of Nungarin are interested in progressing but not until next financial year
- 👉 Shire of Koorda is currently happy with their system, however there might be a possibility to support the system in the next financial year
- 👉 Does records management stand alone – with SharePoint? Do we need to look at our respective IT systems as a whole

ACTION: Ian McCabe to investigate SharePoint and bring information back to the group

ACTION: Graham Merrick to pass the IT Vision quote onto a member of his staff, qualified in this area and respond to the group accordingly

RESOLUTION:

Information is received

Moved G Merrick

Seconded B Fensome

Carried 5/0

6.1.2. NEWTRAVEL

- 👉 Bill contacted the Shire of Westonia and Shire of Dowerin to discuss NEWTravel.
- 👉 Linda Vernon provided a summary of current financial contributions (marketing and NEWTravel EO)

- 👉 Discussion regarding the role of NEWROC funding the NEWTravel Executive Officer and ownership on the EO's direction and being accountable. Consideration towards NEWROC providing KPI's to the NEWTravel EO
- 👉 Tourism to be added to the February strategic planning meeting

RESOLUTION:

NEWROC write to the Shire of Dowerin and Shire of Westonia requesting a financial contribution of \$6000 each for the 2018/19 financial year

Moved J Nuttall

Seconded B Fensome

Carried 5/0

7. FINANCIAL MATTERS

7.1. Income and Expenditure

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 November 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT:

The below list outlines the income and expenditure from 1 October 2017 to 31 October 2017.

Account Transactions

North Eastern Wheatbelt Regional Organisation of Councils

For the period 1 October 2017 to 31 October 2017

Date	Description	Reference	Credit	Debit	Gross
NEWROC Funds #5557					
Opening Balance			366,125.97	0.00	0.00
01 Oct 2017	Bendigo Bank	Interest Received	36.75	0.00	36.75
01 Oct 2017	Bendigo Bank	Transaction Fees	0.00	2.40	(2.40)
02 Oct 2017	Payment: Digit Books Pty Ltd	D1G1T Subscription Inv 10108	0.00	50.00	(50.00)
09 Oct 2017	Payment: Shire of Mukinbudin	Mukinbudin #29 LGW Dinner	352.55	0.00	352.55
13 Oct 2017	Payment: KTY Book Club	Literary Lunch #01	0.00	600.00	(600.00)
13 Oct 2017	Payment: Solum	Solum #247 EO Services	0.00	3,049.00	(3,049.00)
13 Oct 2017	Payment: KMA Advisory Pty Ltd	Km Advisory - Health Strategy	0.00	4,540.00	(4,540.00)
17 Oct 2017	Payment: Shire of Trayning	Trayning #30 LGW Dinner	634.59	0.00	634.59
Total NEWROC Funds #5557			1,023.89	8,241.40	(7,217.51)
Closing Balance			358,908.46	0.00	0.00
Total			1,023.89	8,241.40	(7,217.51)

Profit and Loss Report to the 31 October 2017.

North Eastern Wheatbelt Regional Organisation of Councils						
1 Oct 2017 to 31 Oct 2017						
Income	Actual	Budget	Var AUD	YTD Actual	YTD Budget	Var AUD
Grants received	\$0.00	\$737,393.00	-\$737,393.00	\$0.00	\$737,393.00	-\$737,393.00
Interest Received	\$36.75	\$12.00	\$24.75	\$3,666.35	\$3,536.00	\$130.35
Medical Enhancement Fund Subs Rec.	\$6,250.00	\$0.00	\$6,250.00	\$6,250.00	\$12,500.00	-\$6,250.00
NEWROC Business Case / Project Work Subs	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$12,000.00	-\$10,000.00
NEWROC Subscriptions Received	\$11,000.00	\$0.00	\$11,000.00	\$11,000.00	\$66,000.00	-\$55,000.00
Special Projects Subscriptions Rec.	\$18,718.00	\$112,308.00	-\$93,590.00	\$18,718.00	\$112,308.00	-\$93,590.00
Tourism Officer Subscriptions Rec.	\$2,700.00	\$0.00	\$2,700.00	\$2,700.00	\$16,200.00	-\$13,500.00
Wheatbelt Way Marketing Subscription	\$500.00	\$0.00	\$500.00	\$500.00	\$3,000.00	-\$2,500.00
Total Income	\$41,204.75	\$849,713.00	-\$808,508.25	\$44,834.35	\$962,937.00	-\$918,102.65
Gross Profit	\$41,204.75	\$849,713.00	-\$808,508.25	\$44,834.35	\$962,937.00	-\$918,102.65
Less Operating Expenses						
Accounting/Audit fees	\$45.45	\$3,045.00	-\$2,999.55	\$654.30	\$3,180.00	-\$2,525.70
Advertising	\$0.00	\$0.00	\$0.00	\$205.59	\$0.00	\$205.59
Bank charges	\$2.40	\$6.00	-\$3.60	\$9.20	\$24.00	-\$14.80
Event / Ceremony Expenses	\$0.00	\$0.00	\$0.00	-\$698.94	\$0.00	-\$698.94
Executive Officer Business Case/Project Work	\$0.00	\$0.00	\$0.00	\$4,164.54	\$0.00	\$4,164.54
Executive Officer Contract Services	\$2,695.00	\$6,533.00	-\$3,838.00	\$7,840.00	\$19,133.00	-\$11,293.00
Office Expenses	\$0.00	\$0.00	\$0.00	\$1,272.73	\$3,000.00	-\$1,727.27
Printing and Stationery	\$0.00	\$0.00	\$0.00	\$51.41	\$0.00	\$51.41
Records Storage	\$0.00	\$0.00	\$0.00	\$5.00	\$50.00	-\$45.00
Subscriptions Distributed (Medical)	\$0.00	\$0.00	\$0.00	\$545.45	\$600.00	-\$54.55
Telecommunications Contractor/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$21,500.00	-\$21,500.00
Tourism Officer Contract Services	\$0.00	\$1,100.00	-\$1,100.00	\$2,200.00	\$4,400.00	-\$2,200.00
Travel Executive Officer	\$354.00	\$833.00	-\$479.00	\$1,675.17	\$3,332.00	-\$1,656.83
Travel Tourism Officer	\$0.00	\$250.00	-\$250.00	\$327.60	\$1,000.00	-\$672.40
WBW Marketing	\$0.00	\$250.00	-\$250.00	\$0.00	\$1,000.00	-\$1,000.00
Website and Database	\$0.00	\$0.00	\$0.00	\$145.45	\$0.00	\$145.45
Total Operating Expenses	\$3,096.85	\$12,017.00	-\$8,920.15	\$18,397.50	\$57,219.00	-\$38,821.50
Net Profit	\$38,107.90	\$837,696.00	-\$799,588.10	\$26,436.85	\$905,718.00	-\$879,281.15

RESOLUTION:

That the income and expenditure from 1 October to 31 October 2017, the profit and loss report as at 31 October 2017, as listed, be received.

Moved B Fensome

Seconded J Nuttall

Carried 5/0

7.2. Banking Signatories

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	032-3 - Banking
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 November 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT:

The NEWROC Bank accounts are currently held with the Mukinbudin Community Bank Branch. There is currently only one account operating as the term deposit has been closed to ensure there is sufficient cash flow to complete the NEWROC Telecommunications Solutions project. Funds received from the Federal Government are paid in arrears and at agreed milestones.

At the completion of the project the NEWROC CEO will reinvest the surplus NEWROC funds as per the NEWROC Investment Policy adopted December 2016.

Extracts from the policy are included below;

Surplus NEWROC Funds

Surplus NEWROC Funds to be deposited with any savings bank operating under the Banking Act 1959 (Commonwealth) section 5 in accordance with Trustees Act 1962 Part III as amended from time to time

Delegation of Authority

Authority of the implementation of this policy is delegated by the NEWROC Council to the NEWROC Chief Executive Officer. The CEO may in turn delegate the day to day management of Council's investments to the NEWROC Executive Officer

Reporting

A report on the investments will be included in the monthly financial statements presented to the NEWROC members. Documentary evidence will be held for each investment and details thereof maintained in an Investment Register. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled in the Investment Register.

RESOLUTION:

That;

1. all signatories listed from the Shire of Nungarin (Bill Fensome and Kerry Thorniley) be removed from all NEWROC Bendigo Bank accounts;
2. representatives from the Shire of Wyalkatchem (Ian McCabe) added as signatories and have online access to all NEWROC Bendigo Bank Accounts;
3. the Executive Officer, Caroline Robinson remain as a signatory and have online access to all NEWROC Bendigo Bank accounts for the purpose of viewing account and uploading payments; and
4. Commission be allocated to the Mukinbudin Bendigo Bank Agency

Moved G Merrick

Seconded J Nuttall

Carried 5/0

8. MATTERS FOR CONSIDERATION

8.1. Regional Subsidiary

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 November 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Anne Banks McAllistair, WALGA
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

At the last NEWROC meeting WALGA offered to provide NEWROC with some notes on the Regional Subsidiaries as part of their input into the Local Government Act Review process.

For context, WALGA will be presenting a submission for Phase 1 (Modernising Local Government) based on WALGA's Discussion Paper. The Submission will include commentary about the Regional Subsidiaries and will be an agenda item on the November Zone meetings, and be considered by State Council in December.

WALGA will be advocating for legislative and regulatory amendments to:

- 👉 Allow Regional Subsidiaries to enter into land transactions so they can buy or lease properties in order to conduct business for the purposes outlined in a Regional Subsidiaries' Charter
- 👉 Undertake commercial activities for the purposes outlined in a Regional Subsidiaries' Charter
- 👉 Significantly amend the Regulations to provide for oversight by participating Local Governments via the Regional Subsidiaries' governing Charter as is consistent with the sector's original intent and based on the enabling approach of the South Australian legislation

NEWROC will be aware that the Department of Local Government, Sport and Cultural Industries has now released its own Discussion Paper with submissions due by Friday 9 February. Members may wish to prepare their own submissions, and/or a collective NEWROC submission, based on investigations into establishing a Regional Subsidiary.

NEWROC may wish to re-iterate WALGA's position plus include some specific commentary about NEWROC's initial decision to establish a Regional Subsidiary which progressed to the development of a Project Plan. As members are aware this is now being re-considered as the onerous requirements of the regulations have become clearer.

If a collective submission is made, members are asked to confirm whether NEWROC's position is that regulations should be minimal with the majority of governance and compliance on the subsidiary being located in the Charter, which the Minister approves (essentially it is NEWROC's view that accountability should sit with participating Local Governments and not the State Government)

Additionally, if a single entity is pursued by the NEWROC e.g. Incorporated body, regional subsidiary – members are asked to consider whether the current meeting rotations and structure (Executive and Council) will be relevant.

RESOLUTION:

That;

- i) NEWROC submits a response to the Local Government Act Review alongside individual members submitting their response**

Moved B Fensome

Seconded G Merrick

Carried 5/0

8.2. NEWTravel Update

PORTFOLIO:	Economic Development and Tourism
FILE REFERENCE:	132-1 Tourism
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 November 2017
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT:

The NEWTravel AGM was held on the 26 October 2017. The Executive was appointed as below:

Chairman	Kim Storer
Deputy Chairman	Tony Clarke
Administration / Treasurer	Linda Vernon

The following action came from the AGM:

- 👉 A sub-committee of John Nuttall, Graham Merrick, Mary-Ann Summers, Wally Knott and Linda Vernon to work on a new draft NEWTRAVEL constitution to be presented back for feedback at the next NEWTRAVEL meeting.

Additionally, the NEWROC CEO is going to follow up with the Shires of Westonia and Dowerin for a financial contribution to NEWTravel.

The next general meeting of NEWTRAVEL will be at 10am on Thursday 1 March 2018 in Dowerin.

RESOLUTION:

That the information is received.

Moved B Fensome

Seconded J Nuttall

Carried 5/0

8.3. NEWROC Health Strategy

PORTFOLIO:	Emergency Management and Health
FILE REFERENCE:	071-1 Health General
REPORTING OFFICER:	Ian McCabe, CEO Shire of Wyalkatchem
DISCLOSURE OF INTEREST:	Nil
DATE:	20 November 2017
ATTACHMENT NUMBER:	#2 Better Health Plan #3 Better Care Plan
CONSULTATION:	Caroline Robinson
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Members are asked to review the NEWROC Better Health Plan and confirm the priorities identified in it, so too give direction to the NEWROC Executive Officer and Health Portfolio holder on priorities for Council to action.

In addition, a grant opportunity has arisen with the Federal Government – Department of Health. Rural Junior Doctor Training Innovation Fund - Round 2

This is an opportunity to apply for funding to provide rural based junior doctors with a training period in a rural primary care setting, such as a General Practice or an Aboriginal Medical Service. This opportunity, which builds on rural training networks funded by state and territories, will develop rural training capacity and strengthen the rural training pathway in rural areas. The accredited intern rotations must be delivered in primary care settings in Australian Statistical Geography Standard - Remoteness Areas (ASGS-RA) 2 to 5 locations. The Rural Junior Doctor Training Innovation Fund aims to foster the development of innovative rural junior doctor training within the larger rural training networks for interns, established within state and territory health systems.

This second round of funding aims to fund at least 36 FTE positions (around 160 rotations) into primary care settings to meet the target of 60 FTE positions for the program as a whole

Closing Date: 14 December 2017. Further information available here:

<http://www.grants.gov.au/?event=public.GO.show&GOUUID=5333EEAC-BC34-790B-781AA7A5081454A3>

Possible grant alignment to the NEWROC Better Health Plan:

Recruitment and Retention

- 2.1 *ENGAGE with organisations across WA involved in recruitment and retention of health workforce in rural and regional areas, this includes WA Country Health Services, Rural Health West and the WA Primary Health Alliance.*

Suggestion to discuss the project with the Wyalkatchem and Kununoppin Doctors and WA Primary Health Alliance.

OFFICER RECOMMENDATION:

That:

- i) NEWROC Better Health Plan and supporting NEWROC Better Care Plan are adopted
- ii) The following strategies from the Better Health Plan are to be action by the NEWROC EO and Health Portfolio Director:

RESOLUTION:

That:

- i) Information is received**
- ii) Members send feedback to the NEWROC EO regarding the plan and that members identify health priorities. NEWROC CEO and EO to review the plan in light of comments and discussed at the February 2018 meeting**

Moved D Burton**Seconded J Nuttall****Carried 5/0****Discussion:**

- 👉 Discussions about the overarching strategies – they are not detailed enough and do not provide enough direction
- 👉 Significant issues include the recruitment and retention of nurses, so too communication with WACHS
- 👉 Who is responsible for the delivery of the strategies in the Plan and the resources for them, the plan identifies the issues but does not identify the solutions
- 👉 Members wanted the NEWROC Health Strategy to move towards developing the Local Government Health Plans
- 👉 Breakdown the Health Strategy into further priorities and achievable with resources and years
- 👉 More details in the outcomes
- 👉 There is a NEWROC and a local government focus – what areas of influence can we have in each focus area

8.4. NEWROC Telecommunications Project

PORTFOLIO:	Transport and Infrastructure
FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 November 2017
ATTACHMENT NUMBER:	#4 Draft MoU SWW and NEWROC (to be supplied) #5 Media Release
CONSULTATION:	Dannelle Foley Jeremy Devenish, SWW
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Telecommunications Sub Committee met to discuss the two tender applications received for the Shire of Nungarin's Telecommunications Solution (on behalf of the NEWROC)

The Shire of Nungarin awarded the Telecommunications Solution to South Western Wireless at its October Council meeting on to the value of (ex GST):

Site survey	\$23,650
Data Centre	\$306,350
11 Repeaters	\$726,000

A second media release was sent out on 2 November 2017, announcing SWW as the successful provider, this media release has been uploaded to the NEWROC website.

South Western Wireless has commenced its Site Survey and has held meetings with members.

South Western Wireless will be holding a meeting with the Shire of Merredin Councillors on 21 November to discuss the project and benefits to Merredin, as well as their support.

Discussion between the Telecommunications Sub Committee and South Western Wireless have occurred regarding an MoU and discussions are ongoing regarding the project implementation.

The first payment to SWW has been made by the Shire of Nungarin to SWW of \$320,000. NEWROC members have been invoiced their project contributions.

Interest regarding the NEWROC project has been received from a consortium of local governments and an eastern states telecommunications provider – applying for BBRF. They requested our grant application to BBRF as well as other planning documents which we declined to provide for a number of reasons.

OFFICER RECOMMENDATION:

That;

- i) Members are asked to discuss points of inclusion in the SWW and NEWROC MoU; and
- ii) The information is received.

RESOLUTION:**The information is received.****Moved B Fensome****Seconded J Nuttall****Carried 5/0****Discussion:**

- 👉 Access to the Data Centre is by local governments not SWW – MoU needs to reflect this
- 👉 One off payment for each local government accessing the data centre vs per tower to access the data centre
- 👉 Invitation to Andrew Cann, Executive Director Technology Innovation/Chief Technology Officer, Office of Government to attend the next NEWROC meeting
- 👉 Executive Officer has spoken to the Shire of Merredin regarding their participation. It will be formally decided upon at their December meeting
- 👉 Data Centre and towers are owned by Shires and SWW maintains them if we get 200 subscribers

ACTION: Executive Officer to circulate an updated MoU for comment

9. OTHER MATTERS

9.1. NEWROC Delegates

The following was discussed, however as not all members had the information at hand, this remains for the next meeting:

Shire of Koorda	Cr Storer, Cr McWhap
Shire of Mt Marshall	Cr Sachse, Cr Gillett
Shire of Mukinbudin	
Shire of Nungarin	Cr O'Connell, Cr Coumbe and Cr Taylor
Shire of Trayning	Cr Brown, Cr Hudson
Shire of Wyalkatchem	Cr Davies and all other Councilors as proxies

9.2. NUDGE

- 👉 The Shire of Mt Marshall presented some information on NUDGE to address the ageing workforce that some members experience
- 👉 NUDGE delivers training to prepare potential candidates to enter into a career in local government (and any other industry) as well as community engagement strategies

ACTION: Invitation to NUDGE to present at an Executive Meeting in 2018

9.3. Re-evaluations

- 👉 The Shire of Koorda has offered to help members with their re-evaluations. Members have provided their information back to the Shire of Koorda

9.4. Trayning - Wyalkatchem Road

- 👉 Invitation for the Minister for Transport to look at the Trayning - Wyalkatchem Road
- 👉 Is it possible for a joint state and local government arrangement to build the road
- 👉 Additionally it was discussed that possibly the NEWROC could look at supporting a trainee engineer or shadowing role with Rod Munns to support his work load

ACTION: Trainee engineer (or the like) be added to the strategic planning discussion in February 2018

10. 2017 MEETING DATES

12 December	Council	3pm, Shire of Mukinbudin (Christmas Function)
-------------	---------	---

11. 2018 MEETING DATES - PROPOSED

27 February	Council	Shire of Mukinbudin
		10am – Strategic Planning, 2pm – NEWROC Meeting
27 March	Executive	Shire of Nungarin
24 April	Council	Shire of Nungarin
22 May	Executive	Shire of Wyalkatchem
26 June	Council	Shire of Wyalkatchem
28 July	Executive	Shire of Koorda
28 August	Council	Shire of Koorda
25 September	Executive	Shire of Mt Marshall
23 October	Council	Shire of Mt Marshall
27 November	Executive	Shire of Trayning
18 December	Council	Shire of Trayning (Christmas Function)

RESOLUTION:

The NEWROC 2018 Meeting Dates be adopted.

Moved G Merrick

Seconded B Fensome

Carried 5/0

12. CLOSURE

The NEWROC CEO thanked everyone and closed the meeting at 4.59pm

Additional information to support the agenda and meeting processes.

Strategic Focus 2016-2021

What will be the core drivers to achieving our vision?

CORE DRIVER 1 - RETAINING AND GROWING OUR POPULATION

Advocating, promoting and marketing our communities as a place to live, work and visit
Retain and attract populations

CORE DRIVER 2 - POSITIVE GOVERNMENT RELATIONS AND ATTRACTING GOVERNMENT FUNDING

Advocating on behalf of our communities
Having successful and collaborative partnerships
Promoting and engaging in civic leadership
Collaborating and sharing within our region
Maintain member identities while working with each other

How will we achieve our vision?

Helping businesses be innovative, sophisticated and growing

Developing our people (human capital)

Investing in our youth

Being technologically ready and adaptable

Investing in our natural environment

Working together and sharing our resources

WHEATBELT AGCARE

Family Counselling Service

An Individual & Family Counsellor can assist you with:

- ◆ Adjusting to Separation
- ◆ Anger Management
- ◆ Anxiety
- ◆ Coping with Grief & Loss
- ◆ Depression
- ◆ Domestic Violence Issues for Adults & Children
- ◆ Learning to Manage Stress
- ◆ Relationships: Family, Couples, Parent/Child, Parent/Adolescent
- ◆ Self Esteem, Personal Growth, Life Skills & Life Stage Issues
- ◆ Sexual Abuse & Sexuality Issues
- ◆ Suicide Prevention
- ◆ Trauma
- ◆ Work Related Issues

SHIRES SERVICED:

- ◆ Dowerin
- ◆ Kellerberrin
- ◆ Koorda
- ◆ Merredin
- ◆ Mount Marshall
- ◆ Mukinbudin
- ◆ Nungarin
- ◆ Tammin
- ◆ Trayning
- ◆ Westonia
- ◆ Wyalkatchem
- ◆ Yilgarn

For Complaints Resolution

Contact in writing:

Chairperson

Wheatbelt Agcare

PO Box 101

Nungarin WA 6490

Envelope marked Confidential

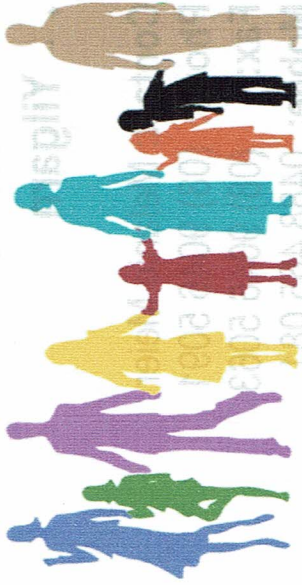


FAMILY COUNSELLING

WHEATBELT AGCARE

COMMUNITY SUPPORT SERVICES INC.

people Helping People



RURAL INDIVIDUAL & FAMILY COUNSELLOR

...helping rural people meet the
challenges of change

- ◆ **Kellerberrin**
- ◆ **Merredin**
- ◆ **Mt Marshall**
- ◆ **Mukinbudin**
- ◆ **Nungarin**
- ◆ **Tammin**
- ◆ **Trayning**
- ◆ **Westonia**
- ◆ **Yilgarn**

Contact: Melanie Meier

Phone: (08) 9046 5091

Fax: (08) 9046 5063

Mobile: 0488 465 081

Email: wheatbeltfamily@wn.com.au

- ◆ **Dowerin**

- ◆ **Koorda**

- ◆ **Wyalkatchem**

Contact: Di Morgan

Mobile: 0488 964 255

WHEATBELT AGCARE is:

- ◆ **Confidential** – your privacy is ensured.
- ◆ **A Community Service** – provided free of charge.
- ◆ **Mobile** – counsellor will meet with you at a mutually agreed location.
- ◆ **Referring** – counsellor can introduce clients to the relevant specialists if required.

Counsellors live and work in your area and are responsive to the issues faced by rural people. They can help individuals and families explore options available to them and work with them to achieve their goals.

The opportunity to talk with an impartial person and discuss the issue at hand may be the beginning of change.

FUNDED BY:



Government of Western Australia
Department of Communities



Shire Councils in the
Wheatbelt Region

WHEATBELT AGCARE

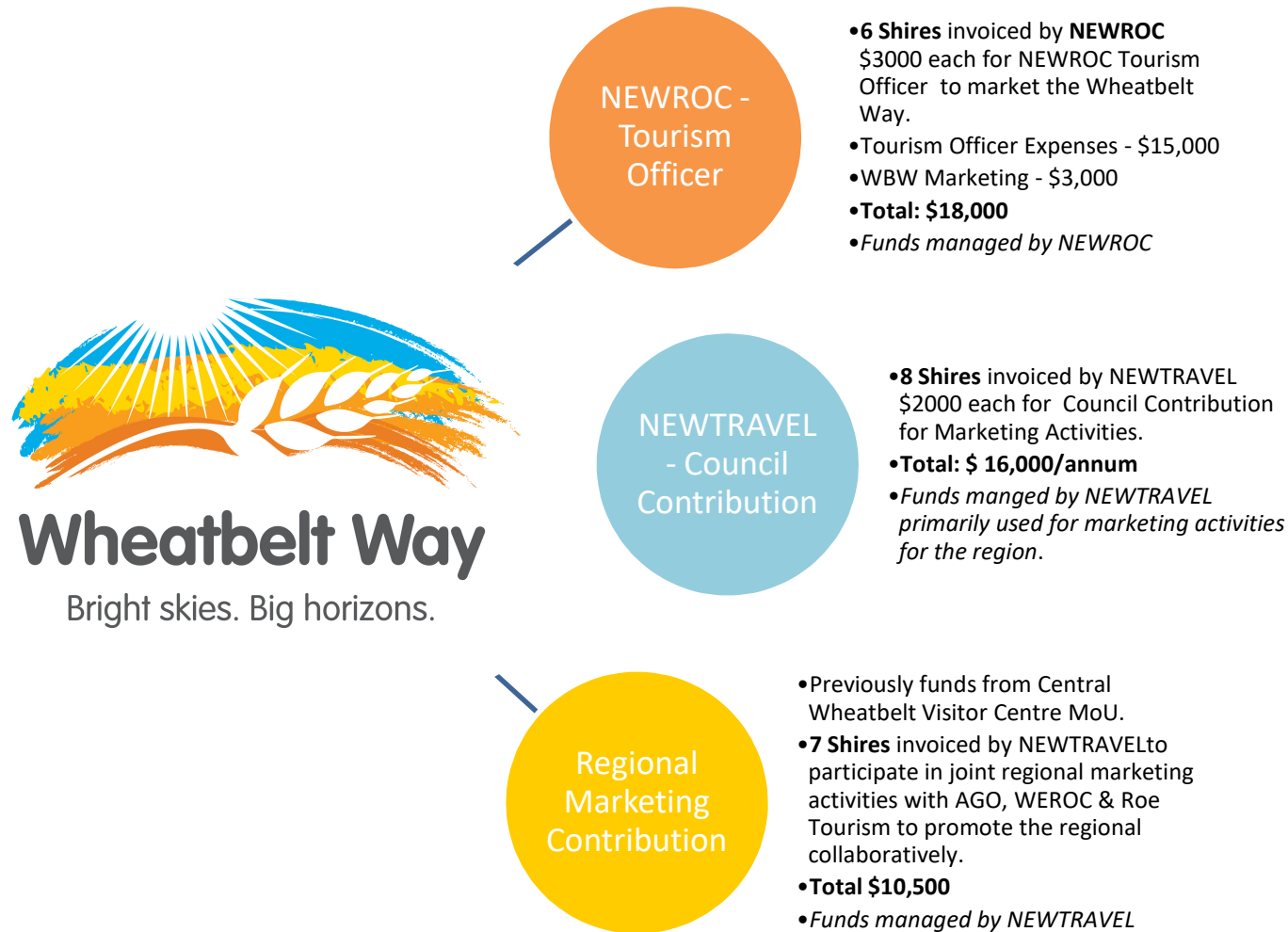
“ providing free, independent and confidential individual and family counselling for the Wheatbelt.”

