

SHIRE OF WEST ARTHUR



Ordinary Council Meeting 21 May 2019 Minutes

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ORDINARY COUNCIL MEETING MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Ray Harrington, Chairperson, declared the meeting open at 6.00 pm.

2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

3. PUBLIC QUESTION TIME

Nil.

4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Cr R Harrington OAM	Shire President
Cr K King	Deputy Shire President
Cr M Meredith	
Cr N Manuel	
Cr M Lloyd	
Cr A Blencowe	
Nicole Wasmann	Chief Executive Officer
Kym Gibbs	Manager Community

Apologies

Cr J McFall

Visitors

Karrie Williamson Blackwood Basin Group (6.00pm - 6:38 pm)

Invited Guest

Russell Prowse

Leave of Absence

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Karrie Williamson from Blackwood Basin Group provided Council with an overview of the landcare services they have been providing to the Shire of West Arthur residents including applications for and management of grant funding for fencing and revegetation, community engagement activities, feral animal control, and fauna habitat.

Less funding had been available over the past twelve months. Some of the Blackwood Basin Groups funding had been reallocated from a Boyup Brook project to West Arthur projects.

The use of drainage for landcare was discussed.

6:38 pm – Karrie Williamson left the meeting.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 16 April 2019

COUNCIL DECISION – ITEM 6.1

Moved: Cr Neil Manuel

Seconded: Cr Marie Lloyd

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 16 April 2019 be confirmed.

CARRIED 6/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. REPORTS

8.1 OFFICER REPORTS

ITEM 8.1.1– FINANCIAL REPORT APRIL 2019

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 16 May 2019

SUMMARY:

Consideration of the financial reports for the period ending 30 April 2019.

BACKGROUND:

The financial reports for the periods ending 30 April 2019 are included as attachments.

COMMENT:

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

CONSULTATION:

Not applicable.

STATUTORY ENVIRONMENT:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1

Moved: Cr Michael Meredith

Seconded: Cr Alan Blencowe

That the financial report for the period ending 30 April 2019 as presented be accepted.

CARRIED 6/0

ATTACHMENTS:

- Financial Reports – 30 April 2019

ITEM 8.1.2 – ACCOUNTS FOR PAYMENT

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 15 May 2019

SUMMARY:

Council to note payments of accounts as presented.

BACKGROUND:

The schedule of accounts is included as an attachment for Council information.

COMMENT:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

CONSULTATION:

There has been no consultation.

STATUTORY ENVIRONMENT:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

No strategic implications.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2

Moved: Cr Marie Lloyd

Seconded: Cr Alan Blencowe

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 17042019.1 - 17042019.12, 18042019.1, 06052019.1 - 06052019.32, 020042, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$28,5865.81 and Trust totalling \$0.00 listed (attached) be noted as approved for payment.

CARRIED 6/0

ATTACHMENTS:

- Cheque Listing

ITEM 8.1.3 – STANDPIPE REVIEW

LOCATION/ADDRESS: Quindanning Road, Horwood Street and Coalfields Road,
Darkan
NAME OF APPLICANT: Water Corporation
FILE REFERENCE: 8.18.1
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 7 May 2019

SUMMARY:

Following information received from Water Corporation in relation to the changes to the local government owned fixed standpipes, Council is asked to consider reclassifying the Quindanning Road standpipe to a Fire standpipe and the Horwood Street standpipe to a Local Authority standpipe, and requesting a new 50mm Commercial standpipe at or near Coalfields Road.

BACKGROUND:

Water Corporation has advised that the pricing for local government owned fixed standpipes in country regions is changing from 1 July 2019. A fact sheet explaining the changes is included as an attachment.

Options are:

