



**WALGA**

**GREAT EASTERN COUNTRY  
ZONE**

**Minutes**

**Thursday 1 March 2018  
In-Person Meeting**

**Kellerberrin Recreation  
and Leisure Centre**

**Commencing at 9.30am  
(morning tea from 9.00am)**

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WALGGA DRAFT

# Minutes

## Great Eastern Country Zone of WALGA

Thursday 1 March 2018  
Commencing at 9.30am  
(Morning Tea from 9.30am)

### 1.0 OPENING AND WELCOME

### 2.0 ATTENDANCE AND APOLOGIES

#### Attendance

#### WALGA Representatives

Ms Dana Mason, Policy Manager Economics  
Ms Rebecca Brown, Manager Waste and Recycling

#### Guests

Mr Rob Dickie, Government and Industry Relations Advisor CBH  
Mr Peter Hoare, Chief Operations Officer LGIS

Mr Sheldon Mumby, Electoral Officer for Senator Dean Smith

#### Apologies

Ms Andrea Selvey, CEO Shire of Dowerin  
Mr Raymond Griffiths CEO Shire of Kellerberrin  
Cr Karin Day, President Shire of Westonia

Ms Sharon Broad Regional Manager Goldfields and Agricultural Region Water Corporation  
Ms Wendy Newman, CEO Wheatbelt Development Commission  
Department of Local Government, Sport and Cultural Industries  
RDA Wheatbelt  
Ms Melissa Price MP, Member for Durack  
Senator Dean Smith

Hon Martin Aldridge MLC, Member for Agricultural Region  
Hon Laurie Graham MLC, Member for Agricultural Region

### 3.0 DECLARATION OF INTEREST

## 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:** 19 February 2018

**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, CEO
Shire of Cunderdin	Cr Dennis Whisson Cr Alison Harris	CEO
Shire of Dowerin	Cr Darrel Hudson Cr Brenton Walsh	Ms Andrea Selvey, CEO
Shire of Kellerberrin	Cr Rod Forsyth Cr Scott O'Neill	Mr Raymond Griffiths, CEO
Shire of Kondinin	Cr Kent Mouritz	Mr John Read, CEO
Shire of Koorda	Cr Ricky Storer Cr Pamela McWha	Mr David Burton, CEO
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, CEO
Shire of Mukinbudin	Cr Gary Shadbolt Cr Sandra Ventris	Mr Dirk Sellenger, CEO
Shire of Narembeen	Cr Rhonda Cole Cr Kellie Mortimer	All other Councillors
Shire of Nungarin	Cr Eileen O'Connell Cr Jim Taylor	Cr Gary Coumbe
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, CEO
Shire of Wyalkatchem	Cr Quentin Davies Cr Owen Garner	All other Councillors 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 Zone Representative to the Local Government Agricultural Freight Group

**Reporting Officer:** Helen Westcott, Executive Officer/Returning Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 19 February 2018

**Attachments:** Nil

### **Background:**

The Zone is represented on a number of committees, including the Local Government Agricultural Freight Group (LGAFG).

At the meeting of the Great Eastern Country Zone (GECZ) held Thursday 30 November 2017 Cr Stephen Strange, President Shire of Bruce Rock, was elected the Zone's delegate to the LGAFG, with Cr Rod Forsyth, President Shire of Kellerberrin, elected the Zone's deputy delegate.

Cr Strange has advised that due to his increasing responsibilities on WALGA State Council he is unable to continue in his role as the Zone's delegate to the LGAFG.

Cr Forsyth has indicated his willingness to become the Zone's delegate to the LGAFG.

Notwithstanding Cr Forsyth's willingness to represent the Zone, it is appropriate for nominations to be called for the positions of Delegate and Deputy Delegate. Nominations will be invited by the Zone President from the floor of the meeting.

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 the election a second ballot will be conducted immediately between those two candidates.

In the event that Cr Forsyth is elected as the delegate to the LGAFG it will be necessary to conduct an election for the deputy delegate, which will follow the same process as for the election of the delegate.

Refer also to Agenda Item 8.2.

### **RECOMMENDATION:**

That all ballot papers used in the election process be destroyed.

**RESOLUTION**

**Moved:**

**Seconded:**

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### 4.3 Election of Zone Deputy Representative to the Wheatbelt District Emergency Management Committee

**Reporting Officer:** Helen Westcott, Executive Officer/Returning Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 19 February 2018

**Attachments:** Nil

#### **Background:**

The Zone is represented on a number of committees, including the Wheatbelt District Emergency Management Committee (Wheatbelt DEMC).

At the meeting of the Great Eastern Country Zone (GECZ) held Thursday 30 November 2017 Cr Tony Sachse, President Shire of Mt Marshall, was elected the Zone's delegate to the Wheatbelt DEMC.

A deputy delegate was not appointed at this time.