APPOINTMENTS

REQUIRED

Explanation of NEWTRAVEL Marketing and NEWROC Tourism Officer Contributions – November 2017

1. Overview of Funding:



2. Detailed Break Up of NEWTRAVEL and NEWROC Tourism Officer Funding by Shire:

Shire	Description	Cost	NEWTRAVEL Income (Marketing)	NEWROC Income (Tourism Officer)	Total Cost/Shire	Notes
Shire of Koorda	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		
Shire of Mt Marshall	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		
Shire of Mukinbudin	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		
Shire of Nungarin	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		

Shire	Description	Cost	NEWTRAVEL Income (Marketing)	NEWROC Income (Tourism Officer)	Total Cost/Shire	Notes
Shire of Trayning	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		
Shire of Wyalkatchem	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$6,500.00	
	NEWROC Tourism Officer Contribution	\$2,500.00		\$2,500.00		
	Wheatbelt Way Marketing	\$500.00		\$500.00		
	Regional Marketing Contribution (Joint AGO, RoeTourism & WEROC initiatives)	\$1,500.00	\$1,500.00			
	Sub Total	\$6,500.00	\$3,500.00	\$3,000.00		
Shire of Dowerin	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$3,500.00	<ul style="list-style-type: none"> Do not currently contribute to the NEWROC Tourism Officer role.
	Regional Marketing Contribution (RoeTourism & WEROC)	\$1,500.00	\$1,500.00			
	Sub Total	\$3,500.00	\$3,500.00	\$0.00		
Shire of Westonia	NEWTRAVEL Council Contribution (Marketing)	\$2,000.00	\$2,000.00		\$2,000.00	<ul style="list-style-type: none"> Pay the Regional Marketing Contribution through WEROC Do not currently contribute to the NEWROC Tourism Officer role
	Sub Total	\$2,000.00	\$2,000.00	\$0.00		
TOTALS		\$44,500.00	\$26,500.00	\$18,000.00	\$44,500.00	

3. Further Notes:

1. NEWTRAVEL is an incorporated not for profit organisation voluntary organisation who's object is to promote the region as a tourism destination. Within its constitution it states that its member councils are to pay an annual marketing contribution.
2. NEWTRAVEL originally wanted to develop a drive trail to market the region and undertook the initial concept work for the Wheatbelt Way with the support of Ann Brandis CDO Shire of Mukinbudin and Rebecca Watson CDO Shire of Mt Marshall.
3. NEWTRAVEL then approached NEWROC for support. Business case and application Royalties for Regions application developed and submitted which was successful.
4. The NEWROC Wheatbelt Way Royalties for Regions Project had funding for a Project Officer to manage the Wheatbelt Way at 3 days per week. Linda Vernon was appointed to this role as well as the \$1.4million for tourism infrastructure.
5. At the conclusion of the Royalties for Regions project it was identified that NEWRTRAVEL did not have the capacity within its organisation through volunteers to successfully market the Wheatbelt Way Drive Trail to level that was need now that the infrastructure and branding was completed.
6. NEWROC decided to employ a NEWROC Tourism Officer at ~400hrs per year to market the Wheatbelt Way and support NEWTRAVEL through the provision of administration support (Secretary/Treasurer Role plus undertake the marketing activities) to NEWTRAVEL.
7. It is unclear as to whether NEWROC approached the Shires of Dowerin and Westonia to contribute to the NEWROC Tourism Officer position, believe that they perhaps were not even asked back in 2013 when it was decided to employ the NEWROC Tourism Officer.
8. Historically NEWROC and NEWTRAVEL had a MoU with the Shire of Merredin for the operation of the Central Wheatbelt Visitor Centre (nearly all Shires across the Wheatbelt did). This ended in 2015 and now the Central Wheatbelt Visitor Centre operate under a membership system of which NEWTRAVEL are a member and pay an annual membership. The funds that were allocated to the MoU was decided by all shires to retain with NEWTRAVEL to participate in some of the joint regional marketing activities (AGO, WEROC and RoeTourism) that were previously undertaken through the MoU document i.e. production of Eastern Wheatbelt Visitor Guide, joint display at the Perth Caravan and Camping Show, joint advertising in the West Australian and Sunday times).

7.5.2 WALGA Great Eastern Country Zone Minutes 30th November 2017	
Location:	Merredin Regional Community and Leisure Centre
File Ref:	ADM 269
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	11 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of Great Eastern Country Zone Minutes 30 th November 2017
Documents Tabled	Nil

BACKGROUND

A Council Meeting of WALGA Great Eastern Country Zone was held on Thursday 30th November 2017 at the Merredin Community and Leisure Centre.

COMMENT:

The following items were discussed at the Council Meeting:

5. GUEST SPEAKERS/PRESENTATIONS

- 5.1 Meeting with the Auditor General's Office (Attachment)

7. ZONE BUSINESS

- 7.1 Review of Local Government Act 1995 (Attachment)
- 7.2 Wheatbelt Conference 2018
- 7.3 Great Eastern Country Zone 2018 Meeting Schedule
- 7.4 Reduction of Direct Grant Road Funding to Local Government
- 7.5 Local Government Act Review – Proposed Amendment re Mining Tenements and Agricultural Land Valuations for the Purpose of Local Government Rating.

8. ZONE REPORTS

- 8.1 Zone President Report
- 8.2 Local Government Agricultural Freight Group
- 8.3 Wheatbelt District Emergency Management Committee
- 8.4 Wheatbelt North Regional Road Group
- 8.5 Wheatbelt South Regional Road Group

9. WALGA BUSINESS

- 9.1 State Councillor Report
- 9.2 WALGA Status Report
- 9.3 Review of WALGA State Council Agenda – Matters for Decision
- 9.4 Review of WALGA State Council Agenda – Matters for Noting/Information
- 9.5 Review of WALGA State Council Agenda – Organisational Reports
- 9.6 Review of WALGA State Council Agenda – Policy Forum Reports
- 9.7 WALGA President's Report

Next WALGA GECZ Meeting dates:

Thursday March 1st 2018 – In person meeting of GECZ in Kellerberrin.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the WALGA Great Eastern Country Zone Council meeting minutes from 30th November 2017.

Carried: /



WALGA

**GREAT EASTERN COUNTRY
ZONE**

Minutes

**Thursday 30 November 2017
In-Person Meeting**

**Merredin Regional Community and
Leisure Centre**

Commencing at 9.09am

Table of Contents

1.0	OPENING AND WELCOME	3
2.0	ATTENDANCE AND APOLOGIES	3
3.0	DECLARATION OF INTEREST	4
4.0	ANNOUNCEMENTS AND ELECTION OF STATE COUNCIL REPRESENTATIVE	5
4.1	Delegates and Deputy Delegates to Zone	5
4.2	Election of WA Local Government Association State Council Representative and Deputy State Council Representative	6
4.3	Election of Zone President, Zone Deputy President and up to Three Zone Executive Committee Members	7
4.4	Election of Zone Representatives to the Local Government Agricultural Freight Group, Healthy Wheatbelt and Wheatbelt District Emergency Management Committee.....	10
5.0	GUEST SPEAKERS / DEPUTATIONS	13
5.1	Meeting with the Auditor General's Office (11.30am) (Attachment)	13
6.0	MINUTES	14
6.1	Confirmation of Minutes from the Great Eastern Country Zone Meeting held Thursday 24 August 2017 (Attachment).....	14
6.2	Business Arising from the Minutes of the Great Eastern Country Zone Meeting held Thursday 24 August 2017	14
6.3	Confirmation of Minutes from the Great Eastern Country Zone Meeting held Thursday 28 September 2017 (Attachment)	14
6.4	Business Arising from the Minutes of the Great Eastern Country Zone Meeting held Thursday 28 September 2017.....	14
6.5	Matters for Noting (Attachment)	14
7.0	ZONE BUSINESS	16
7.1	Review of Local Government Act 1995 (Attachment)	16
7.2	Wheatbelt Conference 2018	26
7.3	Great Eastern Country Zone 2018 Meeting Schedule	28
7.4	Reduction of Direct Grant Road Funding to Local Government	30
7.5	Local Government Act Review – Proposed Amendment re Mining Tenements and Agricultural Land Valuations for the Purpose of Local Government Rating	32
8.0	ZONE REPORTS	34
8.1	Zone President Report	34
8.2	Local Government Agricultural Freight Group (Attachments).....	34
8.3	Wheatbelt District Emergency Management Committee.....	35
8.4	Wheatbelt North Regional Road Group.....	35
8.5	Wheatbelt South Regional Road Group.....	35
9.0	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS	36
9.1	State Councillor Report	36
9.2	WALGA Status Report Attachment)	36
9.3	Review of WALGA State Council Agenda - Matters for Decision.....	38
9.4	Review of WALGA State Council Agenda - Matters for Noting/Information	49
9.5	Review of WALGA State Council Agenda - Organisational Reports	50

9.6	Review of WALGA State Council Agenda - Policy Forum Reports	50
9.7	WALGA President's Report (Attachment)	50
10.0	AGENCY REPORTS	51
10.1	Main Roads WA (Attachment).....	51
10.2	Regional Development Australia (RDA) Wheatbelt	51
10.3	Water Corporation (Attachment)	51
10.4	Wheatbelt Development Commission (WDC) (Attachment).....	52
10.5	Department of Local Government, Sport and Cultural Industries.....	52
11.0	MEMBERS OF PARLIAMENT	52
12.0	OTHER BUSINESS	52
13.0	URGENT BUSINESS as permitted by the Zone President	52
14.0	DATE, TIME AND PLACE OF NEXT MEETINGS	52
15.0	CLOSURE	53

Minutes

Great Eastern Country Zone of WALGA

1.0 OPENING AND WELCOME

The Executive Officer opened the meeting at 9.09am, welcoming all in attendance.

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Rhonda Cole (Chair)	President, Shire of Narembeen
Cr Stephen Strange	President, Shire of Bruce Rock
Cr Ram Rajagopalan	Deputy President Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Cr Dennis Whisson	President, Shire of Cunderdin
Cr Wayne Harris	Councillor, Shire of Cunderdin
Cr Darrell Hudson	President, Shire of Dowerin
Mr Stephen Tindale	Joint A/CEO, Shires of Cunderdin and Tammin
Cr Rod Forsyth	President Shire of Kellerberrin
Mr Raymond Griffiths	CEO Shire of Kellerberrin
Mr David Burton	CEO, Shire of Koorda
Mr John Read	CEO, Shire of Kondinin
Cr Ken Hooper	President, Shire of Merredin
Cr Julie Flockhart	Councillor, Shire of Merredin
Cr Romolo Patroni	Councillor, Shire of Merredin
Mr Greg Powell	CEO, Shire of Merredin
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Nick Gillett	Deputy President, Shire of Mt Marshall
Mr John Nuttall	CEO, Shire of Mt Marshall
Cr Kellie Mortimer	Councillor, Shire of Narembeen
Mr Chris Jackson	CEO, Shire of Narembeen
Cr Eileen O'Connell	President, Shire of Nungarin
Cr Jim Taylor	Councillor, Shire of Nungarin
Mr Bill Fensome	CEO, Shire of Nungarin
Cr Tania Daniels	Councillor, Shire of Tammin
Cr Melanie Brown	President, Shire of Trayning
Cr Geoff Waters	Deputy President, Shire of Trayning
Mr Jamie Criddle	CEO, Shire of Westonia
Mr Ian McCabe	CEO, Shire of Wyalkatchem
Cr Onida Truran	President, Shire of Yilgarn
Mr Ray Hooper	A/CEO, Shire of Yilgarn

Ms Helen Westcott, Joint Executive Officer

WALGA Representatives

Mr Wayne Scheggia, Deputy CEO

Guests

Ms Kath Brown, Electoral Officer for Hon Mia Davies MLA, Member for Central Wheatbelt (entered the meeting at 9.17am)

Mr Ken Parker Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries

Ms Renata Mlinar Legislation Officer, Department of Local Government, Sport and Cultural Industries

Mr Don Cunninghame, Assistant Auditor General Financial Audit, Auditor General's Office

Mr Ray Marchetti, Principal Performance Analyst, Auditor General's Office

Apologies

Cr Brenton Walsh, Councillor Shire of Dowerin

Ms Andrea Selvey, CEO Shire of Dowerin

Cr Ricky Storer, President Shire of Koorda

Cr Pam McWha, Deputy President Shire of Koorda

Cr Mal Willis, Deputy President Shire of Merredin

Shire of Mukinbudin

Cr Alan Wright, Councillor Shire of Narembeen

Cr Glenice Batchelor, Councillor Shire of Tammin

Cr Karin Day, President Shire of Westonia

Cr Bill Huxtable, Deputy President Shire of Westonia

Cr Quentin Davies, President Shire of Wyalkatchem

Cr Owen Garner, Deputy President Shire of Wyalkatchem

Mr Bruce Wittber, Joint Executive Officer

Hon Mia Davies MLA, Member for Central Wheatbelt

Hon Martin Aldridge MLC, Member for Agricultural Region

Hon Laurie Graham MLC, Member for Agricultural Region

Hon Colin de Grussa MLC, Member for Agricultural Region

Hon Rick Mazza MLC, Member for Agricultural Region

Hon Darren West MLC, Member for Agricultural Region

Ms Melissa Price, Member for Durack

Senator Dean Smith

Mr Sheldon Mumby, Electoral Officer for Senator Dean Smith

Mr Rob Barnsley, A/Regional Manager Wheatbelt Region, Main Roads WA

Ms Sharon Broad, Regional Manager Goldfields and Agricultural Region, Water Corporation

Ms Juliet Grist, Executive Officer, RDA Wheatbelt

Ms Pam l'Anson, Regional Director Central Region Department of Primary Industries and Regional Development

Mr Cliff Simpson, Road Safety Officer, WALGA

Ms Wendy Newman, CEO Wheatbelt Development Commission

3.0 DECLARATION OF INTEREST

The Executive Officer declares and interest with respect to Agenda Item 7.2. BHW Consulting is involved in the organisation of the Wheatbelt Conference 2018.

4.0 ANNOUNCEMENTS AND ELECTION OF STATE COUNCIL REPRESENTATIVE

4.1 Delegates and Deputy Delegates to Zone

Reporting Officer: Helen Westcott, Executive Officer/Returning Officer

Disclosure of Interest: No interest to disclose

Date: 23 November 2017

Attachments: Nil

Following the biennial local government elections Member Councils are to appoint delegates and deputy delegate(s) to the Zone.

At the time of writing the meeting agenda Member Councils had advised their delegates and deputy delegates to the Zone as follows:

Council	Delegates	Deputy Delegates
Shire of Bruce Rock	Cr Stephen Strange Cr Ram Rajagopalan	Mr Darren Mollenoyux
Shire of Cunderdin	Cr Dennis Whisson	
Shire of Dowerin	Cr Darrel Hudson Cr Brenton Walsh	Ms Andrea Selvey
Shire of Kellerberrin	Cr Rod Forsyth Mr Raymond Griffiths	
Shire of Kondinin	Cr Kent Mouritz	Mr John Read
Shire of Koorda	Cr Ricky Storer Cr Pamela McWha	Mr David Burton
Shire of Merredin	Cr Ken Hooper Cr Mal Willis	Cr Julie Flockart
Shire of Mt Marshall	Cr Tony Sachse Cr Nick Gillett	Mr John Nuttall
Shire of Mukinbudin	Cr Gary Shadbolt Cr Sandra Ventris	Mr Dirk Sellenger
Shire of Narembeen	Cr Rhonda Cole Cr Kellie Mortimer	Information not provided
Shire of Nungarin	Cr Eileen O'Connell Cr Jim Taylor	Information not provided
Shire of Tammin	Cr Tania Daniels Cr Glenice Batchelor	CEO
Shire of Trayning	Cr Melanie Brown Cr Geoff Waters	Cr Marlon Hudson
Shire of Westonia	Cr Karin Day Cr Bill Huxtable	Mr Jamie Criddle
Shire of Wyalkatchem	Cr Quentin Davies Cr Owen Garner	All other Councilors and CEO if no Councillor available
Shire of Yilgarn	Cr Onida Truran Cr Wayne Della Bosca	CEO

The above details are for information purposes only.

No decision required.

4.2 Election of WA Local Government Association State Council Representative and Deputy State Council Representative

Reporting Officer: Helen Westcott, Executive Officer/Returning Officer

Disclosure of Interest: No interest to disclose

Date: 23 November 2017

Attachments: Nil

Background:

Nominations for the positions of State Council representative and State Council deputy representative were called on Thursday 26 October and closed on Thursday 23 November 2017. All Member Councils have been advised of the outcome of the nomination process.

The following process will be followed in regard to the election for the State Council representative and State Council deputy representative:

- Prior to the ballot nominees for the position will be extended the opportunity to provide a two (2) minute election bid to delegates;
- The ballot will be conducted as a secret ballot;
- Each voting delegate to the Great Eastern Country Zone will be entitled to cast one (1) vote in the ballot process, with the “first past the post” method of election being used; and
- The candidates with the greater number of votes will be elected with the result being announced to the meeting.

It should be noted that WALGA has advised the following in regard to a “Tied Vote”:

***Tied vote** – in the event of a tied vote, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.*

Executive Officer Comment:

The following nominations were received for the position of State Council Representative:

State Council Representative Nomination

Cr Stephen Strange

As a consequence of there being only one nomination for the State Council Representative there will not be a ballot at the meeting and Cr Stephen Strange will be elected unopposed as the State Council Representative for the Zone for the period until December 2019.

The following nominations were received for the position of Deputy State Council Representative:

Deputy State Council Representative Nomination

Cr Rhonda Cole

As a consequence of there being only one nomination for the Deputy State Council Representative there will not be a ballot at the meeting and Cr Rhonda Cole will be elected unopposed as the Deputy State Council Representative for the Zone for the period until December 2019.

Election State Council Representative

The Returning Officer declared Cr Stephen Strange elected to the position of State Council Representative for the period 2017-2019.

Election Deputy State Council Representative

The Returning Officer declared Cr Rhonda Cole elected to the position of Deputy State Council Representative for the period 2017-2019.

4.3 Election of Zone President, Zone Deputy President and up to Three Zone Executive Committee Members

Reporting Officer: Helen Westcott, Executive Officer/Returning Officer

Disclosure of Interest: No interest to disclose

Date: 23 November 2017

Attachments: Nil

Background:

Nominations for the positions of Zone President and Zone Deputy President and Zone Executive Committee were called on Thursday 26 October and closed on Thursday 23 November 2017. All Member Councils have been advised of the outcome of the nomination process.

The following nominations were received for the positions of Zone President, Zone Deputy President and Executive Committee members (3 positions):

Zone President Nominations

Cr Rhonda Cole, Shire of Narembeen

Zone Deputy President Nominations

No Nominations

Zone Executive Committee Nominations (3 positions)

Cr Rhonda Cole, Shire of Narembeen

Election of Zone President

There being only sufficient nominations to fill the position of Zone President, Cr Rhonda Cole is declared elected to the position of Zone President for 2017-2019.

Cr Cole assumed the Chair.

Election of Zone Deputy President

As there were no nominations for the position of Deputy President for the period 2017-2019 nominations will be invited from the floor of the meeting.

Election of Zone Executive Committee (3 positions)

As Cr Cole has been elected President and therefore automatically a member of the Zone's Executive Committee her nomination is withdrawn.

As there are fewer nominations than required for the Executive Committee nominations for the three unfilled positions will be invited from the floor of the meeting.

The following process will be followed in regard to the election for the Deputy President and Executive Committee members:

- President will invite nominations from the floor for the one position;
- Should a ballot be required the following process will be followed:
 - Prior to the ballot nominees for the position will be extended the opportunity to provide a two (2) minute election bid to delegates;
 - The ballot will be conducted as a secret ballot;

- Each voting delegate to the Great Eastern Country Zone will be entitled to cast one (1) vote in the ballot process, with the “first past the post” method of election being used; and
- The candidates with the greater number of votes will be elected with the result being announced to the meeting.

In the event of a tie between two candidates for either election a second ballot will be conducted immediately between those two candidates.

Election Zone President

The Returning Officer declared Cr Rhonda Cole elected to the position of Zone President for 2017-2019.

Cr Cole assumed the chair.

Cr Cole then handed over to the Returning Officer to conduct the balance of the elections.

Election of Zone Deputy President

As there were no written nominations for the position of Deputy President for the period 2017-2019 the Returning Officer invited nominations from the floor of the meeting.

Cr O’Connell nominated Cr Ken Hooper.

Cr Hooper accepted the nomination.

There being no further nominations Cr Hooper was elected to the position of Deputy President for the period 2017-2019.

Election of Zone Executive Committee (up to 3 positions)

With her election as Zone President, Cr Cole automatically becomes a member of the Zone Executive Committee.

As there were no written nominations for positions on the Zone Executive for the period 2017-2019 the Returning Officer invited nominations from the floor of the meeting.

Cr Eileen O’Connell nominated Cr Tony Sachse.

Cr O’Connell accepted the nomination.

Cr O’Connell nominated Cr Geoff Waters.

Cr Waters accepted the nomination.

Cr O’Connell nominated Cr Sachse.

Cr Sachse accepted the nomination.

Cr Cole nominated Cr Onida Truran.

Cr Truran accepted the nomination.

There being more nominations than positions on the Great Eastern Country Zone Executive Committee a secret ballot was conducted. Councillors Sachse, Truran and Waters were declared elected.

RECOMMENDATION:

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

RESOLUTION **Moved: Cr O'Connell** **Seconded: Cr Taylor**

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

CARRIED

Footnote:

The Executive Committee for 2017-2019 is:

President	Cr Rhonda Cole
Deputy President	Cr Ken Hooper
State Council Representative	Cr Stephen Strange
Executive Committee Members	Cr Tony Sachse
	Cr Onida Truran
	Cr Geoff Waters

4.4 Election of Zone Representatives to the Local Government Agricultural Freight Group, Healthy Wheatbelt and Wheatbelt District Emergency Management Committee

Reporting Officer: Helen Westcott, Executive Officer/Returning Officer

Disclosure of Interest: No interest to disclose

Date: 23 November 2017

Attachments: Nil

Background:

The Zone is represented on the Local Government Agricultural Freight Group, Healthy Wheatbelt and Wheatbelt District Emergency Management Committee and it is appropriate to conduct elections for these positions as part of the election of Zone officer bearers.

Nominations for these positions opened on Thursday 26 October and closed on Thursday 23 November 2017. All Member Councils have been advised of the outcome of the nomination process.

At the close of nominations, the following nominations had been received for the various positions:

Local Government Agricultural Freight Group Nominations (1 delegate and 1 deputy delegate)

Cr Stephen Strange, Shire of Bruce Rock
Cr Rod Forsyth, Shire of Kellerberrin

Healthy Wheatbelt (Zone President or their nominee, 1 delegate and 1 deputy delegate)

Cr Rhonda Cole, Shire of Narembeen

Wheatbelt District Emergency Management Committee Nominations (1 delegate and 1 deputy delegate)

Nil

The following process will be followed in regard to the election of delegates to the various organisations:

- President will invite nominations from the floor for the one position;
- Should a ballot be required the following process will be followed:
 - Prior to the ballot nominees for the position will be extended the opportunity to provide a two (2) minute election bid to delegates;
 - The ballot will be conducted as a secret ballot;
 - Each voting delegate to the Great Eastern Country Zone will be entitled to cast one (1) vote in the ballot process, with the "first past the post" method of election being used; and
 - The candidates with the greater number of votes will be elected with the result being announced to the meeting.

In the event of a tie between two candidates for either election a second ballot will be conducted immediately between those two candidates.

Election - Local Government Agricultural Freight Group

There being more nominations than positions on the Local Government Agricultural Freight Group a secret ballot was conducted.

Cr Strange was declared elected.

With no nominations received for the position of Deputy Delegate to the Local Government Agricultural Freight Group, Cr Cole enquired whether Cr Forsyth would be happy to act as the Zone's deputy

delegate. Cr Forsyth agreed to be the Zone's deputy delegate to the Local Government Agricultural Freight Group.