Type of Standpipe	Rates and Description
Local Authority (LA)	<p><u>Use:</u> For use by Shire only – must be locked or within a depot and not available for public access. <u>Meter:</u> Can be any size service as long as it is for direct Shire use. Contractor access is for Shire projects only. <u>Service Charge:</u> No Service Charge. <u>Tariff:</u> 2.534 KL</p>
Community Use	<p><u>Use:</u> Available to assist local farmers for topping up their water tanks, households not connected to schemes etc. Limited use by Shire for their own purposes. <u>Meter:</u> 20mm and 25mm standpipes that are publicly accessible. Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required. <u>Service Charge:</u> 20mm Service Charge only. <u>Farmlands tariff:</u> (equivalent to Non-residential step 1): \$2.534 per kilolitre (kL).</p>
Commercial	<p><u>Use:</u> For use by commercial customers; may include major road building, water carting for large projects, and farming. <u>Meter:</u> Any meter above 25mm. <u>Service Charge:</u> Meter-based service charges (according to the size of the meter). <u>Town based charges:</u> ranging from \$2.534 cents to \$8.353 per kilolitre.</p>
Fire	<p>Remains as is – no changes to current concessions. However, if a fire standpipe remains unlocked, Commercial charges will apply <u>Service Charge:</u> No Fee. 100% discount. <u>Water Use Charge:</u> No Fee.</p>

The Shire of West Arthur currently owns two standpipes connected to the Water Corporations supply; a 50mm supply on the Quindanning Road and a 50mm supply on Horwood Street in Darkan. A 45,000l storage tank is located adjacent to the Horwood Street supply.

Darkan's supply is unique as every week 100kl is flushed from the Horwood Street site, either via standpipe use or to the town dam water supply for the school and town oval. Prior to the implementation of the flushing system, the Horwood Street standpipe was located on Coalfields Road east of the Darkan Hotel.

CONSULTATION:

Following consultation with Shire staff, Water Corporation proposes:

1. *Move existing 50mm standpipe to inside fence at depot*
 - a. *Shire to relocate 50mm standpipe (a couple of meters) inside the Shire compound and classify as LA standpipe.*
2. *New 25mm Community Use standpipe outside depot fence – plumbed to existing service.*
 - a. *Shire fund and install 25mm Community Use standpipe outside depot fence, by plumbing into existing 50mm pipework.*

- b. *Water Corporation to waive headworks fees, as standpipe will be connected to existing service.*
 - c. *Water Corporation continues to apply 100KL/week allowance on this meter (which will now service 50mm Shire standpipe inside fence, 25mm Community Standpipe outside fence, remainder transferred to dam as required). The 100KL allowance will remain in place for the duration of the Water Supply Agreement (which recently expired and will be reviewed and renewed following completion of standpipe arrangements).*
 - d. *Shire will not attract annual service charge for this service as it will be classified as an LA standpipe (same meter). Water use exceeding 100KL from both the Community Use standpipe and Shire LA standpipe will be charged at the relevant subsidised LA standpipe rate. The Shire may charge customers for use of the Community Use standpipe as it sees fit; if the Shire chooses to do so, this could help to offset any costs associated with the 50mm Commercial / High Flow standpipe on Coalfields Road.*
 - e. *If the 100KL turnover arrangement should cease at some stage in the future, Water Corporation reserves the right to require installation of a separate 25mm service to service the Community Use standpipe. If this occurs, Water Corporation will waive the headworks and installation costs, but the Shire will need to meet the normal ongoing costs (i.e. annual service charge). In this event the Shire would, of course, also have the option to just remove the Community standpipe.*
3. *New 50mm standpipe at Coalfields Road (nominally near previous location near hotel – TBC with Shire and technical assessment).*
- a. *Water Corporation to install (and fund) a new 50mm service for commercial use at Coalfields Road.*
 - b. *Water Corporation to waive headworks and installation costs for 50mm service.*
 - c. *Shire to fund and install standpipe (i.e. all plumbing downstream of meter including backflow as required).*
 - d. *Shire to meet normal ongoing costs (annual service charge etc.), to be recovered from commercial / high-flow users as determined by the Shire.*

The proposal was developed after assessing various iterations of roughly similar concepts to try to balance keeping standpipes (across the State) consistent as much as possible, not wasting water, and providing a benefit to the Shire for helping out with the turnover of water.

A request has been made to the Water Corporation for an indication of the proposed term of renewal for the Water Supply Agreement. It is hoped that this information will be available at the meeting.

Existing Quindanning Road standpipe users and the Chief Fire Control Officer were contacted for comment. One response was received from a Quindanning Road standpipe user who advised that he would not support Community Use standpipe, with a reduced flow rate, and that he would be more likely to support Community Use standpipe if a tank is added. He indicated that he would support the Quindanning Road standpipe being changed to a Fire standpipe.

STATUTORY ENVIRONMENT:

There are no statutory implications.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

With the current proposal from Water Corporation there would be three annual backflow prevention tests rather than the existing two. These are undertaken by a plumber at a cost of approximately \$200 each.

Plumbing costs have been quoted as:

- Installation of a 50mm standpipe at Coalfields Road - \$2,883 plus steel support and hose;
- Relocation of existing standpipe on Horwood Street to inside the depot - \$1,457 plus steel support (Shire to dig and backfill trench); and
- Installation of external public standpipe at depot - \$716 plus hose.

It is proposed that these expenses would be budgeted in the 2019/20 financial year.

A request has been made to the Water Corporation for a contribution towards the plumbing costs. A response may be available prior to the meeting.

There will be an increase in charges for water from the Commercial standpipe.

Fees and charges to users would be determined as part of the budget process annually.

The cost of a swipe key monitoring system is estimated at \$18,000. This is not recommended.

STRATEGIC IMPLICATIONS:

The supply of water via standpipes is not specifically mentioned in the Shire's current Corporate Plan.

Ensuring access to affordable water, preferably at a fast flow, is important for individuals and businesses in the Shire.

COMMENT:

Main Roads will need to approve the proposed standpipe site on Coalfields Road. Growden Place may be an alternative option.

It is proposed that the Commercial standpipe on or near Coalfields Road would be locked to reduce the likelihood of theft. A key could be accessed from the Shire Office during office hours and some regular users could be issued with their own key. Water use would be recorded manually.

It is not feasible to maintain the Quindanning Road standpipe as a Commercial fast flow standpipe given the annual charges and minimal use of approximately 300 kl per annum. There is limited space to provide a storage tank within the road reserve and this option has not been costed. If water supply was based on cost recovery for Quindanning, it would need to be charged out at approximately \$4.30 per kl (service charge, water usage and back flow prevention testing) at a Community Use standpipe category.

Council needs to give consideration to either decommissioning the Quindanning standpipe prior to 30 June 2019 at no charge, reducing the standpipe to Community Use in the short term with a review in the future (decommission in future years would cost approximately \$800), or changing the category to Fire use which would mean that the standpipe will remain in place as it is, with no fees, but must be locked. Keys could be made available within the brigade network as required or the chain attached to the lock could be cut in an emergency.

The total amount of water invoiced to users annually for all standpipes is approximately 1400kl per annum. If 1000kl is through the commercial standpipe the annual costs for the standpipe would be water \$8,353, backflow prevention \$200, and service charge \$1,658 bringing the total to \$10,211.

Residents have commented that the previous standpipe on Coalfields Highway had a quicker flow rate than the standpipe on Horwood Street.

An alternative to installing the Commercial standpipe on or near Coalfields Road and moving the Horwood Street standpipe into the depot, would be to retain the standpipe in Horwood Street as a Commercial standpipe. The Water Corporation is not favourable to continuing the 100kl flush agreement on a Commercial standpipe and, if this option was selected, would be likely to investigate alternative options for flushing the water. It is difficult to determine the exact financial benefit to the Shire from the 100kl flush agreement. The Shire would save \$2.53 per kilolitre taken from the LA or Community Use standpipe, however the amount that would be used through these standpipes is unknown. Parks staff believe that the amount of water flushed to the town dam water supply is insignificant in comparison to water from rain events and pumping from Nangip Creek, however it still provides some benefit.

Accepting the proposal from Water Corporation including a Commercial standpipe on or near Coalfields Road and a LA/Community Use standpipe in Horwood Street, provides water users with the choice of filling from the

- Commercial locked standpipe (180-230L per minute) paying a higher fee (possibly \$10 kl),
- Community Use standpipe (40-80L per minute) at a lower fee (possibly \$2.50-\$3 kl)
- Tank connected to Community use standpipe on Horwood Street using their own pump (depending on availability of water as it would take more than 18 hours to fill the tank if it is completely empty) at a lower fee (possibly \$2.50-\$3 kl), and
- The Quindanning Road Fire standpipe in a fire situation.

There would be minimal expenses on the Horwood Street Community Use supply (annual back flow testing), after installation, and any user charges could assist to offset initial infrastructure costs. A free or very low user charge would not be recommended.

VOTING REQUIREMENTS:

Absolute majority as the Shire is committing unbudgeted funds.