Cr Forsyth was declared elected.

RECOMMENDATION:

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

RESOLUTION **Moved: Cr Truran** **Seconded: Cr Brown**

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

CARRIED

Election – Healthy Wheatbelt

As Cr Cole has been elected Zone President she is automatically a delegate to Healthy Wheatbelt, which would mean there were no nominations for delegate and deputy delegate.

Nominations for the position of Delegate and Deputy Delegate will be invited by the Zone President from the floor of the meeting.

Cr Strange nominated Cr Ram Rajagopalan.

Cr Rajagopalan accepted.

Cr Taylor nominated Cr Eileen O'Connell.

Cr O'Connell accepted.

There being more nominations than positions on Healthy Wheatbelt a secret ballot was conducted.

Cr Rajagopalan was declared elected.

With no nominations received for the position of Deputy Delegate to Healthy Wheatbelt, Cr Cole enquired whether Cr O'Connell would be happy to act as the Zone's deputy delegate. Cr O'Connell agreed to be the Zone's deputy delegate to Healthy Wheatbelt.

Cr O'Connell was declared elected.

RECOMMENDATION:

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

RESOLUTION **Moved: Cr O'Connell** **Seconded: Cr Forsyth**

That the Returning Officer be authorised to destroy all ballot papers used in the election process.

CARRIED

Election – Wheatbelt District Emergency Management Committee

As there were no written nominations for the positions of Delegate or Deputy Delegate to the Wheatbelt District Emergency Management Committee for the period 2017-2019, the President invited nominations from the floor of the meeting.

Cr Sachse indicated to the meeting that he was happy to be the Zone's representative on the Wheatbelt District Emergency Management Committee. In the absence of any other nominations the Returning Officer declared Cr Sachse elected as the Zone Delegate to the Wheatbelt District Emergency Management Committee for the period 2017-2019.

With no nominations received for the position of Deputy Delegate to the Wheatbelt District Emergency Management Committee for the period 2017-2019 the meeting agreed to leave the position unfilled at this time.

5.0 GUEST SPEAKERS / DEPUTATIONS

5.1 Meeting with the Auditor General's Office (11.30am) (Attachment)

Presentation by Mr Don Cunninghame, Assistant Auditor General Financial Audit, Auditor General's Office, and Mr Ray Marchetti, Principal Performance Analyst, Auditor General's Office

Following the passage through Parliament and proclamation of the *Local Government Amendment (Auditing) Act 2017* the Auditor General's Office (AGO) is attending the Zone Meeting to meet with as many local governments as possible and provide an overview of the role of the AGO in local government and what to expect from both the performance and financial audit.

It is intended to also outline the implementation of the legislative change as well as answering any questions from delegates.

Following confirmation of the visit the Executive Officer emailed all the Councils within the Great Eastern Country Zone to see whether there were any particular issues they would like addressed as part of Auditor General's Office presentation on the new audit legislation. Below is the list of issues received to the date of writing this agenda.

- Role of elected members / council / audit committee in the new audit framework;
- Resources required and costs associated with the new audit arrangements – particularly for smaller councils;
- The possibility of reduced participation by regional auditors;
- Audit Performance Reports - what will they entail;
- Management Reports;
- Auditors providing Opinions;
- Role of the Department of Local Government, Sport and Cultural Industries in the new audit arrangements; and
- New Regulations to accompany the Act (2020).

The Executive Officer has attached some information relating to the Local Government Audit Reforms that has been published by the Department of Local Government, Sport and Cultural Industries.

A copy of the PowerPoint presentation used by Mr Cunninghame forms an attachment to the minutes of the meeting.

6.0 MINUTES

6.1 Confirmation of Minutes from the Great Eastern Country Zone Meeting held Thursday 24 August 2017 (Attachment)

The Minutes of the Great Eastern Country Zone Meeting held Thursday 24 August 2017 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Meeting of the Great Eastern Country Zone held Thursday 24 August 2017 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Cr Hooper** **Seconded: Cr O'Connell**

That the Minutes of the Meeting of the Great Eastern Country Zone held Thursday 24 August 2017 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting held Thursday 24 August 2017

Nil

6.3 Confirmation of Minutes from the Great Eastern Country Zone Meeting held Thursday 28 September 2017 (Attachment)

The Minutes of the Great Eastern Country Zone Meeting held Thursday 28 September 2017 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Meeting of the Great Eastern Country Zone held Thursday 28 September 2017 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Mr Read** **Seconded: Cr Taylor**

That the Minutes of the Meeting of the Great Eastern Country Zone held Thursday 28 September 2017 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.4 Business Arising from the Minutes of the Great Eastern Country Zone Meeting held Thursday 28 September 2017

Nil

6.5 Matters for Noting (Attachment)

- Season 2017 Consultation Summary Report – Member Councils can access the report at <https://www.agric.wa.gov.au/sites/gateway/files/Season%202017%20Community%20Consultation%20Report.pdf>
Information provided in the email advising of the report's release included the following:
 - ✓ The Department of Primary Industries and Regional Development distributed the WA Rural Health, Financial and Information Support Directory through its stands at the Mingenew Expo, Dowerin and other field days. It can be downloaded from <https://www.agric.wa.gov.au/climate-land-water/western-australia%E2%80%99s-rural-health-financial-information-services-support-directory>.

- ✓ The Department now has a dedicated manager to deal with the information needs of primary producers managing through the 2017 and 2018 seasons. The Department will continue to monitor the seasonal situation in 2017 and 2018, and provide timely advice and information in relation to effective on farm management. The 2017 Growing Season Resources will continue to be updated as appropriate. These resources can be accessed at <https://www.agric.wa.gov.au/climate-weather/2017-growing-season-resources>.
- South West Native Title Newsletter – September 2017
- A special edition of the OBRM Update - *Statement of Outcomes from the Western Australian Prescribed Burning Forum 2017*. The Forum, held 8 – 11 August 2017 in Busselton, was the first of its kind in our state and brought together leading prescribed burn practitioners from across Western Australia, alongside interstate representatives to share their experience and perspectives. A copy of the Statement of Outcomes is also available at www.dfes.wa.gov.au/TBQForum.

RECOMMENDATION:

That the papers detailed in Item 6.3 be noted.

Noted.

7.0 ZONE BUSINESS

7.1 Review of *Local Government Act 1995* (Attachment)

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 23 November 2017

Attachments: Minister Discussion Paper (8 November 2017)

Background:

As Member Councils would be aware, the Minister for Local Government, Hon David Templeman MLA, has released the *Local Government Act 1995* Review Phase 1: Consultation Paper (Minister's Consultation).

On Wednesday 8 November 2017 the Minister for Local Government, Hon David Templeman MLA, launched the Government's review of the *Local Government Act 1995* with the release of a consultation paper at the Local Government Professionals Australia Annual Conference. In releasing the consultation paper, the Minister called on local governments, residents, community organisations and businesses to make a submission.

A copy of the paper is attached to this Meeting Agenda.

The Government is seeking public comment on a range of issues including councillor conduct, local government transparency and accountability, and accessibility of public information through the use of technology.

The Department of Local Government, Sport and Cultural Industries will hold a workshop on the consultation paper in Merredin on Wednesday 29 November 2107. This is one of 14 workshops across the State to promote the paper and provide opportunities for people to have their say.

The consultation is open for public comment until February 9, 2018.

Executive Officer Comment:

A framework for consideration of this paper is outlined below and is in the form of a categorisation of the 125 questions into 10 issues areas.

Each issue area contains the Minister's Discussion Paper titled *Agile, Smart, Inclusive – Local governments for the future* questions in respect to each area.

As Member Councils will note there are a considerable number of issues which the Zone's response to the WALGA Discussion Paper did not address. In the time available since the release of the Minister's Discussion Paper it has not been possible to fully cross reference the current Zone position (based on its response to the WALGA Discussion Paper).

The Executive Officer has discussed the timing of any submission with WALGA who has advised that it is seeking an extension of time on a response to the Minister's Discussion Paper until Friday 9 March 2018.

On the understanding that an extension of time will be approved any submission that the Zone may wish to prepare could be considered at the February 2018 Zone Meeting.

It is also likely that most Member Councils will not consider the Minister's Discussion Paper until their December 2017 or January/February 2018 Council Meetings.

The task for the Zone is to establish a position on issues of interest that can be submitted to the Minister and WALGA.

Detailed below are details of the 125 questions in the Minister's Discussion Paper.

1. Relationships between council and administration

1.1 Minister's Questions

Defining the roles of council and administration: Guidance questions

- 1) How should a council's role be defined? What should the definition include?
- 2) How should the role of the CEO and administration be defined?
- 3) What other comments would you like to make on the roles of council and administration?
- 4) Are there any areas where the separation of powers is particularly unclear? How do you propose that these are improved?

Improving relationships between council and administration: Guidance question

- 5) Do you have any other suggestions or comments on this topic?

Issue 1 Zone Position

2. Training

2.1 Minister's Questions

Elected member competencies: Guidance questions

- 6) What competencies (skills and knowledge) do you think an elected member requires to perform their role?
- 7) Do these vary between local governments? If so, in what way?

Funding training: Guidance questions

- 8) Who should pay for the costs of training (course fees, travel, other costs)?
- 9) If councils are required to pay for training, should a training fund be established to reduce the financial impact for small and regional local governments? Should contribution to such a fund be based on local government revenue or some other measure?

Mandatory training: Guidance questions

- 10) Should elected member training be mandatory? Why or why not?
- 11) Should candidates be required to undertake some preliminary training to better understand the role of an elected member?
- 12) Should prior learning or service be recognised in place of completing training for elected members? If yes, how would this work?
- 13) What period should apply for elected members to complete essential training after their election?

Continuing professional development: Guidance questions

- 14) Should ongoing professional development be undertaken by elected members?
- 15) If so, what form should this take?

Training: Guidance question

- 16) Do you have any other suggestions or comments on training?

Issue 2 Zone Position

3. Behaviour of Elected Members

3.1 Minister's Questions

Codes of conduct: Guidance questions

17) Should standards of conduct/behaviour differ between local governments? Please explain.

18) Which option do you prefer for codes of conduct and why?

19) How should a code of conduct be enforced

Streamlined rules of conduct: Guidance questions

20) Do you support streamlined Rules of Conduct regulations? Why?

21) If the rules were streamlined, which elements should be retained?

22) Do you support a reduction in the time frame in which complaints can be made? Is three months adequate?

Revised disciplinary framework: Guidance questions

23) Do you support an outcome-based framework for elected members? Why or why not?

24) What specific behaviours should an outcomes based framework target?

Application of the Rules of Conduct: Guidance question

25) Should the rules of conduct that govern behaviour of elected members be extended to all candidates in council elections? Please explain.

Offence Provisions: Guidance questions

26) Should the offence covering improper use of information be extended to former members of council for a period of twelve months? Why?

27) Should this restriction apply to former employees? Please explain.

Confidentiality: Guidance question

28) Is it appropriate to require the existence and details of a complaint to remain confidential until the matter is resolved? Why?

Sector conduct review committees: Guidance questions

29) What do you see as the benefits and disadvantages of this model?

30) What powers should the Conduct Review Committee have?

31) In your opinion what matters should go directly to the Standards Panel?

32) Who should be able to be a member of a panel: elected members, people with local government experience, independent stakeholders?

33) Who should select the members for the pool?

34) How many members should there be on the Review Committee?

35) Are the proposed actions for the Review Committee appropriate? If not, what do you propose?

Review of elected member non-compliance: Guidance questions

36) Which of the options for dealing with complaints do you prefer? Why?

37) Are there any other options that could be considered?

38) Who should be able to request a review of a decision: the person the subject of the complaint, the complainant or both?

Mediation: Guidance question

39) Do you support the inclusion of mediation as a sanction for the Panel? Why or why not?

Prohibition from attending council meetings: Guidance questions

40) Do you support the Panel being able to prohibit elected members from attending council meetings? Why or why not?

41) How many meetings should the Panel be able to order the elected member not attend?

42) Should the elected member be eligible for sitting fees and allowances in these circumstances?

Compensation to the local government: Guidance questions

43) Do you support the Panel being able to award financial compensation to the local government? Why or why not?

44) What should the maximum amount be?

Complaint administrative fee: Guidance questions

45) Do you support this option? Why or why not?

46) Do you believe that a complaint administrative fee would deter complainants from lodging a complaint? Is this appropriate?

47) Would a complaint administrative fee be appropriate for a sector conduct review committee model? Why or why not?

48) What would be an appropriate fee for lodging a complaint?

49) Should the administrative fee be refunded with a finding of minor breach or should it be retained by the Department to offset costs? Why or why not?

Cost recovery to local government: Guidance questions

50) Do you support the cost of the panel proceedings being paid by a member found to be in breach? Why or why not?

Publication of complaints in the annual report: Guidance question

51) Do you support the tabling of the decision report at the Ordinary Council Meeting? Why or why not?

Tabling decision report at Ordinary Council Meeting: Guidance question

52) Do you support this option? Why or why not?

Elected member interests: Guidance questions

53) Should not-for-profit organisation members participate in council decisions affecting that organisation? Why or why not?

54) Would your response be the same if the elected member was an office holder in the organisation?

Improving the behaviour of elected members: Guidance question

55) Do you have any other suggestions or comments on this topic?

Issue 3 Zone Position

4. Local Government Administration

4.1 Minister's Questions

Recruitment and selection of local government CEOs: Guidance questions

56) Would councils benefit from assistance with CEO recruitment and selection? Why?

57) How could the recruitment and selection of local government CEOs be improved?

58) Should the Public Sector Commission be involved in CEO recruitment and selection? If so, how?

59) Should other experts be involved in CEO recruitment and selection? If so, who and how?

60) What competencies, attributes and qualifications should a CEO have?

Acting CEOs: Guidance questions

61) Should the process of appointing an acting CEO be covered in legislation? Why or why not?

62) If so, who should appoint the CEO when there is a short term temporary vacancy (covering sick or annual leave for example)?

63) Who should appoint the CEO if there will be vacancy for an extended period (for example, while a recruitment process is to be undertaken)?

Performance review of local government CEOs: Guidance questions

64) Who should be involved in CEO performance reviews?

65) What should the criteria be for reviewing a CEO's performance?

66) How often should CEO performance be reviewed?

67) Which of the above options do you prefer? Why?

68) Is there an alternative model that could be considered?

Termination or extension of CEO contract around an election: Guidance questions

69) Would a 'cooling off' period before a council can terminate the CEO following an election assist strengthening productive relationships between council and administration?

70) What length should such a cooling off period be?

71) For what period before an election should there be a restriction on a council from extending a CEO contract? Should there be any exceptions to this?

Public expectations of staff performance: Guidance questions

72) Is greater oversight required over local government selection and recruitment of staff?

73) Should certain offences or other criteria exclude a person from being employed in a local government? If so, what?

Strengthening local government administration: Guidance question

74) Do you have any other suggestions or comments on this topic?

Issue 4 Zone Position

5. Supporting Local Governments in Challenging Times

5.1 Minister's Questions

Remedial intervention: Guidance questions

75) Should the appointed person be a departmental employee, a local government officer or an external party? Why?

76) Should the appointed person be able to direct the local government or would their role be restricted to advice and support? Please explain.

77) Who should pay for the appointed person? Why?

Powers of appointed person: Guidance question

78) What powers should an appointed person have?

Remedial action process: Guidance questions

79) Do you think the proposed approach would improve the provision of good governance in Western Australia? Please explain.

80) What issues need to be considered in appointing a person?

Supporting local governments in challenging times: Guidance question

81) Do you have any other suggestions or comments on this topic?

Issue 5 Zone Position
6. Making it Easier to Move Between State and Local Government Employment

6.1 Minister's Questions

Transferability of employees: Guidance questions

82) Should local and State government employees be able to carry over the recognition of service and leave if they move between State and local government?

83) What would be the benefits if local and State government employees could move seamlessly via transfer and secondment?

Making it easier to move between State and local government employment: Guidance question

84) Do you have any other suggestions or comments on this topic

Issue 6 Zone Position
7. Public Confidence in Local Government

7.1 Minister's Questions

A new framework for disclosing gifts: Guidance questions

85) Is the new framework for disclosing gifts appropriate?

86) If not, why?

87) Is the threshold of \$500 appropriate?

88) If no, why?

89) Should certain gifts – or gifts from particular classes or people – be prohibited? Why or why not?

90) If yes, what gifts should be prohibited

Excluding gifts received in a personal capacity: Guidance questions

91) Should gifts received in a personal capacity be exempt from disclosure?

92) If yes, how could 'personal capacity' be defined

93) Should there be any other exemptions from the requirement to disclose a gift over the threshold?

94) If so, what should these be? Please justify your proposal.

Gifts: Guidance question

95) Do you have any other suggestions or comments on this topic

Issue 7 Zone Position

8. Transparency

Public notices: Guidance questions

96) Which general option do you prefer for making local public notices available? Why?

97) Which general option do you prefer for State-wide public notices? Why?

98) With reference to the list of public notices, do you believe that the requirement for a particular notice should be changed? Please provide details.

99) For the State-wide notices in Attachment 3, are there alternative websites where any of this information could be made available?

Information available for public inspection: Guidance questions

100) Using the following table, advise how you think information should be made available:

Provision	Documents	In person only	Website only	Both	Neither
Section 5.53	Annual Report				
Section 5.75 & 5.76	Primary and Annual returns – for Elected members Includes – sources of income Trusts Debts Property holdings. Interests and positions in corporations.				
Section 5.87	Discretionary disclosures generally				
Section 5.82	Gifts (already required to be on the website)				
Section 5.83	Disclosure of travel contributions (already required to be on the website)				
Elections Regulations 30H	Electoral gifts register				
Section 5.98A	Allowance for deputy mayor or deputy president				
Section 5.100	Payments for certain committee members				
Function and General Regulations 17	Tenders Register				
Section 5.94 & Administration Regulations 29	Register of delegations to committees, CEO and employees				
	Minutes of council, committee and elector meetings				
	Future plan for the district				
	Annual Budget				
	Notice papers and agendas of meetings				
	Reports tabled at a council or committee meeting				
	Complaints register (concerning elected members)				

	Contracts of employment of the CEO and other senior local government employees				
	Schedule of fees and charges				
	Proposed local laws				
	Gazetted Local laws (and other law that has been adopted by the district)				
	Rates record				
	Electoral roll				

101) Should the additional information that is available to the public in other jurisdictions be available here? If so which items? How should they be made available: in person, website only or both?

102) Is there additional information that you believe should be made publicly available? Please detail.

103) For Local Governments: How often do you receive requests from members of the public to see this information? What resources do you estimate are involved in providing access in person (hours of staff time and hourly rate)?

Access to information: Guidance question

104) Do you have any other suggestions or comments on this topic?

Expanding the information provided to the public: Guidance questions

105) Which of these options do you prefer? Why?

106) In the table below, please indicate whether you think the information should be made available, and if so, whether this should be required or at the discretion of the local government:

Proposal	Should this be made available: No, optional, required?
Live streaming video of council meetings on local government website	
Diversity data on council membership and employees	
Elected member attendance rates at council meetings	
Elected member representation at external meetings/events	
Gender equity ratios for staff salaries	
Complaints made to the local government and actions taken	
Performance reviews of CEO and senior employees	
Website to provide information on differential rate categories	
District maps and ward boundaries	
Adverse findings of the Standards Panel, State Administrative Tribunal or Corruption and Crime Commission.	
Financial and non-financial benefits register	

107) What other information do you think should be made available?

Expanding the information available to the public: Guidance question

108) Do you have any other suggestions or comments on this topic?

Issue 8 Zone Position

9. Red Tape Reduction

9.1 Minister's Questions

Defining red tape: Guidance questions

109) Which regulatory measures within the Act should be removed or amended to reduce the burden on local governments? Please provide detailed analysis with your suggestions.

- a) Briefly describe the red tape problem you have identified.
- b) What is the impact of this problem? Please quantify if possible.
- c) What solutions can you suggest to solve this red tape problem?

110) Which regulatory measures within the Act should be removed or amended to reduce the burden on the community? Please provide detailed analysis with your suggestions.

- a) Briefly describe the red tape problem you have identified.
- b) What is the impact of this problem? Please quantify if possible.
- c) What solutions can you suggest to solve this red tape problem?

Special majority: Guidance question

111) Should the provisions for a special majority be removed? Why or why not?

Senior employees: Guidance questions

112) Is it appropriate that council have a role in the appointment, dismissal or performance management of any employees other than the CEO? Why or why not?

113) Is it necessary for some employees to be designated as senior employees? If so, what criteria should define which employees are senior employees

Exemption from accounting standard AASB124 - Related party disclosures: Guidance questions

114) Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124? Why or why not?

Disposal of property: Guidance questions

115) The threshold for trade-ins was set originally to \$50,000 in 1996 and raised to \$75,000 in 2015. Should that threshold be raised higher, if so how high?

116) Should the threshold remain at \$75,000 but with separate exemptions for specific types of equipment, for example plant?

117) The general \$20,000 threshold was put in place in 1996 and has not been amended. Should the threshold be raised higher than \$20,000? If so, what should it be and why?

118) Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?

119) Is there an alternative model for managing the disposal of property? Please explain.

Reducing red tape: Guidance question

120) Do you have any other suggestions or comments on this topic?

Issue 9 Zone Position

10. Regional Subsidiaries

10.1 Minister's Questions

Regional subsidiaries: Guidance questions

121) Which option do you prefer?

122) Should regional subsidiaries be allowed to borrow money other than from the member councils?

123) Why or why not?

124) If a regional subsidiary is given the power to borrow directly, what provisions should be put in place to mitigate the risks?

Regional subsidiaries: Guidance question

125) Do you have any other suggestions or comments on this topic, including on any other aspect of the *Local Government (Regional Subsidiaries) Regulations 2017*?

Issue 10 Zone Position

Additional Meeting Comment:

In considering its position the Zone sought comment from Wayne Scheggia around WALA's request to the Minister for Local Government for an extension of time in which to lodge submissions on the recently released discussion paper into the review of the Local Government Act. He advised that WALGA was hopeful in obtaining an extension of time. Gaining the extension of time would allow a submission to be prepared and be discussed at the March meeting of the WALGA State Council. This also means that the Zones would also have the opportunity to provide comment.

RECOMMENDATION:

That:

1. The release of a Discussion Paper Phase One, on 8 November 2017, by Minister for Local Government, Hon David Templeman, be noted.
2. The Zone defer consideration of the Local Government Act Review issues outlined in the Minister's Discussion Paper, until the Zone Meeting on Thursday 1 March 2018, subject to the Minister granting the request from WALGA for an extension of time.
3. In the event the Minister does not grant an extension of time the Zone President be authorised to call a Special Zone Meeting to enable the Zone Submission to be submitted within the time frame.

RESOLUTION:

Moved: Cr Strange

Seconded: Cr Truran

That:

1. **The release of a Discussion Paper Phase One, on 8 November 2017, by Minister for Local Government, Hon David Templeman, be noted.**
2. **The Zone defer consideration of the Local Government Act Review issues outlined in the Minister's Discussion Paper, until the Zone Meeting on Thursday 1 March 2018, subject to the Minister granting the request from WALGA for an extension of time.**
3. **In the event the Minister does not grant an extension of time the Zone President be authorised to call a Special Zone Meeting to enable the Zone Submission to be submitted within the time frame.**

CARRIED

A vote against the motion was recorded.

7.2 Wheatbelt Conference 2018

Reporting Officer:	Helen Westcott, Executive Officer Kevin Poynton, BHW Consulting
Disclosure of Interest:	BHW Consulting is involved in the organisation of the Wheatbelt Conference 2018
Date:	22 November 2017
Attachments:	Nil

Background:

Previous approval has been given by the participating Zones for the Conference Organising Committee comprising of the Executive Officers for the Avon Midland, Central and Great Eastern Country Zones to plan and conduct the 2018 Wheatbelt Conference.

A progress report is now provided.

Executive Officer Comment:

The 2018 Wheatbelt Conference will be held on 5-6 April 2018.

In early August 2017 the Conference Organising Committee sought Expressions of Interest (EOI) from local governments across the Avon-Midland, Central and Great Eastern Country Zones interested in hosting the 2018 Wheatbelt Conference.

At the close of EOIs three submissions had been received.

A Meeting of the 2018 Wheatbelt Conference Host Selection Committee was held on Friday 8 September 2018 when a decided to invite the Shire of Dandaragan to host the 2018 Wheatbelt Conference in Jurien Bay.

The theme of the Conference will be "Small Town BIG Dreams – Transitioning Regional Economies". The goal for the Conference is

To deliver a conference that has healthy networking opportunities and educational information for delegates and guests

Since the decision was made to hold the Conference in Jurien Bay a number of actions have been taken including:

- Appointing Keynote Conferences to manage the registration process;
- Setting up a liaison with Alison Slynys at the Shire of Dandaragan;
- Appointed Ms Sue Campbell as Conference Master of Ceremonies;
- Conducted a site visit in Jurien Bay on 17 November 2017 and confirmed that the Conference venue be the Recreation Complex;
- Viewed several locations that would be suitable to hold the Conference Dinner;
- Options for a keynote speaker are still under investigation;
- A suite of other potential speakers has been identified and a selection process is in progress;
- Options for the production of Conference material are under investigation;
- Discussion with the Shire of Dandaragan on the development of a potential partners program; and
- A list of potential sponsorship prospects is being developed.

Overall the planning for the Conference has reached a satisfactory stage.

RECOMMENDATION:

That the report be noted.

Noted.

7.3 Great Eastern Country Zone 2018 Meeting Schedule

Reporting Officer Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 22 November 2018

Attachments: Nil

Background:

The preferred dates for the conduct of Great Eastern Country Zone (GECZ) meetings during 2018 are outlined in the table below.