VERBAL REPORT – CHIEF EXECUTIVE OFFICER

The Chief Executive Officer advised that Water Corporation had indicated that they would be prepared to enter into a long term agreement, potentially up to 10 years, for the Water Supply Agreement in relation to flushing water from a standpipe in the Shire depot. An agreement would include an option for either party to end the agreement by either party with notice. Water Corporation are not currently investigating any alternative options to replace the current system in place.

Water Corporation indicated that they were not able to contribute to the Shire's plumbing costs and felt that the free water supplied to the Shire would offset the costs.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That in relation to the future management of standpipes in the Shire of West Arthur, that the Shire:

1. Classify the existing standpipe in Horwood Street as an LA Standpipe, relocate the 50mm standpipe inside the Shire depot, and connect a Community Use standpipe with a link to the existing tank;
2. Request the installation of a 50mm Commercial standpipe at or near Coalfields Highway;
3. Request the standpipe on Quindanning Road be classed as a Fire standpipe;
4. Maintain the Horwood Street Community Use standpipe unlocked with honesty system;
5. Lock the Commercial 50mm standpipe and manage access; and
6. Include sufficient funds in the 2019/20 Budget for the plumbing expenses associated with the changes to the standpipes.

CARRIED 6/0

ATTACHMENTS:

- Fact Sheet

ITEM 8.1.4 – REVIEW OF DELEGATIONS

LOCATION/ADDRESS: Not Applicable
NAME OF APPLICANT: Not Applicable
FILE REFERENCE: 2.30.2
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT 17 May 2019

SUMMARY:

Delegations by Council are reviewed annually in accordance with statutory requirements.

BACKGROUND:

Delegations were last reviewed in May 2018 and no changes were made at that time.

The Department has a guideline relating to delegations available from:

<https://www.dlgsc.wa.gov.au/resources/publications/Pages/ViewPublication.aspx?DocID=1492>

CONSULTATION:

Nil.

STATUTORY ENVIRONMENT:

The Local Government Act allows for Council to delegate to a committee (S5.16) and to the CEO (S5.42). In accordance with section 5.18 (Committees) and 5.46 (Employees) at least once every financial year, delegations are to be reviewed by the delegator.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

There are no strategic implications.

COMMENT:

Delegations to the CEO are currently based on everything that can be delegated is delegated, subject to a list of exclusions.

There is not a best practice model.

A report will be tabled at the meeting for Council to consider a comprehensive list of all delegations.

VOTING REQUIREMENTS:

Absolute majority

OFFICER RECOMMENDATION – (ITEM 8.1.4)

That Council review the delegations of authority to the CEO and Audit Committee.

COUNCIL DECISION – ITEM 8.1.4

Moved: Cr Marie Lloyd

Seconded: Cr Neil Manuel

That Council has reviewed the existing delegations to the Audit Committee and the CEO and makes no immediate changes to the instruments of delegation to the Audit Committee and the CEO with the intention to upgrade the register to an itemised list of delegations prior to May 2020.

CARRIED 6/0

ATTACHMENTS:

- Existing Delegation to Audit Committee
- Existing Delegation to CEO

COUNCIL DECISION – MEETING ADJOURNMENT

Moved: Cr Michael Meredith

Seconded: Cr Kevin King

That the meeting be adjourned for the evening meal from 7.50pm.

CARRIED 6/0

8:30pm – The meeting reconvened with all those being present before the adjournment returning to the meeting.

ITEM 8.1.5 – LIGHT INDUSTRIAL AREA EXPRESSIONS OF INTEREST FOR LEASING

LOCATION/ADDRESS:	Growden Place Darkan
NAME OF APPLICANT:	Not Applicable
FILE REFERENCE:	6.11.1
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 May 2019

SUMMARY:

Following previous discussion, this item is for Council to formally endorse advertising for expressions of interest for the lease of premises to be developed in the Darkan Light Industrial Area by the Shire to accommodate the needs of a new or existing business.

Information for advertising has been developed and is included as an attachment.

BACKGROUND:

The Darkan Light Industrial Area (LIA) is located 1.5km east of the townsite on Growden Place. The initial seven lots developed by the Shire in the 1990s have all sold and are occupied by an engineering fabrication business, a transport company, a school bus operator, Cooperative Bulk Handling, and a rural supplies company.

The Shire has since acquired and rezoned adjoining land to extend the LIA. Part of the additional land has been developed into four serviced lots of approximately 3000sqm by Landcorp. Two of the Landcorp lots have been purchased and developed into a 24 hour fuel supply and two remain for sale.