Preferred Dates for GECZ Meetings in 2018	State Council Meeting Dates in 2018
Friday 23 February to Friday 2 March	Wednesday 7 March
Friday 20 April to Friday 27 April	Thursday 3 and Friday 4 May (regional meeting)
N/A	Wednesday 6 June – Special Meeting for the Adoption of the WALGA Budget
Friday 22 June to Friday 29 June	Wednesday 4 July
Friday 24 August to Friday 31 August	Thursday 6 and Friday 7 September (regional meeting)
Friday 23 November to Friday 30 November	Wednesday 5 December

Executive Officer Comment:

As in previous years the Executive Officer took into account the following dates/activities in preparing the meeting schedule for 2018:

- The Ordinary Council Meeting dates as shown in the 2016 Local Government Directory;
- The Dowerin Field Day;
- LG Pro National Congress;
- LG Pro State Conference; and
- School Holidays.

As has become practice the meetings will be held across Kellerberrin and Merredin.

The following meeting schedule is proposed:

- Thursday 1 March 2018 (Kellerberrin);
- Thursday 26 April 2018 (Merredin);
- Thursday 28 June 2018 (Kellerberrin);
- Thursday 23 August 2018 (Merredin); and
- Thursday 29 November (Kellerberrin).

It should be noted that the Zone's August meeting falls outside WALGA's preferred meeting times. This is to accommodate those attending the Dowerin Field Day. WALGA has agreed to bring back its agenda deadlines by a day. This will allow an electronic version of the State Council agenda to be available at least a week ahead of the Zone's meeting on Thursday 23 August 2018. This will hopefully allow adequate time for the Zone meeting agenda to be prepared and distributed ahead of the meeting.

7.4 Reduction of Direct Grant Road Funding to Local Government

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 22 November 2017

Attachments: Nil

Background:

Further to previous discussion on this matter Ian Duncan, Executive Manager, Infrastructure at WALGA has provided an update on this issue.

Ian Duncan Comment:

The WALGA Annual General Meeting passed the following motion:

That WALGA:

1. *Lobbies the Minister for Transport;*
 - a) *To seek a reversal of their stated intent to reduce the State Road Funds to Local Government Agreement by \$10.3 million in 2017/18; and*
 - b) *for the reinstatement of the fixed percentage of licensing fees.*
2. *Investigate options for the Local Government sector to reduce services and assistance provided to State Government entities unless financial compensation is provided.*

The WALGA President, Chief Executive and senior staff met with Minister Saffioti and her advisers on 22 August. As was reported to Members in LG News (25 August) the Minister was very clear during these discussions that the decision to cut direct road grants would not be reversed. Following further advocacy concerning the impact on rural and remote Local Governments the decision in relation to cuts to Direct Grants position was again confirmed in a letter from the Minister to the WALGA President dated 19 October 2017.

During the meeting on 22 August the Minister expressed a view that it would be in Local Government's interests to conclude a road funding agreement based on a dollar amount rather than a share of vehicle licence fee revenue. Estimated actual revenue from vehicle licence fees in 2016/17 is nearly \$20 million below budget. However, vehicle licence fee revenue is forecast to grow by 3.6% in 2017/18 and between 4.3% pa and 4.5% pa in subsequent years. If these Treasury forecasts are reliable, it would seem to be a sound revenue base on which to fund a commitment for Local Government roads. Consequently, the Association policy position that local road funding from the State be a fixed percentage of Vehicle Licence Fee revenue remains in place.

Local Governments work closely with a number of State Departments and agencies as well as the utilities. In the situations that have been identified to date, the Local Government, its residents and ratepayers are beneficiaries of the work that is undertaken. Consequently, withdrawing from these arrangements is likely to be to the disadvantage of the local community.

WALGA is continuing on-going discussions with Main Roads WA regarding the State Road Funds to Local Government Agreement for the period 2018/19 onwards. While the Association sees this as an opportunity to review and amend the allocation of funds between categories of expenditure, Main Roads WA, on behalf of the Government, is of the view that the directive from the Minister for Transport indicating reduced Direct Grants for 2017/18 and at least the following three years is the basis for a new agreement. These negotiations are on-going.

Additional Meeting Comment:

Wayne Scheggia advised the meeting that further work was being undertaken on this issue with additional information being sought from Councils across the State.

7.5 Local Government Act Review – Proposed Amendment re Mining Tenements and Agricultural Land Valuations for the Purpose of Local Government Rating

Reporting Officer: John Read, CEO Shire of Kondinin
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 23 November 2017

Attachments: Nil

Background:

The following motion was carried at a WALGA Great Eastern Country Zone meeting in November, 2007 (the meeting was February 2008):

*That of use “Unimproved Valuations” for both agricultural land and mining tenements be altered so as to have an Unimproved Valuation for Rural areas only, to be known as “**Agricultural Values**” and a separate value for mining area to be called “**Mining Values**”.*

According to Peter Webster, CEO of Kondinin Shire at the time, nothing has been heard of this motion since.

Shire of Kondinin Comment:

Under section 6.33 of the Local Government Act (the Act) a local government may impose a differential rate on property, however if the differential is more than double the General rate in that rating category, then approval to impose the higher rate must be sought from the Department of Local Government and Ministerial approval obtained. The imposition of differential rates has to also be advertised for a period of 21 days seeking public comment.

Due to agricultural land and mining tenements being both treated as “Unimproved Values” then the situation exists where the Shire of Kondinin imposed a rate in the dollar of 1.022c on agricultural land and 21c in the dollar for mining tenements back in 2007. A similar difference between the two rating categories exists today. Because of the difference in the rate in the dollar, approval has to be sought each year from the Department of Local Government and Minister for Local Government. Whilst this approval has been given it did involve considerable work by staff from both the Shire of Kondinin and Department of Local Government.

Basis for valuations:

Agricultural land is valued by the Valuer Generals using land sales, soil types, salt area, roads etc. and this has been the case for many years. Most people have an understanding of how these values are reached.

Mining tenement valuations are calculated, as far as I can ascertain, with the unimproved value of an Exploration Licence assessed at 2.5 times the annual rent paid to the Department of Mines and 5.0 times the annual rent applying to a Mining Lease and Prospecting License held under the relevant Act. Basically the valuation placed on mining tenements is related to the annual rent paid by the tenement holder to the Department of Mines & Petroleum.

What can be seen by this example is that there is no relationship or correlation between mining tenement values and agricultural values, yet we treat them the same for the imposition of rates.

The Shire of Kondinin would like to see an “Agricultural Value” and a separate “Mining Tenement Value” established. This would stop the need for local governments to impose a differential rate and seek Ministerial approval each year to impose a differential rate. This anomaly affects many local governments throughout the state of Western Australia who have mining tenements in their Shire

Executive Officer Comment:

The Executive Officer understands the CEO Shire of Kondinin has had discussions with WALGA on the issue and in the current review agenda item WALGA have put forward as a policy position that the Basis of Rates section (6.28), be reviewed to examine the limitations of the current methods of valuation of land, gross rental value or unimproved value, and explore other alternatives.

WALGA has advised that the rating provisions will be considered in stage 2 of the Act review which will be next year.

SHIRE OF KONDININ RECOMMENDATION:

That the WALGA Great Eastern Country Zone recommends to the current Local Government Act review panel that "Unimproved Valuations" for the purpose of local government rating for both agricultural land and mining tenements be altered so as to have an Unimproved Valuation for Rural areas only, to be known as "*Agricultural Values*" and a separate value for mining tenement areas to be known as "*Mining Tenement Values*".

RESOLUTION: **Moved: Mr Read** **Seconded: Cr Truran**

That the WALGA Great Eastern Country Zone recommends to the current Local Government Act review panel that "Unimproved Valuations" for the purpose of local government rating for both agricultural land and mining tenements be altered so as to have an Unimproved Valuation for Rural areas only, to be known as "*Agricultural Values*" and a separate value for mining tenement areas to be known as "*Mining Tenement Values*".

CARRIED

The meeting adjourned at 10.43am for morning tea.

The meeting resumed at 11.00am

8.0 ZONE REPORTS

8.1 Zone President Report

Cr Rhonda Cole

Cr Cole provided a verbal report to the meeting. In doing so she:

- Expressed appreciation to all outgoing members of the Zone's Executive Committee and its various committees. Cr Cole also welcomed incoming members to both the Zone Executive Committee and various committees.
- Commented on the success of the recent roads congress held in Albany. The ALGA event was one she would recommend Member Councils consider attending. Cr Cole found the congress very interesting and very friendly. The 2018 congress is to be held in Uluru. More information on the congress can be found by going to the ALGA website.
- Believed that the GECZ in discussing the review of the Local Government Act whilst working with WALGA should also look to preparing its own submission.
- Believed that the GECZ should continue to seek assistance from WALGA – important to work with WALGA.

RECOMMENDATION:

That the Zone President's Report be received.

RESOLUTION: **Moved: Cr Strange** **Seconded: Cr Waters**

That the Zone President's Report be received.

CARRIED

8.2 Local Government Agricultural Freight Group (Attachments)

Cr Stephen Strange
Cr Rod Forsyth

Background:

Presenting the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 9 October 2017. Additional documents provided included:

- Notes from a meeting with the Minister for Transport's Chief of Staff.
- Draft model policy document being worked on by WALGA "Policy for Assessing Applications to Operate RAVs on Local Government Roads". Mr Mark Bondiotti has advised that the document has been guided and endorsed by the Freight Policy Forum and that Main Roads HVS has also been consulted. It is proposed to submit the policy to State Council in November/December. Any comments are welcome.

Cr Strange also commented that the Local Government Agricultural Freight Group would be maintaining a watching brief on Harvest Mass Management.

RECOMMENDATION:

That the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 9 October 2017 be received.

RESOLUTION: **Moved: Cr Truran** **Seconded: Cr Waters**

That the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 9 October 2017 be received.

CARRIED

8.3 Wheatbelt District Emergency Management Committee

Mr Ian McCabe

Mr McCabe has provided the following comments:

Ms Ella McDonald, Governance and Emergency Services Officer, Shire of Wyalkatchem, attended the DEMC meeting of 16 November.

The following are the main points:

- There is a new police Superintendent for the Wheatbelt, Martin Cope;
- Steve Duggan from Bureau of Meteorology presented on Floods and explained the Flood Warnings. Some discussion resulted in harmonising flood warnings with fire warnings etc. (Using same terminology when referring to the severity of a situation etc.) This will need to be done at a National level;
- Professor Myra Keep, a geologist from UWA presented on earthquakes in the Wheatbelt – very interesting and informative about earthquake but lacked emergency management detail;
- Steven Gray, Senior Intelligence Officer from DFES presented on a project to assess the risk of earthquakes in York;
- Sven Anderson, District Officer from DFES presented on season preparedness – a lot of mitigation work due to high loads caused by the wet 2016/2017 summer;
- 2018 DEMC meeting schedule is 15 February, 14 June and 18 October.

Minutes will be distributed when available.

Noted

8.4 Wheatbelt North Regional Road Group

Cr Ricky Storer

Nil report.

8.5 Wheatbelt South Regional Road Group

Mr Chris Jackson, CEO Shire of Narembeen

Nil report.

9.0 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

9.1 State Councillor Report

Cr Stephen Strange

Cr Strange provided a verbal report to the meeting, with his report highlighting the increased cooperation between the Zones and WALGA. He believed that this was a good thing and of considerable benefit to the GECZ and its Member Councils.

9.2 WALGA Status Report Attachment)

From Executive Officer

BACKGROUND:

Presenting the Status Report for November 2017 which contains WALGA's responses to the resolutions of previous Zone Meetings

ZONE COMMENT:

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

One issue that is listed on the Status Report relates to the resolution at the Zone Meeting on 27 April 2017 referring to *Mobile Phone Tower Battery Back-up across the Great Eastern Country Zone* which reads as follows:

That the response from the Office of Emergency Management be noted and the WA Local Government Association be asked to pursue this issue further with both Telstra and the Office of Emergency Management.

WALGA response on the Status Report reads as follows:

Ongoing

WALGA are in conversation with the Office of Emergency Management and will communicate outcomes as soon as they are available.

No further update.

I have not been able to get a response from the OEM and there is nothing new to report at this stage.

Additional Meeting Comment:

Darren Mollenoyux, CEO Shire of Bruce Rock, noted that the issue was not confined to mobile phone coverage but telephone coverage generally.

RECOMMENDATION:

That the Great Eastern Country Zone notes the:

1. State Councillor Report; and
2. WALGA Status Report and requests that WALGA express its disappointment to the Office of Emergency Management that there has been no progress on this important emergency management issue and in the event that the matter cannot be progressed WALGA be requested to take the issue up with the Minister for Emergency Management.

RESOLUTION: **Moved: Cr O'Connell** **Seconded: Cr Waters**

That the Great Eastern Country Zone notes the:

1. **State Councillor Report; and**
2. **WALGA Status Report and requests that WALGA express its disappointment to the Office of Emergency Management that there has been no progress on this important emergency management issue and in the event that the matter cannot be progressed WALGA be requested to take the issue up with the Minister for Emergency Management.**

CARRIED

9.3 Review of WALGA State Council Agenda - Matters for Decision

From Executive Officer

Background:

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The Zone is able to provide comment or submit an alternate recommendation that is then presented to the State Council for consideration.

5.1 Local Government Act 1995 Review

WALGA Recommendation

1. That State Council endorse the following general principles as being fundamental to its response to the review of the Local Government Act:
 - (a) Uphold the General Competence Principle currently embodied in the Local Government Act;
 - (b) Provide for a flexible, principles-based legislative framework;
 - (c) Promote a size and scale compliance regime; and
 - (d) Support a Department of Local Government role as an enabler for the Local Government sector.

2. That State Council endorse the retention of current WALGA Policy positions as listed:

- (a) Method of Election of Mayor/President: Section 2.11

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
--------------------	---

- (b) Notification of Affected Owners: Section 3.51

Position Statement	Section 3.51 of the Local Government Act 1995 concerning "Affected owners to be notified of certain proposals" should be amended to achieve the following effects: to limit definition of "person having an interest" to those persons immediately adjoining the proposed road works (i.e. similar principle to town planning consultation); and to specify that only significant, defined categories of proposed road works require local public notice under Section 3.51 (3) (a).
--------------------	--

- (c) Regional Local Governments: Part 3, Division 4

Position Statement	The compliance obligations of Regional Local Governments should be reviewed.
--------------------	--

- (d) Council Controlled Organisations: Part 3, Division 4

Position Statement	The Local Government Act 1995 should be amended to enable Local Governments to establish Council Controlled Organisations (CCO).
--------------------	--

- (e) Tender Threshold: Local Government (Functions and General) Regulation 11(1)

Position Statement	WALGA supports an increase in the tender threshold to align with the State Government tender threshold (\$250 000).
--------------------	---

(f) Regional Subsidiaries

Position Statement	That WALGA advocate for legislative and regulatory amendments to enable Regional Subsidiaries to: <ul style="list-style-type: none"> - Borrow in their own right; - Enter into land transactions; and - Undertake commercial activities
--------------------	--

(g) Conduct of Postal Elections: Sections 4.20 and 4.61

Position Statement	The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and Local Governments to conduct postal elections.
--------------------	---

(h) Voluntary Voting: Section 4.65

Position Statement	Voting in Local Government elections should remain voluntary.
--------------------	---

(i) Electors' General Meeting: Section 5.27

Position Statement	Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.
--------------------	--

(j) Local Government (Rules of Conduct) Regulations 2007

Position Statement	WALGA supports: <ol style="list-style-type: none"> 1. Official Conduct legislation to govern the behaviour of Elected Members; 2. An efficient and effective independent Standards Panel process; 3. An ability for the Standards Panel to dismiss vexatious and frivolous complaints; and, 4. Confidentiality for all parties being a key component of the entire process.
--------------------	---

(k) Imposition of Fees and Charges: Section 6.16

Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.
--------------------	--

(l) Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.
--------------------	---

(m) Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.
--------------------	--

(n) Poll Provisions

Position Statement	Schedule 2.1 of the Local Government Act 1995 should be amended so that the electors of a Local Government affected by any boundary change or amalgamation proposal are entitled to petition the Minister for a binding poll.
--------------------	---

(o) Stand Down Provision

Position Statement	<p>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their role when they are under investigation; have been charged; or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken.</p> <p>Further policy development of the Stand Down Provisions must involve specific consideration of the following issues of concern to the Sector:</p> <ol style="list-style-type: none"> 1. That ... the established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and 2. That activities associated with the term 'disruptive behaviour', presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.
--------------------	--

(p) Method of Voting - Schedule 4.1

Position Statement	Elections should be conducted utilising the first-past-the-post (FPTP) method of voting.
--------------------	--

3. That State Council:

(a) Amend current WALGA Policy position 'Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)' by adding Item 3:

<ol style="list-style-type: none"> 1. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; 2. Either: <ol style="list-style-type: none"> a. amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or b. establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates; and 3. <u>Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.</u>
--

(b) Amend current WALGA Policy position 'Elected Member Training' to read:

That WALGA:

1. Supports and encourages all Elected Members to carry out the Elected Member Skillset, as a minimum, that comprises;
 - i. Understanding Local Government;
 - ii. Serving on Council;
 - iii. Understanding Financial Reports and Budgets;
 - iv. Conflicts of Interest; and,
 - v. Meeting Procedures and Debating.
2. Requests the State Government through the Minister for Local Government to provide funding assistance to Local Governments to enable all Elected Members to receive training;
3. Supports Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members; and,
4. Supports Local Government election candidates being required to attend a Candidates information session, either in person or on-line, as an eligibility criteria for nomination as an Elected Member.

4. That State Council adopt as WALGA Policy positions the following items as listed:

(a) Local and Statewide Public Notice: Sections 1.7 and 1.8

That Sections 1.7 and 1.8 of the Local Government Act be amended to remove the statutory requirements for statewide and local public notice to be placed in a newspaper circulating statewide or locally, to be replaced with the requirement for a Local Government to place public notices on their website.

(b) Leave of Absence when Contesting State or Federal Election

Amend the Act to require an Elected Member to take leave of absence when contesting a State or Federal election, applying from the issue of Writs. The options to consider include:

- (a) that an Elected Member remove themselves from any decision making role and not attend Council and Committee meetings; or
- (b) that an Elected Member take leave of absence from all aspects of their role as a Councillor and not be able to perform the role as specified in Section 2.10 of the Local Government Act.

(c) Control of Certain Unvested Facilities: Section 3.53

That Section 3.53 be repealed and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

(d) Dispositions of Property: Local Government (Functions and General) Regulation 30(3)

That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.

(e) On-Line Voting

That WALGA continue to investigate online voting and other opportunities to increase voter turnout.

(f) Senior Employees: Section 5.37(2)

That Section 5.37(2) of the Local Government Act be deleted.

(g) Annual Review of Certain Employees Performance: Section 5.38

That Section 5.38 either be deleted, or amended so that there is only a specific statutory requirement for Council to conduct the Chief Executive Officer's annual performance review.

(h) Gifts and Contributions to Travel: Sections 5.82 and 5.83

That the *Local Government Act 1995* and Regulations be amended so that:

- There be one section for declaring gifts. Delete declarations for Travel.
- No requirement to declare gifts received in a genuinely personal capacity, as gifts only to be declared in respect to an Elected Member or CEO carrying out their role.
- Gift provisions only for Elected Members and CEO's.
- Other staff fall under Codes of Conduct from the CEO to the staff.
- Gifts only to be declared if above \$500.00.
- There will not be any category of notifiable gifts or prohibited gifts.
- Exemptions for ALGA, WALGA and LG Professionals (already achieved).
- Exemption for electoral gifts received that relate to the State and Commonwealth Electoral Acts, so Elected Members who are standing for State or Federal Parliament will only need to comply with the State or Federal electoral act and not declare it as a Local Government gift.

(i) Vexatious and Frivolous Complainants: New Provision

That a statutory provision be developed, permitting a Local Government to declare a member of the public a vexatious or frivolous complainant.

(j) Minutes, contents of: Regulation 11

That Regulation 11 be amended to require that information presented in a Council or Committee Agenda also be included in the Minutes to that meeting.

(k) Repayment of Advance Annual Payments: New Regulation

That regulations be drafted as matter of priority in relation to Section 5.102AB of the Local Government Act.

(l) Power to Borrow: Section 6.20

That Section 6.20(2) of the Local Government Act, requiring one month's public notice of the intent to borrow, be deleted.

(m) Basis of Rates: Section 6.28

That Section 6.28 be reviewed to examine the limitations of the current methods of valuation of land, Gross Rental Value or Unimproved Value, and explore other alternatives.

(n) Differential General Rates: Section 6.33

That Section 6.33 of the Local Government Act be reviewed in contemplation of time-based differential rating, to encourage develop of vacant land.

(o) Service of Rates Notice: Section 6.41

That Section 6.41 be amended to:

- (a) permit the rates notice to be issued electronically; and
- (b) introduce flexibility to offer regular rate payments (i.e. fortnightly, monthly etc) without requirement to issue individual instalment notices.

(p) Rates or Service Charges Recoverable in Court: Section 6.56

That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.

(q) Exemption from AASB 124: Regulation 4

That Regulation 4 of the *Local Government (Financial Management) Regulations* be amended to provide an exemption from the application of AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).

(r) Onus of Proof in Vehicle Offences may be Shifted: Section 9.13(6)

That Section 9.13 of the Local Government Act be amended by introducing the definition of 'responsible person' to enable Local Governments to administer and apply effective provisions associated with vehicle related offences

(s) Schedule 2.1 – Proposal to the Advisory Board, Number of Electors clause 2(1)(d).

That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 5% of electors) to 500 (or 5% of electors) whichever is fewer.

(t) Schedule 2.2 – Proposal to amend names, wards and representation, Number of Electors clause 3(1)

That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 5% of electors) to 500 (or 5% of electors) whichever is fewer.

5. That State Council note additional proposals as listed for future consideration following Sector consultation:

New Proposal - Differentiating between Local Governments/Tiered Compliance

- Insert a new provision to differentiate between Local Governments based on capacity. This will reduce the compliance burden on smaller Local Governments with limited capacity and provide additional opportunities for local governments with capacity.
- Tiered application of legal framework and support a review of this approach.

New Proposal – Regional Capitals Recognition

The Regional Capitals Alliance would welcome legislative change to enable regional capitals to be designated within the Act under Section 2.4 (District to be designated city, town or shire) and also that the Regional Capitals Alliance WA (RCAWA) be established as a recognised statutory body not dissimilar to the establishment of a regional local government currently provided for in the Act under Division 4 Section 3.61.

New Proposal Section 2.21 – Disqualification because of Convictions

Add a disqualification criteria which disqualifies a person from being an Elected Member if they have been convicted of an offence against the Planning and Development Act, or the Building Act, in the preceding five years.

A planning or building system conviction is potentially more serious than a Local Government Act conviction because of Local Government's prominent role in planning and building control and the significant personal benefits which can be illegally gained through these systems.

New Proposal – Local Laws

- Procedure for making local laws – Local Governments' local laws generally affect those persons within its district. The requirement to give statewide notice under subsection (3) should be reviewed and consideration being given to Local Governments only being required to advertise the proposed local law by way of local public notice;
- Eliminate the requirement to consult on Local Laws when a model is used;
- Periodic review of local laws – consideration might be given to review of this section and whether it could be deleted. Local Governments through administering local laws will determine when it is necessary to amend or revoke a local law in terms of meeting its needs for its inhabitants of its district. Other State legislation is not bound by such periodic reviews, albeit recognising such matters in subsidiary legislation are not as complex as matters prescribed in statute.

New Proposal – Closure of Bridges for Repairs

Allow a bridge to be closed for urgent repairs and maintenance without notice, even if it will have significant adverse effects on users. The closure of a bridge will often have significant adverse effects on users. However, bridges may need to be closed for urgent repairs if there is a sign of weakness and, currently, the Act does not provide capacity to take this action without giving local public notice if the closure will be greater than four weeks.

New Proposal Section 6.14 – Power to Invest

Allow Local Governments with capacity to invest in accordance with the Trustees Act in the manner that existed prior to the Global Financial Crisis. The Global Financial Crisis was a once in a generation experience (1987 and 1929 were the two previous financial crashes of extreme magnitude). Legislation should not be based on a worst case scenario but on a routine and general operating environment. Prior to the Global Financial Crisis, the previous legislation was adequately controlling Local Government investments.

Composite Proposals

- Conduct a complete review of the Financial Management provisions under Part 6 of the Local Government Act and associated Regulations;
- Review of Standards Panel Legislative content and practices;
- Review of Local Government election provisions under Part 4 of the Local Government Act and associated Regulations with a focus on lessons learnt in the conduct of the 2017 elections including currently non-legislated matters such as candidate conduct and campaigning behaviours.

ZONE COMMENT:

Executive Officer Comment:

An analysis of the WALGA State Council Recommendation has resulted in the following conclusions in respect to the previously adopted Great Eastern Country Zone position:

1. That WALGA have identified a number of issues, thus far, for further discussion, and these are listed at part 5 of the WALGA State Council Recommendation above (Category One (Cat 1)).
2. That WALGA have recommended positions on a number of items that align with the position adopted previously by Great Eastern Country Zone (Category Two (Cat 2)).
3. That WALGA have recommended position for some items that differ to those positions adopted previously by Great Eastern Country Zone (Category Three (Cat 3)).
4. That WALGA have not included a Recommendation for a review of the Department of Local Government, Sport and Cultural Industries. The Zone may wish to include this in any Consolidated Recommendation.

The information associated with these Category Three (Cat 3) issues is structured as follows:

- Issue No. (for ease of reference in the Zone meeting)
- WALGA Position
- Current GECZ Position
- Revised GECZ Position

Issue 1

WALGA Position

- (q) **Tender Threshold: Local Government (Functions and General) Regulation 11(1)**

Position Statement

WALGA supports an increase in the tender threshold to align with the State Government tender threshold (\$250 000).

Previous Great Eastern Country Zone Position:

Whilst generally supporting the WALGA position the Great Eastern Country Zone's focus was more on the timeframe of the total spend with a supplier. On this there was general consensus that the Act should include a timeframe over which the financial threshold should be applied, with the Zone believing there needed to be greater clarity on this aspect of the tender process.

Revised GECZ Position

Issue 2

WALGA Position

- (a) **Electors' General Meeting: Section 5.27**
Position Statement
Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.

Previous Great Eastern Country Zone Position:

1. The Great Eastern Zone does NOT support the WALGA position.
2. The Great Eastern Country Zone supports the deletion of the requirement for Local Government to hold General Electors' Meetings.

Revised GECZ Position

Issue 3

WALGA Position

- (c) **Amend current WALGA Policy position 'Elected Member Training' to read:**

That WALGA:

5. **Supports and encourages all Elected Members to carry out the Elected Member Skillset, as a minimum, that comprises;**
 - vi. **Understanding Local Government;**
 - vii. **Serving on Council;**
 - viii. **Understanding Financial Reports and Budgets;**
 - ix. **Conflicts of Interest; and,**
 - x. **Meeting Procedures and Debating.**
6. **Requests the State Government through the Minister for Local Government to provide funding assistance to Local Governments to enable all Elected Members to receive training;**
7. **Supports Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members; and,**
8. **Supports Local Government election candidates being required to attend a Candidates information session, either in person or on-line, as an eligibility criteria for nomination as an Elected Member.**

Previous Great Eastern Country Zone Position:

1. Supports the introduction of mandated training for newly elected councillors.
2. Whilst core units of training should be completed by all councillors, training should be tiered, similar to the CEO banding system currently in place, in recognition of the different levels of complexity between small rural and remote Councils and large metropolitan Councils.
3. Training should be completed before a councillor's first term has ended.
4. Training should be available on line and self-paced.

Revised GECZ Position**Issue 4****WALGA Position****(u) Local and Statewide Public Notice: Sections 1.7 and 1.8**

That Sections 1.7 and 1.8 of the Local Government Act be amended to remove the statutory requirements for statewide and local public notice to be placed in a newspaper circulating statewide or locally, to be replaced with the requirement for a Local Government to place public notices on their website

Previous Great Eastern Country Zone Position:

Support the WALGA position with an amendment to include the flexibility for Local Government to utilise all available and appropriate means to advertise matters

Revised GECZ Position

Issue 5**WALGA Position****(a) On-Line Voting**

That WALGA continue to investigate online voting and other opportunities to increase voter turnout.

Previous Great Eastern Country Zone Position:

Support the WALGA position of investigating electronic voting models available but the choice of voting method should be left to individual Councils.

Revised GECZ Position

Issue 6**WALGA Position****(a) Service of Rates Notice: Section 6.41**

That Section 6.41 be amended to:

- (a) permit the rates notice to be issued electronically; and**
- (b) introduce flexibility to offer regular rate payments (i.e. fortnightly, monthly etc) without requirement to issue individual instalment notices**

Previous Great Eastern Country Zone Position:

1. Support the WALGA position with respect to Section 6.41 being amended to permit the rates notice to be issued electronically.
2. Does not support Section 6.41 being amended to introduce flexibility to offer regular rate payments (i.e. fortnightly, monthly etc) without requirement to issue individual instalment notice.

Revised GECZ Position

5.2 Submission to ERA – Western Power Access Arrangement (05-042-02-0001 DM)**WALGA Recommendation**

That WALGA's submission to the Economic Regulation Authority on Western Power's Proposed Access Arrangement for the period 2017 to 2022 be endorsed.

ZONE COMMENT:

Zone support

5.3 Public Health Act 2016 (05-031-01-0001 EDR)**WALGA Recommendation**

That State Council endorse WALGA's submission to the Department of Health's First Interim State Public Health Plan be endorsed.

ZONE COMMENT:

Zone support

5.4 Outcome of Consultation - Short-Term Rental Accommodation and the Sharing Economy Discussion Paper (05-036-03-0016 CH)**WALGA Recommendation**

1. That WALGA request the Minister for Planning to establish, through the Department of Planning, Lands and Heritage, a Technical Working Group, with a goal to reviewing the planning framework in relation to short-term rental accommodation, that gives consideration to;
 - a. A review of Planning Bulletin 99 – Holiday Home Guidelines, with a particular emphasis on expanding the scope of Planning Bulletin 99 beyond ‘Holiday Homes’, to reflect changes in the accommodation market;
 - b. A review of ‘Land Use’ definitions within the Planning framework that relate to short-term accommodation; and
 - c. Establishing a ‘preferred’ approach for the management of ‘home-sharing’ within the planning framework.
2. That WALGA, in collaboration with member Local Governments, develop a model Short-Term Accommodation Local Law for those Local Governments who wish to regulate short-term accommodation providers.

ZONE COMMENT:

Zone support

5.5 Policy for Assessing Applications to Operate Restricted Access Vehicles on Local Government Roads (05-006-03-0001 MB)**WALGA Recommendation**

That the ‘Policy for Assessing Applications to Operate Restricted Access Vehicles on Local Government Roads’ be endorsed as a model policy for Local Government adoption.

ZONE COMMENT:

Zone support

5.6 Review of the Western Australian Rail Access Regime (05-006-02- 0005 ID)**WALGA Recommendation**

That the interim submission to the West Australian Department of Treasury on the Review of the Western Australian Rail Access Regime be endorsed.

ZONE COMMENT:

The following is an extract from the WALGA State Council Agenda.

During the period that the rail access regime has been in place, Local Governments have been dismayed to observe the loss of cost competitive rail services in many parts of the south west of the State. This has led to an increase in freight movements on road, with major impact on the road maintenance task that needs to be funded and undertaken. There have also been concerns about the impact of additional truck traffic on the safe operation of the road network.

Closure of rail lines is not necessarily a consequence of the design of the regime, but more closely linked to the obligations required under the rail lease agreement and its variations. However, there are aspects of the regime that have contributed to the closure of some rail lines. The key points developed in the interim submission are:

- a) *There should be an effective mechanism for the State (and potentially Federal) Government to formally engage in the negotiation between a rail access seeker and the railway manager*

where the cost impact arising from moving to road freight is greater than the incremental investment required to provide cost competitive rail access.

- b) The regime should provide adequate, public and on-going information flow between the railway manager and current or future access seekers in regard to the state of the asset and planned investment the network.
- c) The regime should add a focus to ensure sustainability and maintenance of the rail network, where there is continuing demand.
- d) There needs to be strong links between the requirements of the access regime and the lease agreement, particularly in dealing with obligations to maintain lines as fit for purpose and coverage of closed lines.

Industry and government have adapted to the changed environment following closure of Tier 3 rail lines and it is unclear whether any of these lines could now feasibly be returned to service. However, the remaining freight rail network remains vital to many important export oriented industries that underpin economic development of regional Western Australia. Competitive access to the rail network and efficient investment in the network is important in delivering the policy objective of moving bulk freight on rail to the greatest extent practicable.

ZONE COMMENT:

Zone support

5.7 Interim Submission on the Climate Change Authority's Review of the Carbon Farming Initiative Legislation and the Emissions Reduction Fund (05-028-01-0005 LS)

WALGA Recommendation

That the interim submission in response to the Climate Change Authority's Review of the Carbon Farming Initiative Legislation and the Emissions Reduction Fund be endorsed.

ZONE COMMENT:

Zone support

RECOMMENDATION:

That the Great Eastern Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

RESOLUTION: **Moved: Cr Truran** **Seconded: Cr Waters**

That the Great Eastern Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

CARRIED

9.4 Review of WALGA State Council Agenda - Matters for Noting/Information

- 6.1 Consultation – Third Party Appeal Rights in Planning (06-06-01-0001 GC)**
- 6.2 National Disability Insurance Scheme (NDIS) and support to Local Government (05-021-01-0002/1)**
- 6.3 Control of off-road vehicles (05-053-03-008 NH)**
- 6.4 2017-18 State Budget (05-088-03-0001 DM)**
- 6.5 Productivity Commission Inquiry into Horizontal Fiscal Equalisation (05-088-03-0001 DM)**
- 6.6 Review of Climate Change Policy (05-028-03-0011 LS)**
- 6.7 Container Deposit Scheme Submission (05-040-03-0001 RNB)**

6.8 Household Hazardous Waste Program – Next Phase (06-043-01-0001 RNB)

9.5 Review of WALGA State Council Agenda - Organisational Reports

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste Unit (01-006-03-0017 MJB)

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)

7.1.4 Report on Key Activities, People and Place (01-006-03-0014 JB)

9.6 Review of WALGA State Council Agenda - Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Freight Policy Forum

9.7 WALGA President's Report (Attachment)

Presenting the WALGA President's Report

RECOMMENDATION:

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda:

- Matters for noting/Information;
- Organisational reports;
- Policy Forum reports; and
- WALGA President's Report.

RESOLUTION: **Moved: Cr Hooper** **Seconded: Cr Brown**

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda:

- **Matters for noting/Information;**
- **Organisational reports;**
- **Policy Forum reports; and**
- **WALGA President's Report.**

CARRIED

10.0 AGENCY REPORTS

10.1 Main Roads WA (Attachment)

Mr Rob Barnsley, A/Regional Manager Wheatbelt Region, Main Roads WA

Whilst unable to attend the GECZ Meeting, Mr Barnsley provided the following report.

Main Roads is planning a large-scale upgrade of the Walgoolan to Southern Cross section, a distance of 75 kilometres. The State Government has also identified this section as a priority project through its Jobs and Economic Development Sub-Committee and is lobbying the Federal Government for funding for a much-needed upgrade.

Project development work over the past two years includes a submission to the Federal Government for funding of around \$200 million to:

- widen and improve the Walgoolan to Southern Cross section including provision of overtaking lanes and road over rail bridge improvements;
- widen and realign two sections of the highway east of Southern Cross between Ghooli and Benari; and
- improve the Coates Gully section including bridge replacements and intersection improvements.

Work on the Walgoolan-Southern Cross section will focus also on replacing the aging narrow pavement width seal of 7.2 metres with an 11-metre-wide seal on top of an 11-metre formation.

A funding submission has been presented to the Federal Government and will be considered in the Federal budget process in May 2018.

In the meantime, planned maintenance work over the coming summer months will address the worst affected sections and maintain safety. These works are scheduled annually by Main Roads throughout the State to address maintenance needs to ensure safety on the network.

Between December and January pavement and shoulder repairs will be carried out on priority areas of the highway totalling 1.8 kilometres between Walgoolan and Southern Cross.

A total of 32 kilometres of pavement edge and shoulder repairs were completed this year and a further 15 kilometres of work will be done over summer.

Main Roads continues to monitor the condition of all of the State's highways and undertakes short term routine maintenance activities to maintain safe operations as required.

More detail on the Walgoolan to Southern Cross section is provided in a map which forms an attachment to the minutes of the meeting.

Noted.

10.2 Regional Development Australia (RDA) Wheatbelt

Nil report

10.3 Water Corporation (Attachment)

Sharon Broad, the Water Corporation's Regional Manger for the Goldfields and Agricultural Region, is unable to attend the GECZ Meeting has provided a report on recent work undertaken by the Water Corporation across the region for Member Councils information.

Ray Hooper, A/CEO Shire of Yilgarn raised the issue of increased usage charges for heavily utilised standpipes within the Shire of Yilgarn. Cr Sachse advised the matter was being addressed by the Rural Water Council.

It was agreed that this matter be raised with the Water Corporation with a request for Sharon Broad to attend the next meeting of the GECZ to discuss the matter.

RECOMMENDATION:

That the Great Eastern Country Zone notes the report provided by the Water Corporation's Regional Manger for the Goldfields and Agricultural Region.

Noted.

10.4 Wheatbelt Development Commission (WDC) (Attachment)

Wendy Newman, the Wheatbelt Development Commission's CEO, is unable to attend the GECZ Meeting has provided a report on recent work undertaken by the Comission across the region for Member Councils information.

Greg Powell, CEO Shire of Merredin, enquired of Member Councils whether they were looking to put forward any nominations for the upcoming selection of Board Members to the WDC. The Shire of Merredin was supporting Cr Julie Flockhart's nomination for selection on the Board.

RECOMMENDATION:

That the Great Eastern Country Zone notes the report provided by Wendy Newman, CEO Wheatbelt Development Commission.

Noted

10.5 Department of Local Government, Sport and Cultural Industries

Mr Ken Parker, Principal Strategy Officer
Ms Renata Mlinar, Legislation Officer

11.0 MEMBERS OF PARLIAMENT

Nil

12.0 OTHER BUSINESS

Nil

13.0 URGENT BUSINESS as permitted by the Zone President

Nil

14.0 DATE, TIME AND PLACE OF NEXT MEETINGS

Thursday 1 March 2018 In-person meeting of the Great Eastern Country Zone in Kellerberrin

15.0 CLOSURE

In closing the meeting Cr Cole wished all in attendance and safe and happy festive season.

There being no further business the Chair declared the meeting closed at 12.31pm.

DECLARATION

These minutes were confirmed by the Great Eastern Country Zone at the meeting held on Thursday 1 March 2018.

Signed _____
Person presiding at the meeting at which these minutes were confirmed



MINUTES

FOR THE MEETING CONDUCTED AT 10.00 AM
ON THURSDAY 16 November 2017 AT THE NORTHAM RECREATION CENTRE

1 Meeting opening and apologies.
Introduction of Visitors/ New members / proxies.

The D/Chair opened the meeting at 10.10am and welcomed the new Chair and all to the meeting. Introductions were made.

Record of Attendance

Executive

Superintendent Martin Cope (Chair)	WA Police
Superintendent Trevor Tasker (D/Chair)	Dept of Fire & Emergency Services
Yvette Grigg (Executive Officer)	Office of Emergency Management
Sharon Cocking (Minutes)	Dept of Fire & Emergency Services

Members

Sven Andersen	Dept of Fire and Emergency Services
Maj Peter Jones	Australian Defence Force (JOSS-WA)
Ross Leader	St John Ambulance
Pamela l'Anson	DPIRD
Torben Bendtsen	Dept of Fire and Emergency Services
Colin Brown	Dept of Fire and Emergency Services
Ella McDonald	Great Eastern Country Zone
Rob Barnsley	Main Roads WA
Joseph Cuthbertson	WACHS
Kim Reader	Dept of Communities

Visitors

Stephen Gollan	Shire of Beverley
Stan Scott	Shire of Toodyay
Steve Gray	Dept of Fire and Emergency Services
Myra Keep	University of WA
Steve Duggan	Bureau of Meteorology

Member Apologies

Jo Spadaccini
 Graeme Keals
 Derek Host
 Gren Putland

Department of Communities
 Parks and Wildlife
 Water Corp
 Main Roads WA

2. Guest Presentations

Bureau of Meteorology – Steve Duggan
“Food Warning Service Refresher and Seasonal Outlook”

Steve gave a presentation that spoke to the following topics:

- Total Flood Warning System
- WA Service Level Specifications
- Warning product and flood classifications review
- Accessing flood information on the BOM website.

Work is currently occurring in the area of Flood Classifications review and warnings. As it has been many years (30) since the last major flooding had occurred, there is a need for this work to be updated, and awareness of the reviewed levels will need to be raised within the community.

The members discussed the need for consistent warning terminology. Work is currently being undertaken to look at aligning to impact based warnings, which may be more easily understood by the community.

The products available on the BOM site including the Warning Services for Flood were discussed including the seasonal outlook which is classified as “neutral” with all indicators from models showing as average.

University of Western Australia – Professor Myra Keep
“The science of Earthquakes, with a focus on the Wheatbelt District”

Myra spoke to the science of Earthquakes, with a focus on the Wheatbelt Districts.

The presentation included the theory of earthquakes, including contextualising the time frame of the formation and seismic activity of the Wheatbelt area within Western Australia. Myra also spoke of the uniqueness of surface breaching that occurs in WA, as this only occurs in one other place in the world, being the south eastern part of the United States.

Myra used an interactive model built using various density of cake, to show the different geological aspects of the Wheatbelt including the Yilgarn Craton, and how it reacts to various stressors.

Finally Myra went through a number of power point slides that showed evidence of clusters or swarms of seismic activity occurring within a very short time frame in specific areas.

In summary, the Wheatbelt is a very seismically active area of Australia, and while small earthquakes occur within the region frequently, a larger more destructive earthquake could occur in the district at any time.

Department of Fire & Emergency Services - Stephen Gray
“York earthquake mitigation case study project”

Stephen gave an overview of the project that will be run in York until the end of 2018.

The project is a collaborative effort between Geoscience Australia, DFES, the University of South Australia and the Shire of York. Its aim is to develop strategies to mitigate damage to buildings in the case of a major earthquake event, and then to run a simulation in an effort to provide a cost benefit analysis of the mitigation works.

A briefing to the York Shire Council on the outcomes of the project is scheduled to occur between November and December of 2018. Stephen will keep the DEMC informed of progress during the year, and present the final findings of the project to the DEMC at the project's conclusion.

3. Confirmation of Minutes

It was agreed that the minutes of the Wheatbelt District Emergency Management committee held on the 16 February 2017 be confirmed as a true and accurate record.

Moved: Sven Andersen
 Seconded: Torben Bendtsen

4. Review of Action List.

See Item 1 Action List as attached.

5 Correspondence / Information tabled

5.1 Inwards:

1. Copy of a letter sent to the great Eastern Country Zone from Mal Cronstedt re Telstra Exchange battery backup issues.

2. Copies of letters sent to the Shires of Goomalling, Quairading, Narembeen and Mt Marshall in regards to the noting of their reviewed Local EM Arrangements at the October 2017 meeting of the SEMC

5.2 Outwards:

1. Briefing note to Mr Mal Cronstedt, Executive Officer of the SEMC – re Telstra infrastructure battery backup issues.

6. Standing items (to be considered at each meeting)

6.1 DEMC Membership – Discussed and constantly under review.

6.2 District contact list – circulated and updated

6.3 Local Emergency Management

6.3.1 LEMA Tabled.

The following LEMA were checked for compliancy by the Wheatbelt District Advisor and sent to members via email for comment.

1. Shire of Mt Marshall
2. Shire of Quairading
3. Shire of Goomalling
4. Shire of Narembeen

There being no further comments for major changes the four LEMA documents were considered compliant by exception and forwarded to SEMC for noting.

Resolution – 04/2017

The District Emergency Management Committee noted the four reviewed sets of LEMA for the Shires of Mt Marshall, Quairading, Goomalling and Narembeen.

Moved: Pamela l'Anson
Seconded: Stephen Gollan.

6.3.2 Review of EM status across the district

1. LEMA currency, LEMC functionality and local risk Projects progress

- The Shire of Beverley and York's LEMA have been reviewed and are currently going through the review process.
- The 4 LGs along the Avon have agreed to undertake their risk work as a group, and their first risk workshop was held yesterday. It was very successful and well supported by agencies with over 50 attendees present.
- The 4 LGs along the north west edge of the district, Chittering, Gingin, Dandaragan and Moora have also agreed to undertake their risk work as a group and held their introductory workshop in Gingin on the 9th November.

2. LEMC and exercise schedules.

- Most LEMCs are functioning well, with some still struggling to reach quorum.
- There is limited information available to develop exercise schedules.

3. Exercise Reports - as attached.

6.3.3 ISG Activations – Nil reported.

6.4 District Emergency Management

6.4.1 Emergency Risk Management

1. Second treatment strategy workshop was held on 31st August 2017.
2. Another treatment strategy discussion around the themes of health and agricultural is being held on the 27th November 2017.

6.4.2 OASG activations - Nil

6.4.3 Exercise Reports (District)

1. DFES Bushfire Exercise (York) was a Level 2 incident incorporating DFES personnel and volunteers. Agencies also supported the exercise well, with a large number attending the ISG meeting.

2. The annual DFES State Bushfire Exercise was also held in York, and was well attended.

3. Water Corp Exercise – Merredin. (*refer website*)

4. Joint DEMC Cross Borders Exercise – June 2017 (*refer website*)

(full reports are available on the Wheatbelt DEMC website)

7. **Agenda Items**

7.1 DFES – Preseason preparedness – DO Sven Andersen.

- The Seasonal synopsis indicates an “Average” year.
- Summer Storms will be a consideration and there is a forecast for higher than average cyclone season.
- Fire fuel loads in reference to the perennial grass growth were discussed and the amount of mitigation currently being finalised.
- The York exercise and the Incident Management training that occurred at the Simulation Centre in Belmont was useful in the lead up to the season.
- Level 3 preformed teams incorporating approximately 70 members from DFES and Parks & Wildlife have been developed and will be placed on standby as required.
- The new Commissioner for DFES is Darren Klemm.
- The Automatic Vehicle Locators (AVL) project has been rolled out. The locators have been fitted to all DFES emergency service vehicles including Bush Fire Brigades, VES, VFRS and SES.
- Community Engagement has a new tool;
 - 5 Minute Chat
 - Website – How to be prepared

7.2 DFES – Flood level classification review project update – DO Colin Brown.

- Floods in January provided an opportunity for the ability to analyse the mapping and predictions. They were proved to be very accurate.

- Classification level review along the Avon is currently being undertaken with most of the work currently occurring in Toodyay. Rob Koch provided a report in reference to the Toodyay review and some recommendations for changes to the flood level classes have been forwarded DFES as the HMA.

8. **General Business - Agency Updates**

Dept of Agriculture and Food – Pam I’Anson

A whole of region exercise will be carried out next week. Pre formed teams and response plans have been reviewed and prepared.

Main Roads – Rob Barnsley

Main Roads have a new maintenance contract, however largely the same personnel carrying out works.

Will shortly be undertaking training to ensure full understanding of working with restricted access permits this season.

Department of Communities

- Advised that in July the Department name changed to Department of Communities.
- There is much work to be done with the review and amalgamation of the departments.

Australian Defence Force – Major Peter L Jones

- ADF has conducted training at Leeuwin Barracks which included the Army, Navy and Air force.
- Various major units have been created to advise commanding officers in civilian issues, which has provided an increased depth of personnel to draw on in the event of multiple events occurring to provide support.

9. **General Business – Other business**

Nil

10. **Confirmation of next meeting**

15th February 2018

11. **Meeting Closed at 12:00pm**

Appendix 1

Action List

Wheatbelt District Emergency Management Committee Action list as at 16 November 2017

Date	Reference	Item	Responsible person	Due date	Update
16/02/17	5.	<p>Issue with the backup batteries at Telstra Exchanges failing before generators can be connected.</p> <p>Letter sent to the State EM Committee</p>	Executive Officer	Next Meeting	This was raised at the national Australian New Zealand Emergency Management Committee (ANZEMC), and the criticality of such networks for public safety was noted by all jurisdictions. OEM to provide updates concerning progress.

Appendix 2 Local EM Status for the Wheatbelt EM District

Risk, LEMA and LEMC functionality table.

Local Government	Status ERM process	Status LEMA	LEMC Functionality	Comments
Beverley	In Progress	Completed 2017, waiting on endorsement	Meeting regularly	First Avon risk workshop held 15th November 2017. Project to be finalised by end 2018
Bruce Rock	Nil	Endorsed 2013	Meeting quarterly.	LEMA due for review March 2018.
Chittering	In Progress	Endorsed 2013	Meeting quarterly.	LEMA due for review March 2018. Introductory risk meeting held 9 th November, First risk workshop to be held early 2018.
Cunderdin	Completed 2017	Endorsed 2016	Meeting quarterly.	
Dalwallinu	Nil	Endorsed 2014	Meeting quarterly.	Having trouble with meeting quorums.
Dandaragan	In progress	Endorsed 2015	Meeting quarterly	Introductory risk meeting held 9 th November, First risk workshop to be held early 2018.
Dowerin	2010 Due for review.	Endorsed 2014	Meeting quarterly	
Gingin	In progress	Endorsed 2015	Meeting quarterly	Introductory risk meeting held 9th November, First risk workshop to be held early 2018.
Goomalling	Final draft	Endorsed 2017	Meeting quarterly	Risk project finalised, currently with risk team at SEMC secretariat for comment.
Kellerberrin	Complete 2013	Complete 2014	Meeting regularly	
Koorda	In progress	Completed 2015	Meeting regularly	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Merredin	In progress	Completed 2016	Meeting quarterly	Local Risk Project being undertaken by WALGA EM Services.