The Shire owns the balance of the rezoned land as an unserviced larger 17,669 sqm lot. This site could be subdivided and serviced to the requirements of potential businesses.

To assist to attract businesses to Darkan, it is proposed to advertise for expressions for the lease of premises which could be developed by the Shire. Development may include acquisition of land, servicing, construction of buildings and other infrastructure.

Information to be advertised is included as an attachment. The document will be formatted further prior to publication on the Shire's website.

CONSULTATION:

Shire staff have consulted with the Shire of Williams who have undertaken similar developments for two businesses in Williams.

Staff have also liaised with WALGA, Wheatbelt Development Commission and the Shire's consulting town planner in preparation of the information.

Councillors and staff have discussed the proposal previously in Council briefing sessions, however the proposal has not been formally endorsed by Council.

STATUTORY ENVIRONMENT:

There are no initial regulatory requirements with regards to advertising for expressions of interest, however statutory issues surrounding disposal of property, and planning, building and health requirements may apply to any proposal received.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

It is not proposed to pay for any advertising, at this stage, other than signage in the industrial area.

The Shire has funds in the building reserve which may be used towards any development costs. This would be considered when a proposal is received.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan identifies that light industrial land and infrastructure will be developed to promote industry development and includes the action to "Undertake a business plan for the purchase and development of industrial sites to attract a business to the Shire".

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Kevin King

Seconded: Cr Marie Lloyd

That the Shire of West Arthur invites expressions of interest for the lease of premises to be developed in the Darkan Light Industrial Area by the Shire to accommodate the needs of a new or existing business.

CARRIED 6/0

ATTACHMENT:

- Expression of Interest Information

ITEM 8.1.6 – WHEATBELT SECONDARY FREIGHT NETWORK – UPDATED FINANCIAL CONTRIBUTION ALLOCATION

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 16 May 2019

SUMMARY:

For Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

This report has been drafted by local government representatives of the Wheatbelt Secondary Freight Network working group.

BACKGROUND:

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority.

The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
TOTAL	4,337	2,851	66	\$ 493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSFN project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSFR. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSFN project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
<ul style="list-style-type: none"> ▪ Design Criteria and Objectives ▪ Options Assessment ▪ Collated Data Review ▪ Multiple Criteria Assessment ▪ Staging Plan 	<ul style="list-style-type: none"> ▪ BBRF (\$750K) ▪ LGA co-contribution (\$250K)
Stage 2 – Detailed Planning	\$3,600,000
<ul style="list-style-type: none"> ▪ Concept Design Investigations ▪ Preliminary Design Investigations 	<ul style="list-style-type: none"> ▪ Commodity Route (\$1M) ▪ LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000
<ul style="list-style-type: none"> ▪ Project Management ▪ Governance Plan ▪ Business Case Development 	<ul style="list-style-type: none"> ▪ REDS (\$100K) ▪ LGA in-kind
	\$5,000,000

Building Better Regions Fund (BBRF) submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements,
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding ()
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
 - The Australian Government has committed \$70 million towards the project.
“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.
Benefits of the project include:
 - improve road safety
 - improve freight efficiency, connectivity and travel time
 - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”
- RED Grants (Supported by the WA State Government’s Royalties for Regions Program)
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.
“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.
The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.
The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR.
Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.
The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:
 - Civil Design
 - Surveying
 - Environmental
 - Economic Assessment”

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
 - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.
 - Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
 - Nominal \$100,000.

CONSULTATION:

Wheatbelt Secondary Freight Network Working Group - a request has been received by the Chair of the Wheatbelt South Regional Road Group (WSRRG) for confirmation of Council's consideration of reallocation of the \$6,000 towards the project management.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

There are no policy implications

FINANCIAL IMPLICATIONS:

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

VOTING REQUIREMENTS:

Simple Majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.6

Moved: Cr Neil Manuel

Seconded: Cr Alan Blencowe

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project;
2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.
- 3.

CARRIED 6/0

ATTACHMENTS:

Nil

8.2 COMMITTEE REPORTS

ITEM 8.2.1 – ADOPTION OF POLICY – ACTING CEO

LOCATION/ADDRESS: Not Applicable
NAME OF APPLICANT: Not Applicable
FILE REFERENCE: 2.15
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 2 May 2019

SUMMARY:

Council to consider a draft policy for the Appointment of Acting CEO.