Local Government	Status ERM process	Status LEMA	LEMC Functionality	Comments
Moora	Nil	Endorsed 2013	Meeting quarterly	
Mt Marshall	In progress	Endorsed 2017	Meeting quarterly.	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Mukinbudin	In progress	Endorsed 2013	Meeting regularly	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Narembeen	Nil	Endorsed 2017	Meeting regularly.	
Northam	Complete 2012	Endorsed 2016	Meeting regularly.	First Avon risk workshop held 15 th November 2017. Project to be finalised by end 2018.
Nungarin	In progress	Endorsed 2013	LEMC does not meet.	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Quairading	Completed 2017	Endorsed 2017	Meeting quarterly.	
Tammin	Nil	Endorsed 2014	Meeting quarterly	
Toodyay	In progress	Endorsed 2016	Meeting quarterly.	First Avon risk workshop held 15 th November 2017. Project to be finalised by end 2018
Trayning	In progress	Endorsed 2013	Meeting regularly	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Wongan Hills / Vic Plains	Nil	Endorsed 2012 Due Dec 17	Meeting quarterly	LEMA due for major review December 2017. Not yet undertaken. Having some difficulty obtaining meeting quorums.
Wyalkatchem	2015	Endorsed 2014	Meeting quarterly	Local risk project is being conducted under the AWARE programme in a joint project with NEWROC.
Yilgarn / Westonia	2011	Endorsed 2016	Meeting Quarterly.	
York	In progress	Completed 2017, waiting on endorsement	Meeting quarterly.	First Avon risk workshop held 15 th November 2017. Project to be finalised by end 2018

Appendix 2 Local EM Status for the Wheatbelt EM District

LEMC and Exercise Schedule

25 LEMCs 28 LGs	Proposed	Proposed	Proposed	Proposed	Proposed	Report Received	Report Received
Beverley	08/08/2017	14/11/2017	13/02/2018	08/05/2018			Yes
Bruce Rock	07/07/2017	25/08/2017	20/10/2017	09/02/2018			Yes
Chittering	23/08/2017	22/11/2017					Yes
Cunderdin	06/09/2017	06/12/2017	07/03/2018	06/06/2018			Yes
Dalwallinu	24/07/2017	23/10/2017					NO
Dandaragan	-	01/11/2017	07/02/2018	02/05/2018			Yes
Dowerin	08/2017	11/2017	02/2018	05/2018			Yes
Gingin	28/06/2017	23/08/2017					Yes
Goomalling	10/08/2017	16/11/2017	15/02/2018	17/05/2018			Yes
Kellerberrin/Tammin	01/08/2017	01/11/2017	01/02/2018	01/05/2018			Yes
Koorda							NO
Merredin	35/07/2017	25/11/2017	25/03/2018	25/06/2018			Yes
Moorabool	22/08/2017	14/11/2017	13/02/2018	15/05/2018			Yes
Mt Marshall	08/08/2017	14/11/2017	13/02/2018	08/05/2018			Yes
Mukinbudin							NO
Narembeen	24/08/2017	December	February				Yes
Northam	21/08/2017	07/12/2017					Yes
Nungarin							NO
Quairading	31/08/2017	19/10/2017	07/12/2017				Yes
Toodyay	09/08/2017	08/11/2017	10/02/2018	09/05/2018			Yes
Trayning							NO
Victoria Plains Wongan Ballidu	15/08/2017	18/10/2017	13/02/2018	15/05/2018			Yes
Wyalkatchem	16/08/2017	11/10/2017	.0/2018	04/2018			Yes
Yilgarn / Westonia	24/08/2017	23/11/2017	22/02/2018	24/05/2018			Yes
York	01/08/2017	07/11/2017	06/02/2018	08/05/2018			Yes

Appendix 2

Local EM Status for the Wheatbelt EM District

Exercise Reports

Local Exercise Reports				
LEMC or agency name	Date of Exercise	Type	Objectives	Lessons learnt
Moora	22 nd August 2017	Desktop Flood	To test the LEMA plan Raise awareness of flood	<ul style="list-style-type: none"> No emergency power at the Shire of Moora office No trigger points for upstream river levels Resource list incomplete ACTIONS Approach Steve Duggan to conduct flood workshop.(14/11/17) Prepare a current flood plan
Wongan Ballidu-Victoria Plains	18 th October 2017	Desktop Fire	To test the LEMA and raise awareness of the risk of bushfire.	<ul style="list-style-type: none"> Improvements to LEMA were noted for action. Careful consideration of appointment of appropriate recovery coordinator.

District Exercise Reports				
Name	Date of Exercise	Type	Objectives	Lessons learnt
Exercise Cross Borders (North Metro and Wheatbelt Joint DEMC exercise)	13 th June 2017	Desktop	Develop cross boundary emergency coordination arrangements between agencies in major emergencies. Explore, verify and build inter-agency and inter emergency management district relationships.	Importance of MOUs between LGs for resource sharing. Emphasised the importance of EM committees and operational multi-agency committees to ensure cross agency coordination and effectiveness in a major widespread event such as in this scenario. <i>(See attachment 2 for detail)</i>
DFES Bushfire Exercise	21 st June 2017		Verbal report	
DFES State Bushfire Exercise	17 th October 2017		Verbal report	
Water Corp - Exercise Bandicoot	22 nd October 2017	Field	To test emergency response and evacuation procedures and provide training to personnel. Test equipment and procedures.	A number of improvements were identified in availability of documents and clarity of Hazchem codes. Improvements can be made in evacuation communication to community. <i>(See attachment 2 for detail)</i>



Office of the Auditor General Western Australia

The Auditor General and local government audit

Don Cunninghame
Assistant Auditor General, Financial Audit

Serving the Public Interest

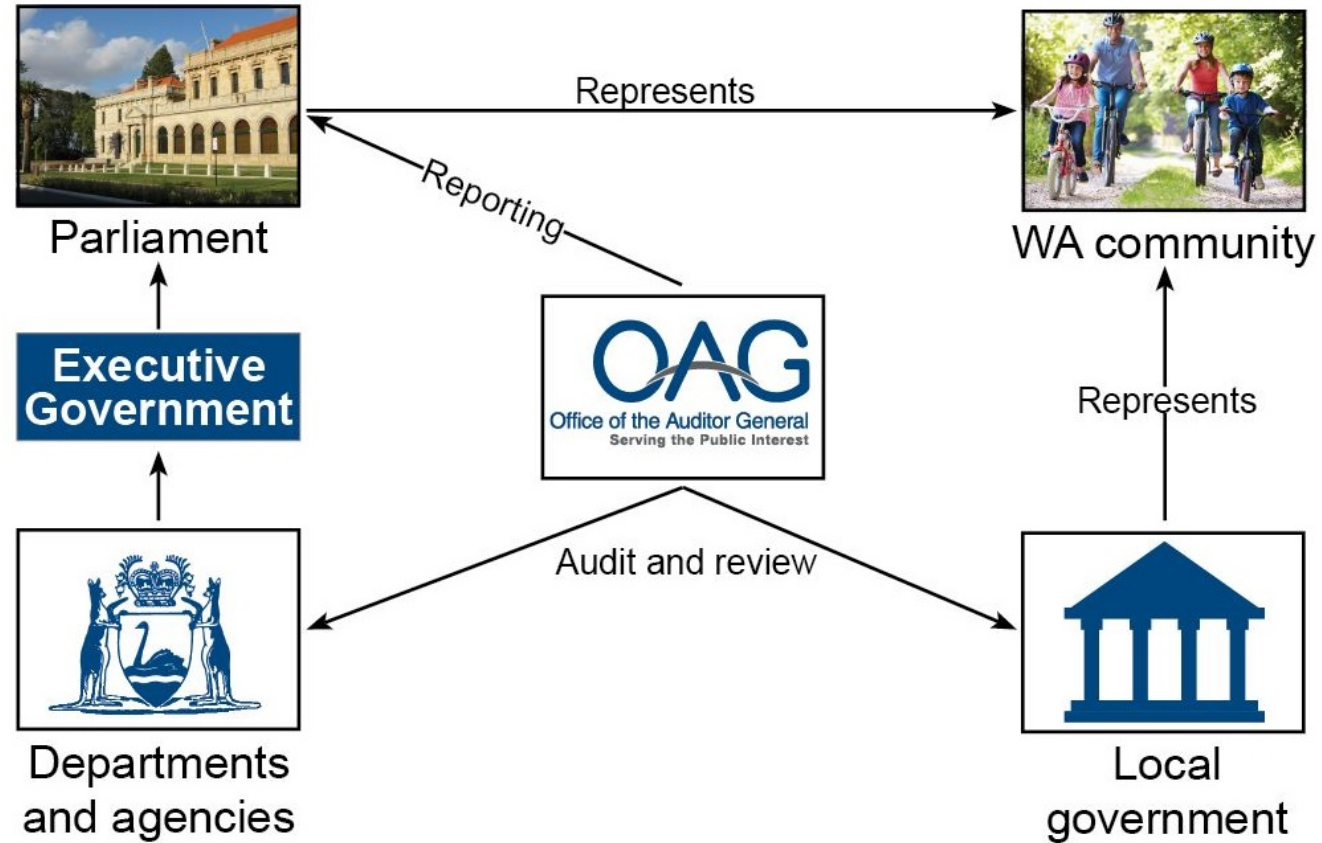


- Current role and functions of the Auditor General
- Types of audits
- Our audit approach
- Local government audit
 - background
 - the Audit Amendment Act – at a glance
 - what it all means
 - where to from here



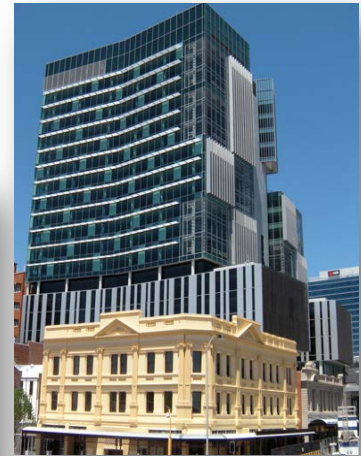
Current role of the Auditor General

- Independent and impartial
- Historic and evolving
- Provide information to Parliament
- Public sector accountability
- Serving the public interest



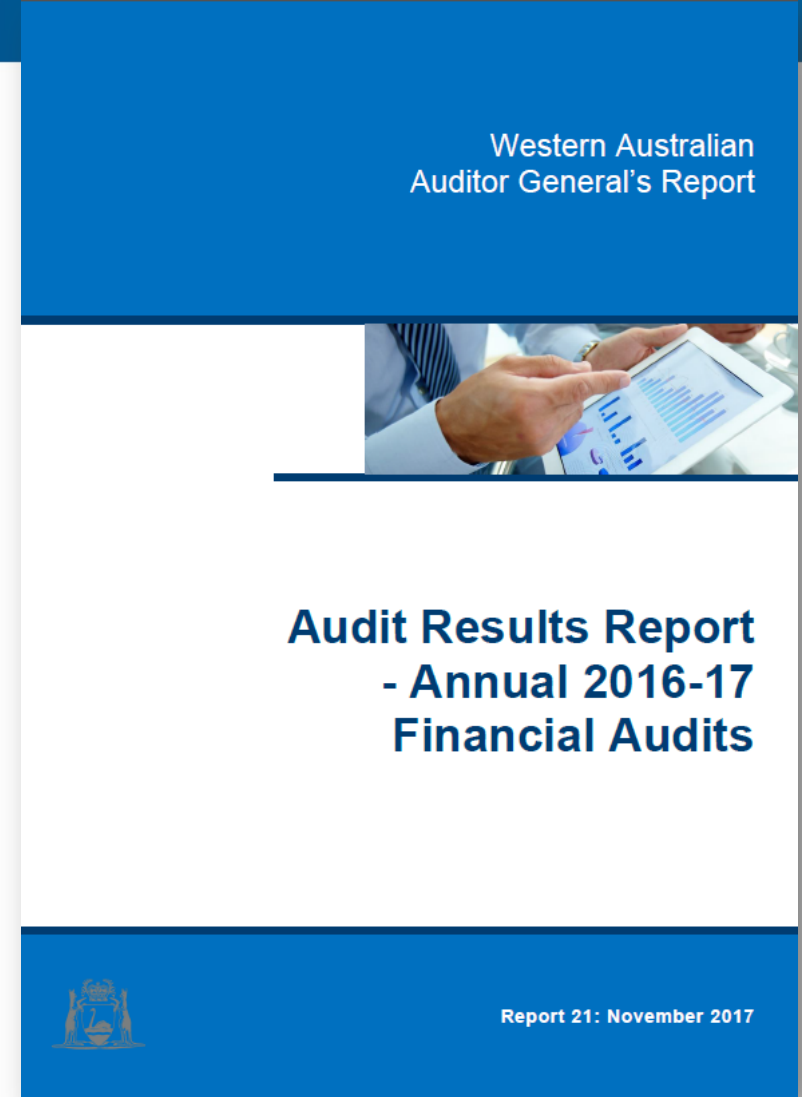
Auditing in the public interest

- Annual financial audits:
 - financial statements
 - controls
 - key performance indicators *(for state government)*
- Performance audits
 - narrow and broad scope
- Focus area audits
- Information systems audits
- Opinions on ministerial notifications

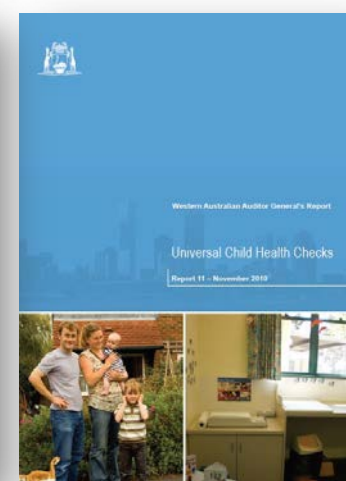
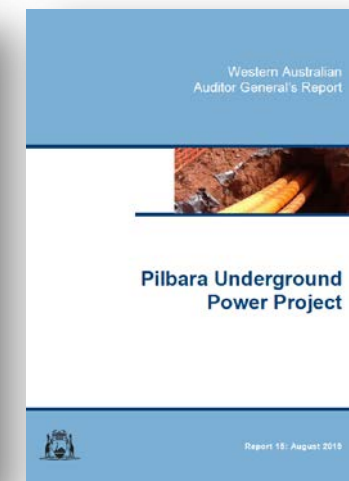
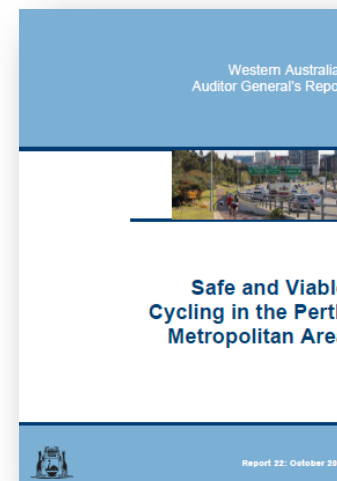
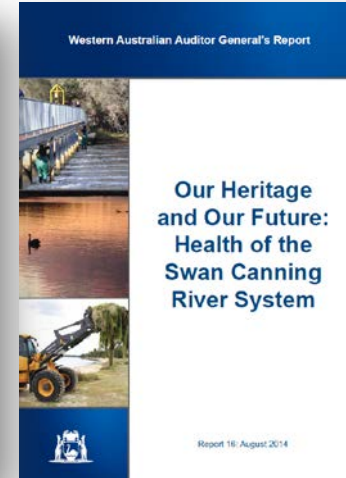
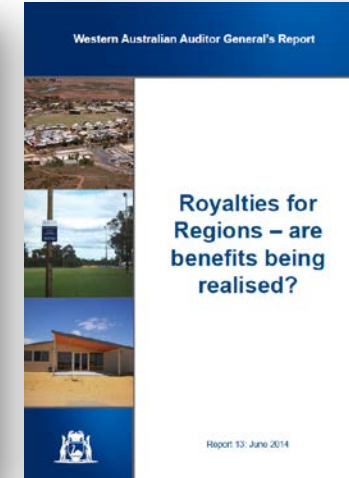
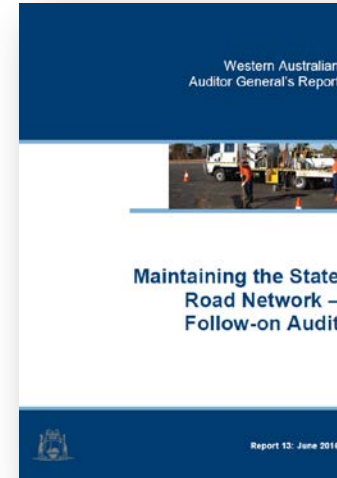


Financial audits

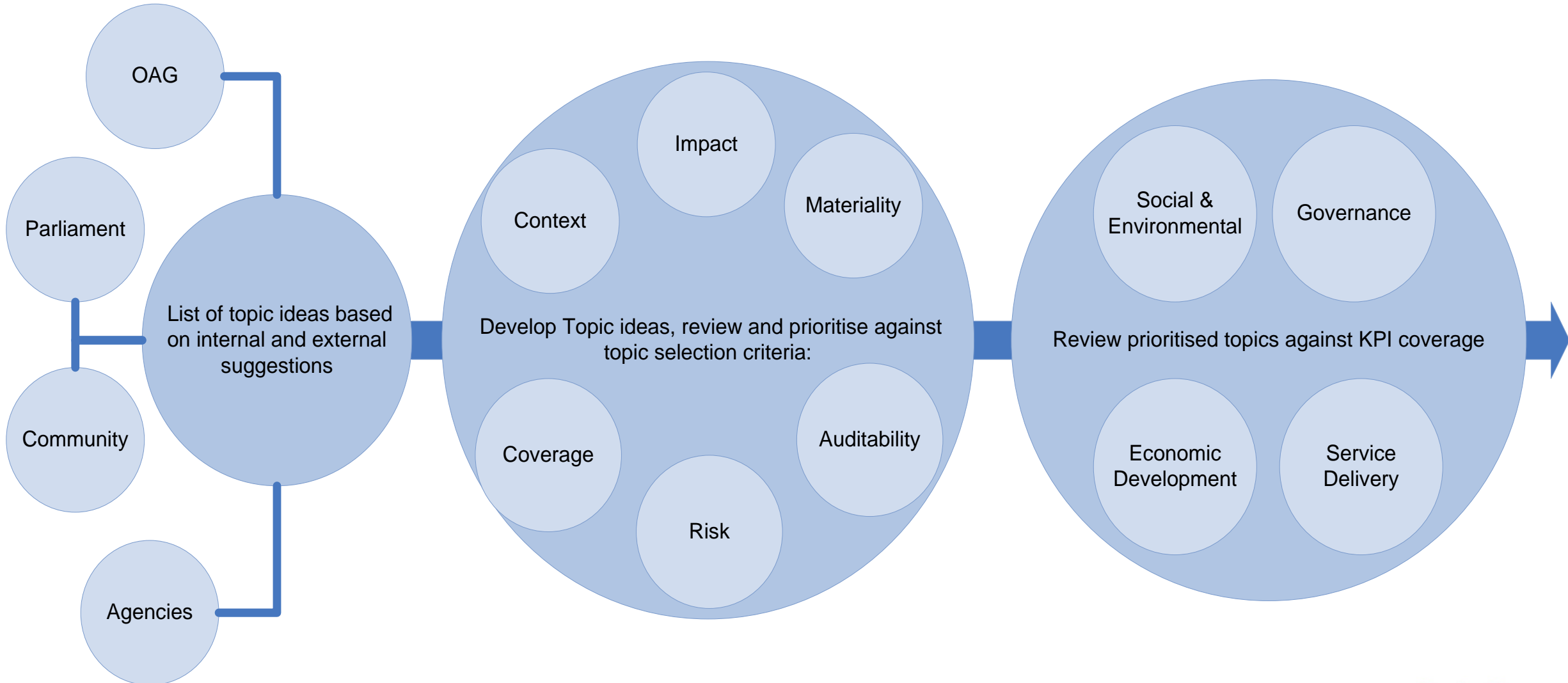
- Total annual financial audits (June + December) \approx 180
- Annual Audit Results Report to Parliament
- If you did not have a signed financial audit contract at 28 October 2017, the Auditor General is now responsible for your audit



- Informing Parliament
- Wide range of topics
- Selection process for topics and local governments (no 'hit list')
- Key findings and recommendations
- Parliament has input and follow-up
- Effectiveness → Efficiency

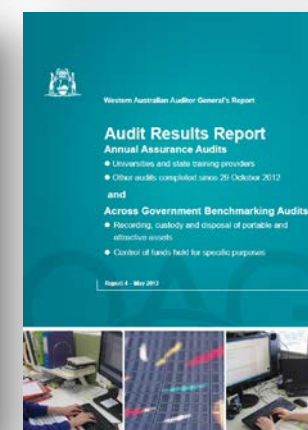
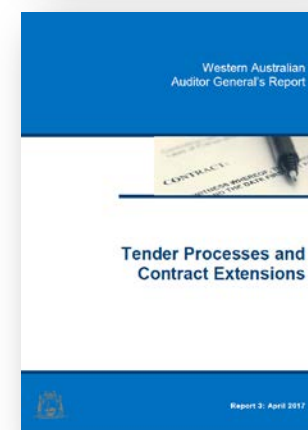
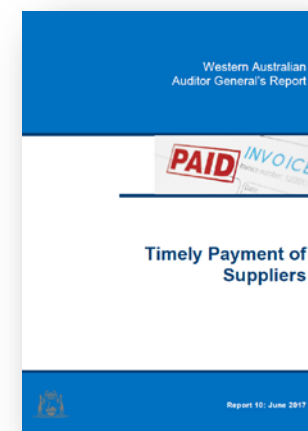


Topic selection – performance audits



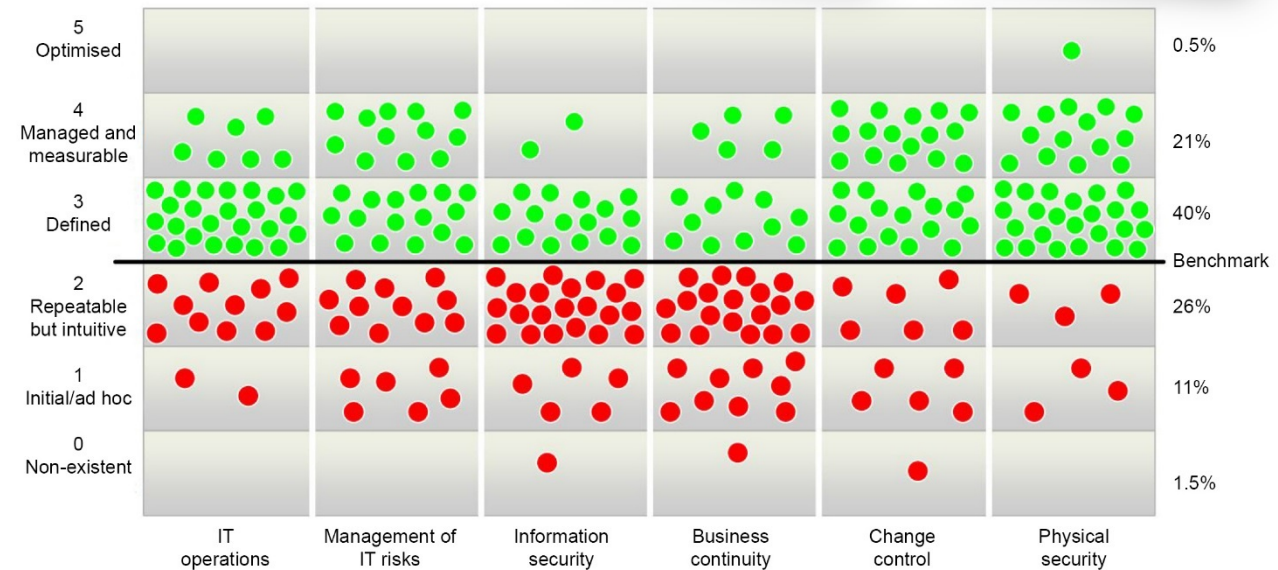
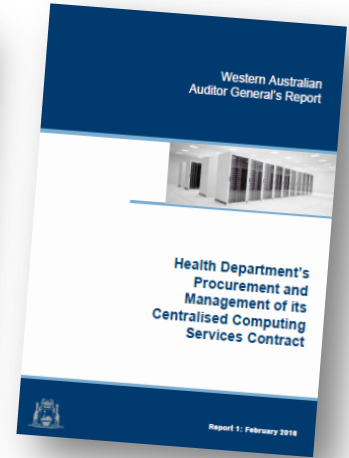
Focus area audits

- Build on our annual financial audits
- Look at common business practices
- Findings provide insight to:
 - good practice
 - types of control weaknesses and exposures
- Selection process for topics and local governments
- Even those not audited can consider their own performance



Information systems audits

- Malware in the WA State Government
- Health Department - Centralised Computing Services Contract
- Database security
- General computer controls
- Applications reviews
- IS control weaknesses
- Security of Online Transactions
- Cyber security



Our Vision – Serving the public interest by an informed Parliament

Our Mission – To help improve public sector performance and accountability by reporting independently to Parliament

Integrity - independent and impartial

- ✓ but working with our clients

Quality

- ✓ auditing standards and evidence based

Respect - fair and constructive

- ✓ natural justice 'no surprises'



What we *do not* do

- An audit is not a “guarantee”
- We do not assess policy
- We do not investigate fraud or other criminal matters
- We do not investigate complaints relating to individuals
- No direct educative role



Local government audit - background

- These changes will bring WA in line with other states
- First recommended by the Public Accounts Committee in 2006 - '*Local Government Accountability in Western Australia*'

"There is absolutely no reason why local governments should not have the same accountability standards as State Government departments and agencies. This legislation brings them in line with the rest of the public service and other jurisdictions."

**Local Government Minister
Hon David Templeman MLA**

The Act – at a glance

- Gives the Auditor General the mandate to audit local government
- Allows for performance audits
- Financial audits can be contracted out
- Staged transition arrangement:
 - by 2020-21, Auditor General responsible for all financial audits
- Requires local governments to publish their annual reports online



What it means for the OAG

- 80% increase in the number of entities we audit
- We expect to contract out the vast majority of local government financial audits
 - OAG staff review all contract audits
 - all auditor's reports will be signed by the Auditor General
- Financial audit fees are likely to increase



Transparency and accountability

- Existing state government oversight
 - but largely incident-based
- OAG – long-term and ongoing presence
 - quality, consistency, transparency and evolving
- Council is the accountable authority
 - CEO to brief Council throughout audit
 - OAG to provide report to Council – procedural fairness and final report
- CEO to report significant audit findings to Council

...and make public

AGENDA: ORDINARY COUNCIL MEETING TO BE HELD 20TH DECEMBER 2017



Consultation and preparation – figuring out the ‘unknowns’¹⁵⁶

- Consulting with key stakeholders

- local governments, councils and audit contractors – inc zone meetings and presentations
- Parliament
- Department of Local Government, Sport and Cultural Industries
- WALGA and Local Government Professionals

- Referrals and enquiries

- community
- local governments

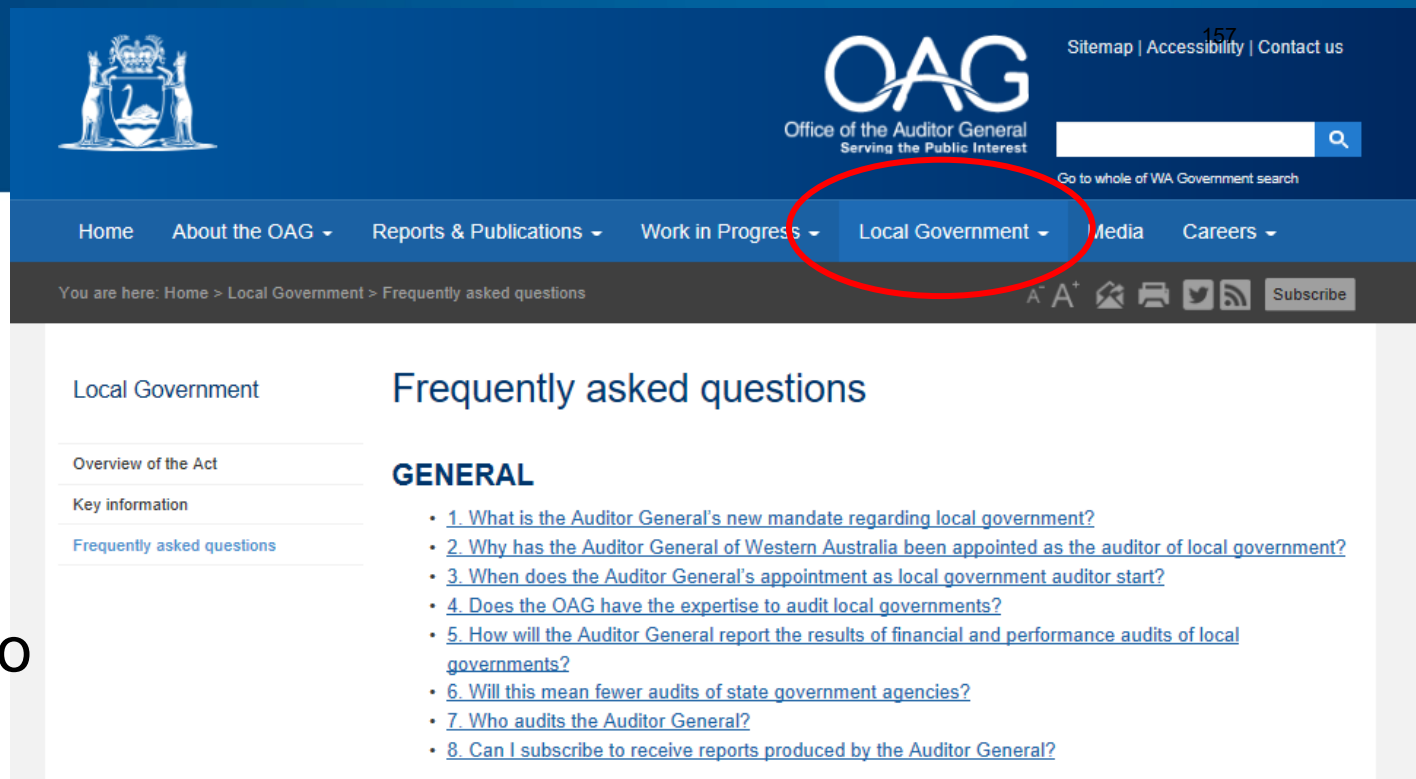
- Internal preparation

- communication and recruitment strategies
- training and awareness programs for staff
- review of audit methodologies and existing audit providers



Final words

- The OAG is experienced, qualified and proven
- Our work is evolving and we're evolving with it
- Local government audit brings us into line with other jurisdictions
- Level of change for each local government will vary
- There are benefits, and undoubtedly challenges
- We will work with you to make this a success – we're expert auditors, but not local government experts
- Information on our website – www.audit.wa.gov.au - FAQs



The screenshot shows the OAG website header with the logo and navigation menu. The 'Local Government' menu item is circled in red. Below the navigation menu, the breadcrumb trail reads 'You are here: Home > Local Government > Frequently asked questions'. The main content area is titled 'Frequently asked questions' and includes a 'GENERAL' section with a list of 8 questions.

Local Government

Overview of the Act

Key information

Frequently asked questions

Frequently asked questions

GENERAL

- [1. What is the Auditor General's new mandate regarding local government?](#)
- [2. Why has the Auditor General of Western Australia been appointed as the auditor of local government?](#)
- [3. When does the Auditor General's appointment as local government auditor start?](#)
- [4. Does the OAG have the expertise to audit local governments?](#)
- [5. How will the Auditor General report the results of financial and performance audits of local governments?](#)
- [6. Will this mean fewer audits of state government agencies?](#)
- [7. Who audits the Auditor General?](#)
- [8. Can I subscribe to receive reports produced by the Auditor General?](#)

Thank you and questions

158



Don Cunninghame

Assistant Auditor General, Financial Audit

info@audit.wa.gov.au

www.audit.wa.gov.au

(08) 6557 7500

AGENDA: ORDINARY COUNCIL MEETING TO BE HELD 20TH DECEMBER 2017

7.5.3 Chief Executive Officer – Request for Annual Leave	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Dirk Sellenger – The author and beneficiary of any Annual Leave approved by the Council.
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider a request for Annual Leave from the Chief Executive Officer.

Background Information

The CEO commenced work at the Shire of Mukinbudin on 7th March 2017 and is yet to take any annual leave.

Officer Comment

The CEO is planning to visit his parents in Shark Bay between Christmas and New Year and travel to Mandurah and Bunbury early in the New Year. A leave request from 27th December 2017 until Friday 12th January 2018 is hereby requested.

The CEO has arranged for several members of staff to work through the Christmas New Year period and these staff will take leave later in the year. The new Manager of Works commences on 3rd January 2018 and will receive a handover by the CEO prior to his commencement. The CEO will be within mobile range and contactable at all times during this period and this number has recently been advertised as the Shire Emergency contact number and for this reason no Acting CEO is warranted during this period.

Strategic & Social Implications

Nil

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Council has made the necessary allowances for costs associated with the payment of Staff Annual Leave, including the CEO in the 2017/2018 Annual Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council grant the CEO Annual leave for the period 27th December 2017 until 12th January 2018 (inclusive).

Carried /

7.5.4 Offer to Purchase – Portion Lot 204 Mukinbudin	
Location:	Lot 204 Bent and Shadbolt Streets, Mukinbudin
File Ref:	ADM 060
Applicant:	AIM (Agricultural Implements, Mukinbudin)
Date:	13 th December 2017
Disclosure of Interest:	Cr Nicoletti – relation to applicant
Responsible Officer	Dirk Sellenger - Chief Executive Officer
Author:	Dirk Sellenger - Chief Executive Officer
Voting Requirement:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to consider the subdivision and sale of Lot 204 Mukinbudin to allow for the expansion of the existing business (Agricultural Implements, Mukinbudin) situated on the corner of Bent and Shadbolt Street.

Background Information

AIM (Agricultural Implements, Mukinbudin) has expressed interested in purchasing an additional 7,000m² of land from Lot 204 to extend its existing operations in Mukinbudin.

Lot 204 is currently owned by the Council.

AIM currently has an established agricultural supply and service operation at No 1 corner Bent and Shadbolt Streets (shown as part of Deposited Plan (DP) 25940). No 1 is currently in two parts, one part directly on the corner of the two streets (western part) measuring about 1,943m²; the other (eastern part) measures about 7,952m². The two parts of the existing DP are not contiguous.

The additional 7,000m² would be amalgamated with this eastern part thus creating no additional lots.

Council considered the matter at the October Ordinary meeting of Council and resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 18 10 17

Moved: Cr Comerford

Seconded: Cr Paterson

That Council:

A. Supports the sale of 7,000m² from Lot 204 corner Bent and Shadbolt Streets to the proponent for an amount of \$27,000 (twenty seven thousand dollars), (being \$20,000 for the land and \$7,000 for expenses associated with the sale) subject to the \$20,000 offer being within 5% of the independent

sworn valuation and advertising the intention according to the requirements of 3.58 of the Local Government Act 1995.

B. Resolves to initiate a Scheme Amendment to Local Planning Scheme No. 4 to rezone a 7,000m² portion of Lot 204 corner Bent and Shadbolt Streets, Mukinbudin, from 'Rural' to 'Town Centre' (see Lot A on Plan B).

C. Authorise the CEO and President to endorse the Scheme Amendment documents, when prepared, and forward a copy to the EPA for environmental clearance.

D. On receipt of environmental clearance from EPA, advertise the Scheme Amendment in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

E. Authorise the lodgement of a subdivision application to the WA Planning Commission (WAPC) to subdivide Lot 204 to create a new 7,000m² lot for purchase by the proponent (see Plan B).

Carried 8 / 0

Notice of intention to sell a portion of Lot 204 was advertised following the independence sworn valuation and a copy of the advertisement follows:



NOTICE OF INTENTION TO SELL PROPERTY

In accordance with Section 3.58 of the Local Government Act 1995, the Shire of Mukinbudin proposes to sell a newly created commercial block (part existing Lot 204) (total combined land area 7,000m²) to Agricultural Implements Mukinbudin Pty Ltd for \$27,000 including GST (being \$20,000 for the purchase of the land and \$7,000 for costs associated with the subdivision and sale process).

The market value of the disposition is valued by LMW Property Consultants – Licensed Valuer & Property Consultants at \$20,000 including GST dated 1st November 2017. Written submissions in regard to the proposed sale are to be addressed to the Chief Executive Officer at the below address closing 12noon on Friday 24th November 2017.

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

Shire of Mukinbudin
PO Box 67
MUKINBUDIN WA 6479

At close of nominations on 24th November 2017 no written submissions were received and Council therefore has nothing more to consider with regards to this matter.

Figure 1 provides a location plan of Lot 204 adjacent to the Mukinbudin townsite. The figure also shows the existing Scheme designations.

Figure 5 shows an aerial photograph of Lot 204 in relation to the Mukinbudin townsite.

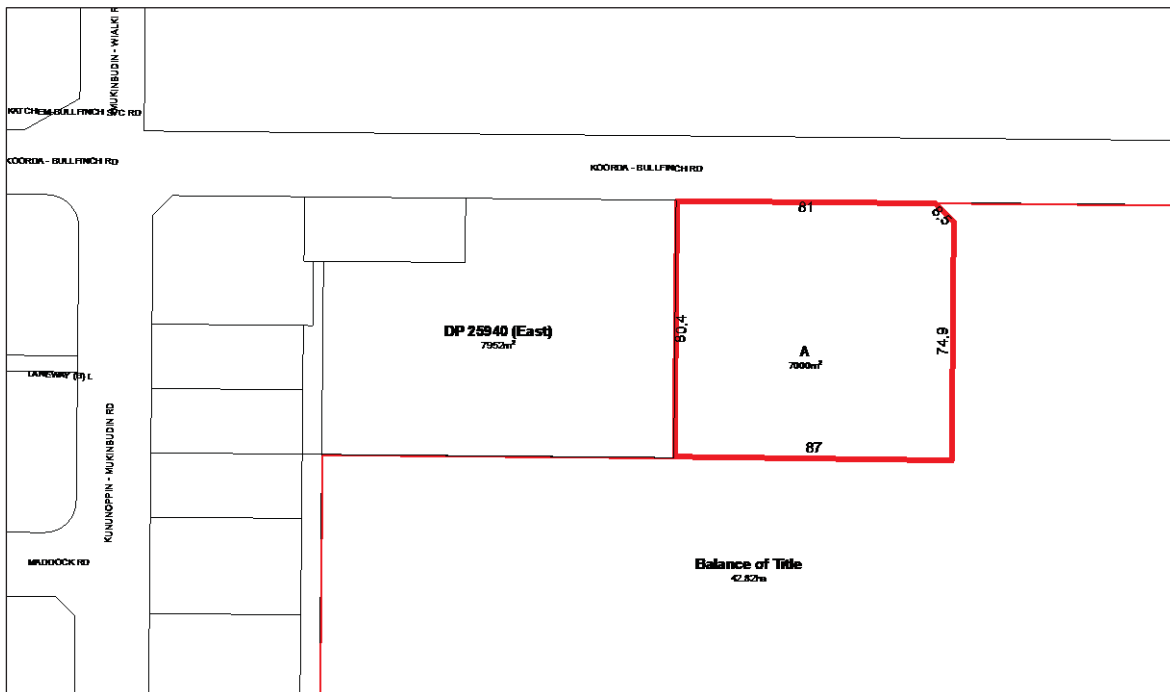
FIGURE 5 – AERIAL PHOTOGRAPH OF SUBJECT LAND



Source: Google, Planwest]

The 7,000m² portion of Lot 204 is shown in Figure 6 (and on Plan B).

FIGURE 6 – SPECIFIC LAND AREA source: Landgate, Planwest]



In order that the Council can permit an extension to the existing business, the land needs to be rezoned. The most appropriate zone is 'Town Centre' as the Scheme currently has no 'commercial' zone.

This would provide a continuation of the existing Town Centre zone eastwards on Shadbolt Street.

Proposed Development

Although there are no development plans lodged, these will need to comply with the Scheme provisions in terms of setbacks, parking, landscaping and the like.

OFFICER COMMENT

The proposed development is welcomed by the Council as it will consolidate the existing AIM operations in the town and Shire.

The Council is keen to facilitate the proposed land purchase but is cognisant of the potential costs that will be involved in the Scheme Amendment and the subdivision process.

Scheme Amendment

The cost of the preparation of the Scheme Amendment will need to be borne by the proponent, as it is specifically for the benefit of the proponent. These costs include items like the preparation of the amendment documents, advertising and gazettal fees. It is recommended that this process be commenced as soon as possible as it typically takes the longest to process. This process could take up to 12 months.

The recommendation suggests that, firstly the Council supports the sale of the 2 hectares (subject to Local Government Act requirements); and then initiates a Scheme amendment to rezone the land.

Subdivision

It is recommended that the Council signs a subdivision application (as the owner of the land). This will allow the proponent to lodge the application (ie. be the applicant) and therefore be responsible for subdivision costs.

The WA Planning Commission has 90 days in which to determine a subdivision application. If the subdivision is lodged, and approved, ahead of the Scheme Amendment the land can only be used in accordance with the Scheme for development in a 'Rural' zone.

The WA Planning Commission has a default position of not supporting the subdivision of rural land, however it may see this as an exception due to its proximity to the Townsite development.

Subdivision application costs include a WAPC fee of at least \$3,000, and the cost to prepare the application.

If the application is approved there will most likely be significant costs involved in providing essential services. These services will depend on the conditions imposed by the WAPC, but generally will include water, power and sewerage. The costs associated with these involve two parts; headworks charges and physical installation costs.

Survey costs (including surveyor and processing costs through Landgate) will also need to be paid prior to lodgement for new titles.

Following the inspection of the property, each of the staff members agree that it would not be in Councils best interest to allow dog numbers in excess of the stipulated maximum as determined in the Local Law (4 dogs for Rural Property)

Strategic & Social Implications

The Council has not adopted a Local Planning Strategy

Consultation

Paul Bashall – Consultant Planner - Planwest

Statutory Environment:

The subject site is currently zoned 'Rural' under the Shire of Mukinbudin's Town Planning Scheme 4, a shop or office are not permitted uses in this zone.

It is recommended that the whole of the additional 7,000m² area be rezoned to Town Centre.

3.58. Disposing of property

- (1) In this section —
 - dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and

- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications

Nil

Financial Implications

Council has received an offer for \$20,000 for the purchase of the 7,000m² block in question which the CEO believes however is yet to confirm (by way of an independent valuation) is expected to be close to market value.

No allowance for the sale of the part property in the 2017/2018 Budget and an offer of \$20,000 (twenty thousand dollars) has been made for the 7000m² parcel of land.

Council will have costs associated with the advertising of the proposed disposal, valuation expenses and subdivision expenses, rezoning expenses and these costs are estimated to cost in the vicinity of \$7,000.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council:

A. Supports the sale of 7,000m² from Lot 204 corner Bent and Shadbolt Streets to the proponent for an amount of \$27,000 (twenty seven thousand dollars), (being \$20,000 for the land and \$7,000 for expenses associated with the sale and subdivision) subject to the payment in full of \$27,000 (twenty seven thousand dollars).

B. That the CEO arrange for the survey and subdivision of the land in question.

Carried /

7.5.5 Railway Crossing – Regulatory Signage Review Request	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider a request for Regulatory signage changes for the Railway Crossing at the western end of Strugnell Street, Mukinbudin.

Background Information

The CEO understands the intersection in question has changed from a previous Give Way sign to the current Stop sign however the reasoning for the change is unclear.



Above: North view of Railway crossing.



Officer Comment

Regulatory signage including the stop sign at the intersection in question is determined by Main Roads WA and whilst the Shire of Mukinbudin may request a change, this change is at the discretion of the Commissioner of Main Roads.

The CEO and other members of staff have received numerous complaints about the need to stop at this intersection given the fact this is within Station limits (maximum train speed 10km/h) combined with the very open and straight nature of the intersection whereby visibility is considered excellent in both directions for both north and south bound vehicles travelling on Strugnell Street.

Strategic & Social Implications

Nil

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Council will not be subject to any costs associated with this requested change, any Regulatory signage is the responsibility of Main Roads, including but not limited to the cost of purchase, erecting or repairing regulatory signage.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council request that Main Roads WA (MRWA) carry out the necessary review with the intention of replacing the existing Regulatory STOP signage with GIVE WAY signage at the Railway crossing on Strugnell Street west of the Mukinbudin town site and other intersections throughout the Shire as required.

Carried /

7.5.6 Shire of Mukinbudin Logo Stickers – Setting of Fees	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to amend the 2017/2018 Schedule of Fees & Charges with the inclusion of Logo Sticker fees.

Background Information

After the installation of the Shire logo on Council vehicles, a number of local residents and visitors have expressed a desire to purchase a similar Mukinbudin logo sticker. A number of sample stickers have been purchased and these stickers measure 89mm x 98mm (as shown in the photo below).



The availability of these stickers will help promote the Mukinbudin image and brand to the wider community and also helps to improve community ownership over the Mukinbudin brand.

Officer Comment

Payment of \$4.00 (four dollar) including GST fee per logo sticker will offset the cost of purchasing and postage of \$1.75 per sticker.

Strategic & Social Implications

Brand awareness increase and increased community ownership of branding.

Consultation

Mrs Nola Comerford-Smith – Community Development Officer

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

To allow Council to set a fee for sale of logo stickers which will be included into the Fees & Charges once endorsed.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council create a new fee for the sale of Shire of Mukinbudin logo stickers at \$4.00 (four dollars) Inc. GST per sticker.

Carried: /

7.5.7 2017/2018 Sealing Program Amendment	
Location:	Mukinbudin
File Ref:	ADM 251
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider a proposed change to the sealing program for the 2017/2018 year.

Background Information

Council has adopted a sealing program for the 2017/2018 year as follows:

Item No.	Item Description	Qty	Unit	Bitutek		Fulton Hogan		ColasWA (See also Alternative Tender and Email from Richard from ColasWA)		Downer EDI	
				Cost Rate	Total Cost	Cost Rate	Total Cost	Cost Rate	Total Cost	Cost Rate	Total Cost
1	Rate to apply 14 & 10mm 2 Coat Cutback Bitumen Primerseal on Mukinbudin / Waiki Rd from SLK 17.2 - 21.5 - During Mobilisation #1 - expected Late October 2017. (Note : 2 Coat Binder Layers BAR = 1.40 Lm2 & 1.30 Lm2 at 15C - 14 & 10mm Agg)	30,100	m2	\$4.30	\$129,430.00	\$4.03	\$121,303.00	\$4.11	\$123,711.00	\$4.78	\$143,878.00
2	Rate to apply 14mm S45R Crumbed Rubber Seal on Mukinbudin North East Rd from SLK 0.00 - 13.32 - During Mobilisation #2 - expected Late October / Early November 2017. (Note : 1 Coat Binder Layer BAR = 2.60 Lm2 at 15C - 14mm Agg)	39160	m2	\$4.25	\$166,430.00	\$3.75	\$146,850.00	\$4.13	\$161,730.80	\$3.93	\$153,898.80
3	Rate to apply 10mm S45R Crumbed Rubber Seal on 3 Town Streets - During Mobilisation #2 - expected Late October / Early November 2017. (Note : 1 Coat Binder Layer BAR = 1.90 Lm2 @ 15C - 10mm Agg)	11494	m2	\$4.04	\$46,435.76	\$4.00	\$45,976.00	\$4.53	\$52,067.82	\$3.86	\$44,366.84
3	Rate to apply 14 & 10mm S45R Crumbed Rubber Sandwich Seal on the Mukinbudin / Waiki Rd from SLK 0.18 - 0.73 - During Mobilisation #3 - expected Mid - Late November 2017. (Note : 1 Coat Binder Layer BAR = 2.00 Lm2 at 15C - 14 & 10mm Agg scatter coat)	25690	m2	\$4.05	\$104,044.50	\$3.65	\$93,768.50	\$4.19	\$107,641.10	\$5.13	\$131,789.70
Total Cost (Ex GST)					\$446,340.26		\$407,897.50		\$445,150.72		\$473,933.34
4	Rate to adjust CL 170 Bitumen BAR rate from OAR. (\$ / L)			\$0.94		\$0.75		\$0.90		Not Provided	
5	Rate to adjust S45R Crumbed Rubber Binder BAR rate from OAR. (\$ / L)			\$1.26		\$1.00		\$1.21		Not Provided	

A summary of sealing works to be carried out in the 2017/18 year.

Williams Road

Williams Road follows and is considered in urgent need of a reseal. The Section requiring resealing is 420 mtrs in length and 6mtrs wide and will cost \$15,000 including aggregate.