BACKGROUND:

The purpose of the policy is to allow for the CEO to appoint one of the Shire's existing managers as Acting CEO without the requirement to seek Council approval on each occasion.

CONSULTATION:

The policy has been developed in consultation with the CEO Appraisal Committee and the CEO.

STATUTORY ENVIRONMENT:

Local Government Act 1995 (WA) Section 5.36 (2) (a) which provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

Local Government Act 1995 (WA) Section 5.42 (1) which provides for delegation of functions to the CEO.

POLICY IMPLICATIONS:

There is no existing policy in relation to appointment of Acting CEO.

FINANCIAL IMPLICATIONS:

It is not proposed that the managers would receive a higher payment of wages whilst in the position of Acting CEO, though part time managers may be required to work additional hours which would be covered within budget provisions or from the leave reserve.

STRATEGIC IMPLICATIONS:

There are no strategic implications.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 8.2.1

Moved: Cr Alan Blencowe

Seconded: Cr Michael Meredith

That the following draft policy "Appointment of Acting CEO" be adopted.

"The Council has determined that the people appointed to a position of manager at the Shire of West Arthur are suitably qualified to perform the role of Acting CEO including the following:

Manager Works
Manager Financial Reporting
Manager Financial Operations
Manager Community

Managers will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements. Appointments to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed 3 months. A Council resolution is required for a period exceeding 3 months.

In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, the Council will authorise the appointment by resolution."

CARRIED 6/0

ATTACHMENTS:

- Policy

8.3 REPORTS OF ELECTED MEMBERS

Cr R Harrington

- 30 April 2019 - Performance review meeting

Cr K King

- 30 April 2019 - Performance review meeting

Cr M Meredith

- 30 April 2019 - Performance review meeting

Cr M Lloyd

- 27 March 2019 - Community Resource Centre Meeting
- 1 May 2019 – Community Resource Centre Meeting

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

11. CONFIDENTIAL ITEMS

COUNCIL DECISION – MEETING CLOSED TO THE PUBLIC

Moved: Cr Michael Meredith

Seconded: Cr Kevin King

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government Act 1995 to allow Council to discuss a matter affecting an employee.

CARRIED 6/0

9:00 pm – The Presiding Person requested the members of the public leave the meeting.

9:01 pm – Russell Prowse, Nicole Wasmann and Kym Gibbs left the meeting.

CONFIDENTIAL ITEM 11.1.1 – CEO PERFORMANCE AND REMUNERATION REVIEW

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	2.15.1/Wasmann
DISCLOSURE OF INTEREST:	The report and remuneration review is in relation to the author of this report.
DATE OF REPORT:	1 May 2019

SUMMARY:

Council to consider the CEO Performance Review and proposed remuneration increase recommended by the Executive Officer Appraisal Committee.

BACKGROUND:

A copy of the CEO's performance appraisal and recommended remuneration review is provided as a confidential document separate to the agenda.

The review was carried out 30 April 2019.

CONSULTATION:

The document was prepared by the Committee in consultation with other councillors.

STATUTORY ENVIRONMENT:

In accordance with the Local Government Act S.38, the Council is to consider the review on the performance of the CEO and is to accept the review, with or without modification, or reject the review.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

There are sufficient funds in the budget to cover a remuneration increase.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority.

COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 11.1.1

Moved: Cr Marie Lloyd

Seconded: Cr Kevin King

That Council accept the CEO Performance Review and remuneration increase recommended by the Executive Officer Appraisal Committee.

CARRIED 6/0

CONFIDENTIAL ATTACHMENT:

- CEO Performance Review

9:24 pm –Nicole Wasmann and Kym Gibbs returned to the meeting

COUNCIL DECISION – MEETING OPEN TO THE PUBLIC

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That the meeting be open to the public again.

CARRIED 6/0

9.25pm – Russell Prowse returned to the meeting.

12. CLOSURE OF MEETING

Cr Harrington declared the meeting closed at 9.30 pm.

DISCLAIMER

The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of West Arthur expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

These Minutes were confirmed at the ordinary council meeting on: 18 June 2019

Signed: _____
Presiding Member at the meeting at which the Minutes were confirmed