Above: Williams Drive / Earl Drive Intersection

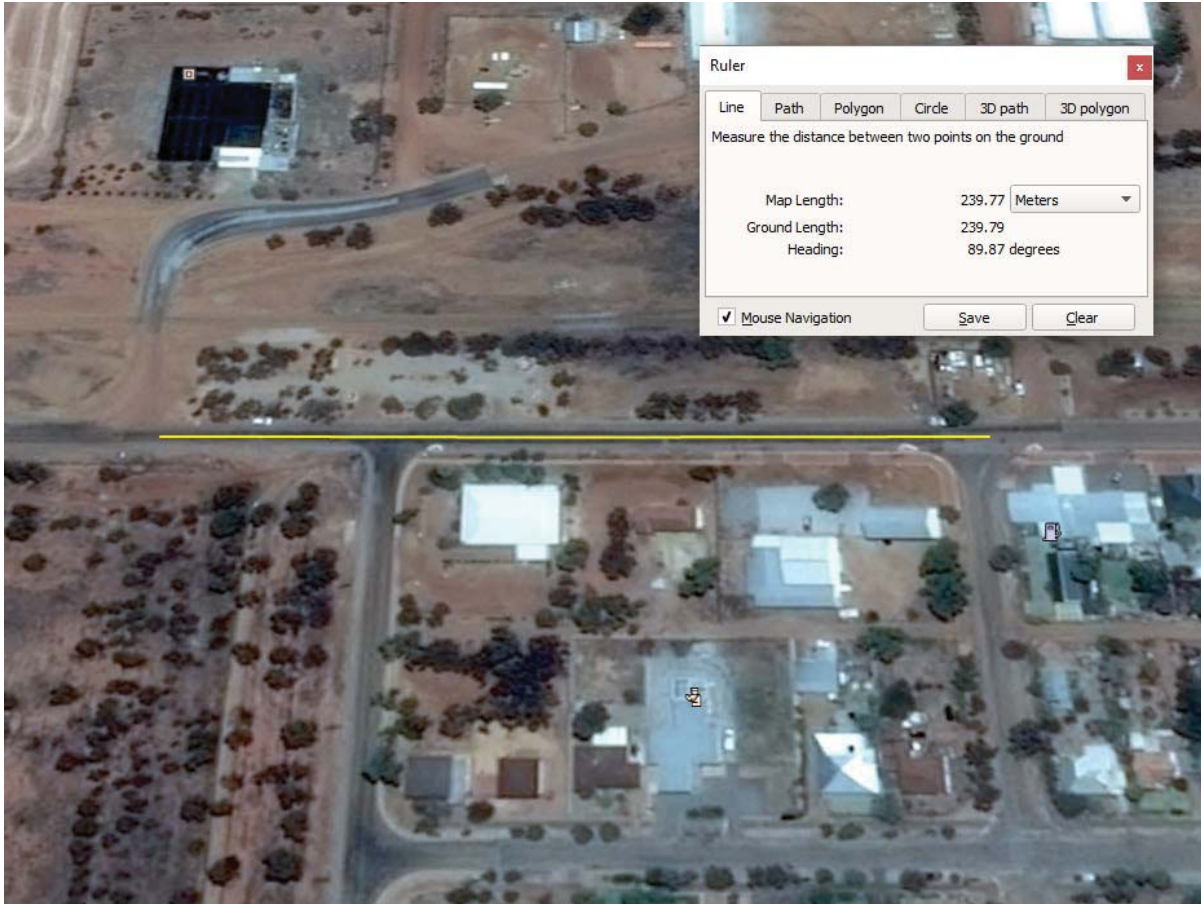


Above: Williams Drive



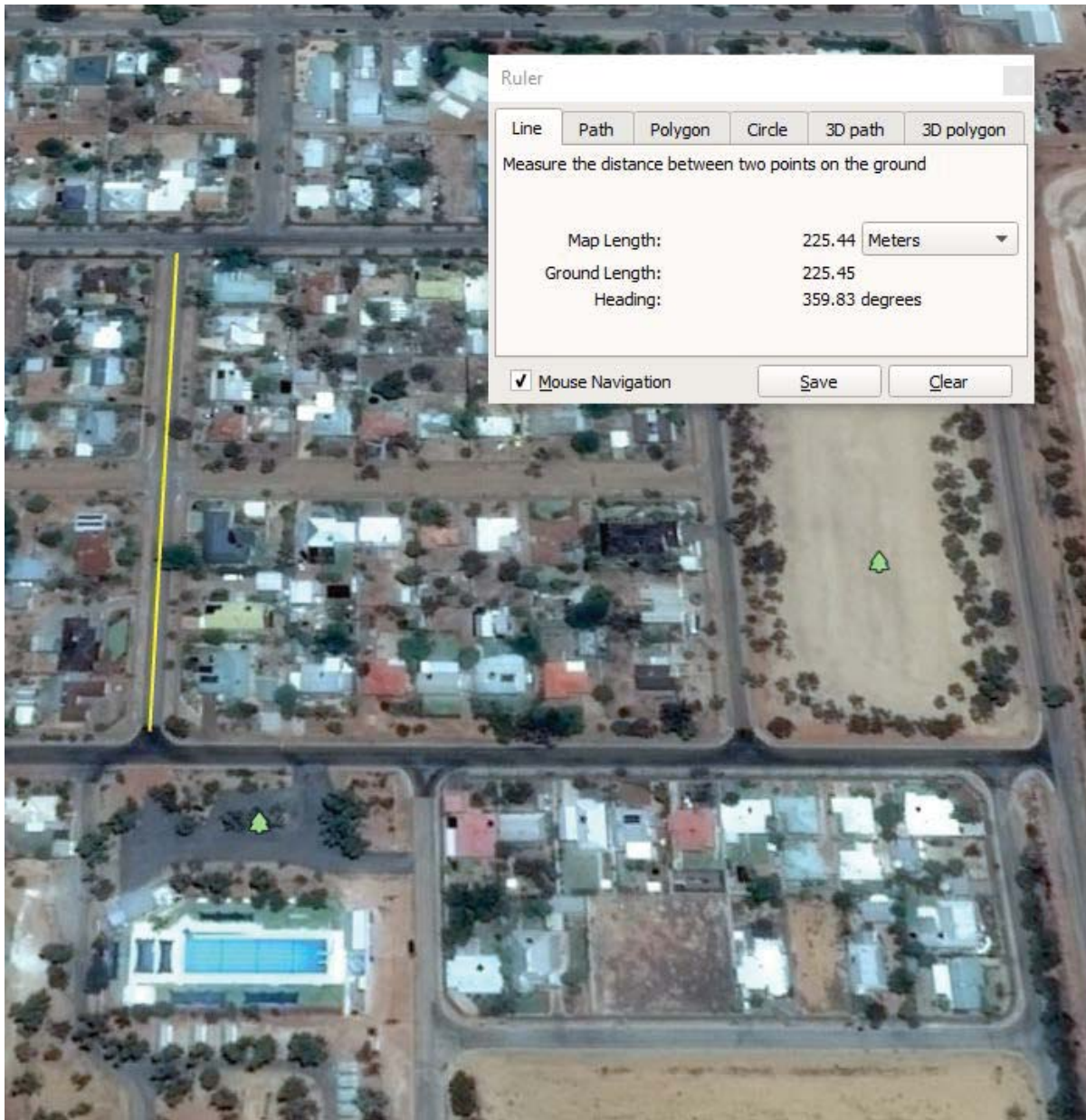
Koorda Bullfinch Road

From Strugnell Street Intersection to Conway Street Intersection, approximate total cost \$12,000



Memorial Ave

In need of a reseal, approximate cost \$13,000





Above: Cruickshank Road, western end (south) never sealed



Above: Mallee Drive and Gimlett Way intersection



Above: Memorial Ave requiring patching and sealing



Above: Maddock Street requires patching and edge sealing



Above: Mukinbudin Sporting Complex Carpark

Officer Comment

Council has the following program as adopted in the 2017/2018 Budget

Strugnell Street Reseal	\$55,000
Calder Street Reseal	\$22,000
North Easy Road Reseal	\$205,611
Mukinbudin Wialki Road Reseal (16/17)	\$120,000
Mukinbudin Wialki Road Reseal (17/18)	<u>\$140,000</u>
Total	\$542,611

With some of the costs coming in under Budget combined with the requirement to increase road expenditure by approximately \$100,000 in the 2017/2018 year Council needs to give some thought about how this expenditure should be spent.

The CEO believes the following sealing should take place (in order of priority)

Maddock Street

Patching and 1.8mtr edge sealing (north and south) \$15,000, this road is scheduled for full reconstruction in accordance with Councils 10 year program the 2019/20 at an approximate cost of \$188,000 and this edge sealing will get this through prior to reconstruction.

Williams Road (Golf Course)

This road is a single coat seal and is in desperate need for a reseal. Total cost approximately \$13,000.

Memorial Ave

This road has a good running surface and does not require reconstruction however it is considered due for a reseal due to a large number of holes requiring regular patching. This Road is scheduled to be sealed in 2021/22 which the CEO believes should be brought forward. Approximate cost of reseal \$11,000.

Koorda Bullfinch Road

The section of road between Strugnell Street intersection and Geraghty Engineering is considered to be in good condition and not requiring reconstruction, this is scheduled to be sealed in 2018/2019. Estimated amount \$20,000.

Mukinbudin Sporting Complex

The sporting Complex carpark is in need to a large number of patches and resealing works, it will also require some repair work prior to resealing and it is estimated a total of \$25,000 will be required to make the area good.

Various Town Works

A large number of repair works including intersections or “fish tales” need to be done to prevent further deterioration of the road in these location. The CEO is seeking a Budget allocation which will be utilised on an as required basis once the sealing teams are in town. Estimated amount \$20,000.

A summary of additional sealing works follows:

Maddock Street – Patch and edge seal	\$15,000
Williams Road - Reseal	\$13,000
Memorial Ave - Reseal	\$11,000
Koorda Bullfinch Road (Strugnell to Conway)	\$20,000
Mukinbudin Sporting Complex - various	\$25,000
Various Town Works (repair / resealing)	\$20,000
 Total	 \$104,000

Strategic & Social Implications

Nil

Consultation

Cr Gary Shadbolt – Shire President
Mr Allan Monson – Acting Works Supervisor

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

It has been identified during the recent Road to Recovery Audit that Councils own source funding expenditure was below target for the year ended 30th June 2017 and an additional \$100,000 (one hundred thousand) should be expensed in the current year to increase this own source funding amount to the required amount.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council resolves to increase the sealing program by \$104,000 in the 2017/2018 year to increase own source funding expenditure as required by the Road to Recovery Program as follows:

Maddock Street – Patch and edge seal	\$15,000
Williams Road – Reseal	\$13,000
Memorial Ave – Reseal	\$11,000
Koorda-Bullfinch Road (Strugnell to Conway)	\$20,000
Mukinbudin Sporting Complex – various	\$25,000
Various Town Works (repair / resealing)	\$20,000
Total	\$104,000

That Council review the 10 year future road works program with formal consideration of proposed changes to the future plan at the February 2018 Ordinary Meeting of Council.

Carried /

7.5.8 Transfer of Ownership – Mukinbudin Fire Shed – Strugnell Street	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow the Council to consider the transfer of ownership of the Mukinbudin Fire Shed to the Department of Fire and Emergency Services (DFES)

Background Information

Council resolved at the October 2017 ordinary meeting of Council as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 15 09 17

Moved: Cr Seaby

Seconded: Cr Junk

That Council seek the formal cancellation of the registration of the Mukinbudin Town Volunteer Bush Fire Brigade under Section 41 (3) of the Bushfires Act 1954.

That the deregistration of the Volunteer Bush Fire Brigade come into effect upon the gazettal of the approval of the Mukinbudin Volunteer Fire and Emergencies Service Unit.

Carried: 7 / 0

The matter was gazetted on 3rd October 2017 as follows:

— PART 2 —

AGRICULTURE AND FOOD

AG401

BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007

BIOSECURITY AND AGRICULTURE MANAGEMENT (PERMITTED ORGANISMS) DECLARATION (No. 8) 2017

Made under section 11 of the Act by a Director of the Department of Primary Industries and Regional Development as delegate of the Minister.

1. Citation

This declaration is the *Biosecurity and Agriculture Management (Permitted Organisms) Declaration (No. 8) 2017*.

2. Permitted organisms

(1) An organism listed below is declared under section 11 of the Act to be a permitted organism.

(2) All previous declarations under the Act relating to the organisms below are revoked.

- *Cyphostemma roseiglandulosum* Desc.
- *Dorstenia barnimiana* Schweinf.
- *Dorstenia cuspidata* Hochst. ex A.Rich.
- *Euphorbia alfredii* Rauh
- *Euphorbia ambovombensis* Rauh & Razaf.
- *Euphorbia hadramautica* Baker
- *Euphorbia razafindratsirae* Lavranos
- *Euphorbia rossii* Rauh & Buchloh
- *Peperomia wolfgang-krahnii* Rauh
- *Phyllanthus mirabilis* Müll. Arg.
- *Sorghum bicolor* (L.) Moench (forage hybrids)

MALCOLM KENNEDY, A/Director, Invasive Species,
Department of Primary Industries and Regional Development.

Date: 27 September 2017.

FIRE AND EMERGENCY SERVICES

FE401

FIRE AND EMERGENCY SERVICES ACT 1998

APPROVAL OF FES UNIT

Correspondence No. 17/180912

Department of Fire and Emergency Services.

Pursuant to section 18M(1) of the *Fire and Emergency Services Act 1998*, the following group of persons is approved as a FES Unit for the purposes of the Act—

Mukinbudin Volunteer Fire and Emergency Services

DARREN KLEMM, FES Commissioner.

Date: 28 September 2017.

LOCAL GOVERNMENT

LG401

SHIRE OF AUGUSTA MARGARET RIVER

APPOINTMENT

It is hereby notified for public information that the Shire of Augusta Margaret River has appointed the following officer—

Michael O'Regan—Coordinator Ranger Services

as an Authorised Person of the Shire of Augusta Margaret River pursuant to the following—

Part XX of the *Local Government (Miscellaneous Provisions) Act 1960* as Pound Keeper and Ranger;

Section 3.37-3.48, 9.10, 9.16, of the *Local Government Act 1995*;

The following request concerning transfer of land associated with the Fire Shed was recently received:

14 December 2017

By: Mail and Email

Shire of Mukinbudin
 Att: Dirk Sellenger
 Chief Executive Officer
 PO Box 67
MUKINBUDIN WA 6479

Dear Dirk,

**TRANSFER OF MANAGEMENT ORDER OF LOT 143 ON RESERVE 34692 AND FREEHOLD LOT 150
 STRUGNELL ST MUKINBUDIN**

As you may be aware, we act on behalf of the Department of Fire and Emergency Services (DFES) as their Property Consultants. We refer to the subject matter and our telephone discussions last week on Monday 4th and Wednesday 6th December, we wish to review the option proposed and already discussed between the Shire and DFES local operational staff for the transfer of the subject lands to DFES.

We understand this proposal for transfer relates to the restructure and change in the operational unit from a Bush Fire Brigade (BFB) which the Shire was eligible for the Local Government Grant Scheme, to a Volunteer Fire and Emergency Services (VFES) unit whereby DFES is now responsible for from an operational and financial perspective.

In order to progress this proposal of transfers, we request the Shire's formal review and response/ agreement to the below transfers:

1. Transfer Management Order for Lot 143 (on Reserve 34692 and contained in Crown Land Title Volume LR3023 and Folio 12);
2. Transfer of freehold title Lot 150 (on Deposited Plan 174020 and identified in Certificate of Title Volume 380 Folio 170A) Strugnell St Mukinbudin; and
3. Formal acknowledgement that ownership of the improvements/buildings over the subject lands mentioned above, belongs to DFES and this ownership was given at the time the Shire accepted the restructure and change from a BFB to VFES operational unit.

We have also enclosed a copy of the Certificate of Titles for ease of reference.

We look forward to receiving your favourable response soon. Should you have any queries please do not hesitate to contact the undersigned.

Yours sincerely,



Jenny Tran
Encl.

Officer Comment

Discussion has taken place in the past regarding the transfer of this property in question, known as Lot 143 and Lot 150 Strugnell Street Mukinbudin and options have included a long term lease whereby ownership remains with the Shire or the transfer of the property to ensure the DFES assume any and all responsibility.

The Fire Shed is unfortunately built on two separate blocks, one being a freehold block (Lot 150) and the other a Management Order (Lot 143). As demonstrated in the following diagrams these blocks also extend north to include the Shire Works Depot as well as a portion of privately owned shed owned by Mr Bruce Atkins.



Strategic & Social Implications

Nil

Consultation

Mr Torben Bendtsen - Acting District Officer Avon – DFES

Ms Jenny Tran – DFES Land Assets

Statutory Environment

Local Government Act 1995

Bush Fire Act 1954

Policy Implications

Nil

Financial Implications

Nil.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council agree to

The Transfer of the Management Order for Lot 143 (on Reserve 34692 and contained in Crown Land Title Volume LR3023 and Folio 12).

The Transfer of freehold title Lot 150 (on Deposited Plan 174020 and Identified in Certificate of Title Volume 380 Folio 170A) Strugnell Street, Mukinbudin and

Formal acknowledgement that ownership of the improvements / buildings over the subject land mentioned will belong to the Department of Fire and Emergency Services and this ownership transfer will take place, subject to the Department of Fire and Emergency Services being responsible for all aspects (including financial) of the subdivision of Lot 143 and Lot 150 to include a separate block (as currently fenced) excluding the existing Shire Works Depot and freehold property owned by Mr Bruce Atkins (Lot 142 Strugnell Street).

Carried /

7.5.9 Hot Works Exemption – Utility Service providers	
Location:	Mukinbudin
File Ref:	ADM 067
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To CEO recently received the following query regarding Water Corporations staff to undertake “hot works” even when in receipt of an exemption from the Department of Fire and Emergency Services (DFES).

From: Josh Dart [<mailto:Josh.Dart@watercorporation.com.au>]
Sent: Tuesday, 12 December 2017 9:27 AM
To: Admin
Subject: Exemption from Total Fire Ban

To whom it may concern,

I'm creating a register of all the shires in Western Australia that will or will not allow Water Corporation employee's to complete hot work on a Harvest and Vehicle Movement Ban, when the employee's hold an Exemption from Total Fire Ban by DFES.

If a Water Corporation employee holds an Exemption from Total Fire Ban by DFES, will they be able to complete work in the Shire of Mukinbudin when a Harvest and Vehicle Movement Ban is in place?

Thanks for the help!

Regards,

Josh Dart

Undergraduate – Field Support
 Safety and Wellbeing Business Unit

Background Information

A Local Government has the ability to prevent Water Corporation and any other individual or employees from undertaking work when a Harvest Ban is issued within the Local Government despite being in receipt of an exemption from the Department of Fire and Emergency Services.

The CEO has discussed this matter with the Chief Fire Control Officer, Mr Phil Smith who has in turn discussed this with several fire control officers, all of whom are supportive of allowing emergency and urgent Hot Works to be carried out subject to a number of conditions.

A copy of the Water Corporation DFES exemption follows:



Government of **Western Australia**
Department of **Fire & Emergency Services**



**BUSH FIRES ACT 1954
NOTICE OF EXEMPTION
TOTAL FIRE BAN
Section 22C**

Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.

Correspondence No. 12407

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Water Corporation**, under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies to;

- Water Corporation employees and contractors **within Western Australia**,
- conduct urgent repairs and maintenance (welding, cutting and grinding) on existing infrastructure considered critical for the supply of essential services,
- to enable access to pipelines and other infrastructure that is "off road",
- during a Total Fire Ban called for the Local Government area in which the work is to be undertaken.

SPECIFIED CONDITIONS

1. Fire Prevention

- 1.1. This exemption only applies for work which cannot reasonably be postponed to a time with safer weather conditions.
- 1.2. Water Corporation management is to assess weather conditions and heed warnings, limiting all activities to that which can be undertaken safely in accordance with Water Corporation documents WC OSH 134 (Hot Work), WC OSH 007 (Job Safety Analysis) and 01-2237 (Fire Prevention, Hot Work in the Field).

2. Notification

- 2.1. Where such work is undertaken within the Perth Metropolitan area, the DFES State Situation Analysis Officer is to be notified, preferably by email sao@dfes.wa.gov.au, on the day of and prior to these activities occurring during a total fire ban.
- 2.2. Where such work is undertaken outside of the Perth metropolitan area the nearest Department of Fire and Emergency Services (DFES) Regional Office is to be notified on the day of and prior to the works commencing.
- 2.3. Additionally, if any of the above activities are to be conducted within 3 km of state forest, then notification to the respective District Duty Officer of the Department of Parks and Wildlife, is required on the day of and prior to the commencement of the operation.

3. Site Requirements

3.1. Where such works are to be conducted more than 30 metres from any bush or grassland.

- 3.1.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.1.2. Welding screens and the wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.1.3. The provision of two (2) operational 9 litre stored water fire extinguisher (or equivalent water supply) to be at the site of any work.
- 3.1.4. At least one (1) able-bodied person (trained in extinguisher operation) and wearing the appropriate "Personal Protective Clothing (PPC)" is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.1.5. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

3.2. Where such works are to be conducted within 30 metres of any bush or grassland.

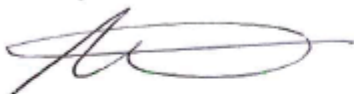
- 3.2.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.2.2. Welding screens and wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.2.3. A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 mm diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 3.2.4. At least one able bodied person (trained in the unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.2.5. A bulk water supply tanker (min 5000 litres) is present when hot work is conducted where no reticulated water supply is available within 1 km of the work site.
- 3.2.6. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

4. To enable access to pipelines and other infrastructure that is "off road".

- 4.1. All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition and fitted with a spark arrestor of suitable design.
- 4.2. The access to the worksite is to be checked to ensure that no vegetation can come into contact with catalytic converters fitted to any vehicle.
- 4.3. The vehicles and plant are to be sited/parked in an area free from flammable material.

Period of Exemption.

This approval is valid from the date of approval through until 30 June 2018 unless suspended or revoked.



DARREN KLEMM

A/Deputy Commissioner, Operations of the Department of Fire and Emergency Services, as sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Act 1998*.

5 October 2015

Officer Comment

Whilst allowing Hot Works to be carried out does present a risk of fire, with the conditions as detailed on the DFES Exemption this is deemed to be an acceptable risk.

To not allow Hot Works to be carried out presents a situation whereby a large amount of water could be lost due to the fact that repairs not being able to be carried out.

Strategic & Social Implications

Nil

Consultation

Mr Phil Smith – Chief Fire Control Officer

Mr Torben Bendtsen - Acting District Officer Avon/Department of Fire & Emergency Services

Cr Gary Shadbolt – Shire President

Statutory Environment

Local Government Act 1995

Bush Fire Act 1954

Policy Implications

Nil

Financial Implications

Nil.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council allow the Water Corporation (and any other State Government Utility Service Provider) also in receipt of a Department of Fire and Emergency Services notice of exemption – Section - C22 and the Specified Conditions as detailed in the Water Corporation Exemption document, to carry out emergency Hot Works during Harvest and Movement of Machinery Bans as required.

Carried /

7.5.10 New Residence Construction – Government Regional Officer Housing	
Location:	Mukinbudin Townsite
File Ref:	ADM 144
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	16 th December 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

SUMMARY

To allow Council to consider negotiations between the Chief Executive Officer and Staff from Government Regional Officer Housing (GROH) regarding the purchase and long term lease of a new Police House within the Shire of Mukinbudin.

BACKGROUND INFORMATION

The shortage of suitable future Police Housing was discussed at the September 2017 Ordinary Meeting of Council and Council resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 17 09 17

Moved: Cr Poultney

Seconded: Cr Comerford

That the Shire of Mukinbudin formally express its concerns to Regional WA Housing with regards to current housing stock within the Mukinbudin Townsite for future Police Officer housing.

Carried: 7 / 0

OFFICER COMMENT

After some discussion the CEO has received confirmation that the WA Police would be willing to enter into a long term lease for the construction of a new four bedroom two bathroom residence built to the necessary GROH housing specifications.

Hi Dirk

The WA Police Force have confirmed that they are willing to enter into a long term lease agreement should the Shire of Mukinbudin be willing to construct a dwelling for lease to the Housing Authority under the GROH Program.

We look forward to feedback following formal endorsement of the Council.

Regards

Matthew Meyers

Program Manager | Housing Programs

If Council was to build a new 4 x 2 residence to GROH specifications it would be necessary for Council to borrow the entire cost of the Build which based on the recent residence built at 4 Salmon Gums a basic residence would cost in the vicinity of \$320,000. Allowing \$100,000 in contingency for items including shed, landscaping, increased specification appliances and fittings the total cost of the project is estimated to be \$420,000 (four hundred and twenty thousand dollars).

At a fixed interest rate of 4.02% for 20 years, as recently quoted by WA Treasury this equates to annual loan repayments of \$30,960pa or \$595.00 per week. To allow for future repairs and maintenance during the initial 10 year lease period the CEO recommends an amount of \$55.00 per week, increasing total rental for the property to \$650.00 per week.

*** Items in red to be changed**

Borrower:
Interest Rate: 4.02% Annual
 4.02%

*** These rates do not include the government guarantee fee.**
Date of Advance: 1 February 2018
Term (yrs) 20 Years
Maturity Date:
Amount of Advance: \$420,000.00
Schedule Basis: 20
Payments per year 1 Annual

Total interest	\$199,181.82
Total capital	\$420,000.00
Total combined	\$619,181.82

	Date	Interest	Capital	Total
1	1/02/2019	\$16,884.00	\$14,075.09	\$30,959.09
2	1/02/2020	\$16,318.18	\$14,640.91	\$30,959.09
3	1/02/2021	\$15,729.62	\$15,229.47	\$30,959.09
4	1/02/2022	\$15,117.39	\$15,841.70	\$30,959.09
5	1/02/2023	\$14,480.56	\$16,478.54	\$30,959.09
6	1/02/2024	\$13,818.12	\$17,140.97	\$30,959.09
7	1/02/2025	\$13,129.05	\$17,830.04	\$30,959.09
8	1/02/2026	\$12,412.28	\$18,546.81	\$30,959.09
9	1/02/2027	\$11,666.70	\$19,292.39	\$30,959.09
10	1/02/2028	\$10,891.15	\$20,067.94	\$30,959.09
11	1/02/2029	\$10,084.42	\$20,874.67	\$30,959.09
12	1/02/2030	\$9,245.25	\$21,713.84	\$30,959.09
13	1/02/2031	\$8,372.36	\$22,586.73	\$30,959.09
14	1/02/2032	\$7,464.37	\$23,494.72	\$30,959.09
15	1/02/2033	\$6,519.88	\$24,439.21	\$30,959.09
16	1/02/2034	\$5,537.43	\$25,421.66	\$30,959.09
17	1/02/2035	\$4,515.48	\$26,443.61	\$30,959.09
18	1/02/2036	\$3,452.44	\$27,506.65	\$30,959.09
19	1/02/2037	\$2,346.68	\$28,612.41	\$30,959.09
20	1/02/2038	\$1,196.46	\$29,762.63	\$30,959.09

Should Council be willing to enter into an agreement with GROH and build a new residence it is thought the residence would be constructed on one of the 20 vacant residential blocks at the estate at the south end of town however the location of any residence would be a decision of Council at a later date if required.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has made no allowance for the building of a new 4 x 2 residence, nor has Council made any allowance in the current year's Budget or Long Term financial plan to borrow \$420,000 for the purpose of Building a new residence with the intention of leasing this property to GROH.

If Council is supportive of this proposal it is envisaged that Council seek a lease amount of \$650.00 per week for a period of not less than 10 years. To service the loan an amount of \$595 per week would be required which would leave \$55.00 per week for future repairs and maintenance which are expected to be minimal whilst the property is new and increase as the property ages. It is recommended this amount of \$55.00 per week be transferred to a Building Mtce type reserve which would amount to \$28,600 over a ten year lease period.

STRATEGIC AND SOCIAL IMPLICATIONS

The building of another quality 4 x 2 residence within the Mukinbudin town site is thought to futureproof the Mukinbudin Police Station to some degree as well as stimulate local business with the preferred building Tenderer (as determined by the Council) also potentially being local, and required to purchase a pre-determined value of goods or source local trades (Plumbers, Painters, Electricians etc.) associated with the build from locally based businesses where possible.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr**

That Council support the building of a new 4 x 2 residence in Mukinbudin to Government Regional Officer Housing (GROH) specifications subject to:

Council being able to secure a fixed term loan for \$420,000 (four hundred and twenty thousand dollars) for a period of 20 (twenty) years at a fixed rate of not more than 4.1%pa.

That GROH be willing to enter into a lease for a period of not less than 10 (ten) years at a weekly rental commencing at \$650.00 per week to be adjusted annually by Consumer Price Index (CPI) as required during the lease period.

Carried /

8. Information Report

8.1 Please refer to Correspondence and Information Report submitted as a separate attachment

9. Elected Members Motions of which previous notice has been given

9.1 Nil

10. Urgent Business without notice (with the approval of the president or meeting)

10.1 Nil

11. Important Dates

11.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO. (written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting

September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

12. Closure of Meeting

12.1 The Chairperson to declare the meeting closed at pm.