Since the November 2017 meeting of the GECZ, Cr Sachse has advised the Zone's President, Cr Cole, that the Shire of Mt Marshall's Regulatory Officer, Jack Walker, had expressed interest in filling this position (of Deputy Delegate). Mr Walker has considerable experience in emergency management issues, with the Shire's CEO happy for Mr Walker to be the Zone's deputy delegate on the DEMC.

Cr Sachse has indicated that he is happy to nominate Mr Walker to the position.

Given that there were no nominations received for the position of deputy delegate it would seem appropriate for Mr Walker's nomination to be accepted.

If, however, another member of the Zone wanted to stand for the position an election would be required.

The following process will be followed should that be the case.

- 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 the election a second ballot will be conducted immediately between those two candidates.

#### **RECOMMENDATION:**

That all ballot papers used in the election process be destroyed.

**RESOLUTION**

**Moved:**

**Seconded:**

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## 5.0 GUEST SPEAKERS / DEPUTATIONS

### 5.1 Incorporation of Waste Management into Emergency Event Planning and Recovery (11.15am)

There have been a number of situations in Western Australia where recovery efforts have been hampered by challenges associated with waste management. Ineffective waste management has the potential to significantly delay recovery efforts, present a considerable risk to human health and the environment and increase the costs of recovery.

Through the Office of Emergency Management, WALGA has received funding to work on embedding waste management considerations within local emergency management planning and response mechanisms.

Ms Rebecca Brown, WALGA's Manager Waste and Recycling, will provide an outline of the project to date and allow discussion regarding specific Local Governments waste management/emergency management considerations.

She will also provide Zone delegates with an update on the progress of the development of the Container Deposit Scheme and State Waste Strategy Review.

### 5.2 Presentation by LGIS (11.30am)

Late last year LGIS approached the Executive Officer with a request to present at a meeting of the Great Eastern Country Zone (GECZ).

The GECZ Executive Committee considered this request when it met on Thursday 8 February 2018, agreeing that a presentation would be of benefit and interest to the Zone's Member Councils.

Peter Hoare, LGIS' Chief Operating Officer, will be attending the meeting. Whilst a particular topic has not been selected for the meeting, possible topics for discussion include:

- **Reg. 17 requirements – risk management benefits**  
**Session Aim** - To ensure that elected members and Officers understand Audit Regulations 17 key learnings and the importance of ensuring local government has appropriate risk management frameworks in place.
- **Protecting your most important assets – people and property**  
**Session Aim** - By highlighting the risks to the scheme associated with people and property, this session aims to show the importance of implementing emergency management in accordance with AS3745 Managing Emergencies in Facilities.
- **Contract Risk Mitigation – allocating the right risk**  
**Session Aim** - To raise awareness of the importance of appropriate risk allocation in contracts and the risk exposed to local government if not managed properly
- **Workers compensation – targeting key areas of risk**  
**Session Aim** - To equip attendees with the understanding of the workers comp system in WA, scheme trends and patterns and most importantly risk management strategies that can be targeted to improve workers comp performance.

### 5.3 Presentation by CBH (12.00noon)

An invitation to CBH's CEO, Mr Jimmy Wilson to attend the March meeting of the Great Eastern Country Zone (GECZ) was recently extended by the Zone's President, Cr Cole.

Unfortunately, Mr Wilson is unable to attend. Mr Rob Dickie, CBH's Government and Industry Relations Advisor, will attend on his behalf.

Mr Dickie will provide the meeting with an update on CBH's Network Strategy and respond to questions on matters of interest to the meeting.



## 6.0 MINUTES

### 6.1 Confirmation of Minutes from the Great Eastern Country Zone Meeting held Thursday 30 November 2017 (Attachment)

The Minutes of the Great Eastern Country Zone Meeting held Thursday 30 November 2017 have previously been circulated to Member Councils.

#### RECOMMENDATION:

That the Minutes of the Meeting of the Great Eastern Country Zone held Thursday 30 November 2017 confirmed as a true and accurate record of the proceedings.

**RESOLUTION:**                      **Moved:**    **Seconded:**

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### 6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 30 November 2017 (Attachment)

7.4 Reduction of Direct Grant Road Funding to Local Government

**RESOLUTION:**      *Moved: Cr Sachse*    *Seconded: Cr Forsyth*

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*That:*

- 1. The Great Eastern Country Zone write to WALGA expressing its support for its efforts in advocating the WALGA policy position that current local road funding arrangements remain in place, that is local road funding from the State be a fixed percentage of Vehicle Licence Fee revenue; and*
- 2. Copies of the letter be forwarded to all the Zone's Parliamentary representatives.*

*CARRIED*

Correspondence to the WALGA CEO, Ricky Burges, has been prepared. A copy of the response to the Zone's letter forms an attachment to meeting agenda.

The letter has also been forwarded to all the Zone's Parliamentary representatives.

### 6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 8 February 2018 (Attachment)

Presenting the Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 8 February 2018

#### RECOMMENDATION:

That the Minutes of the Meeting of the Great Eastern Country Zone Committee Meeting held Thursday 8 February 2018 be received.

**RESOLUTION:**                      **Moved:**    **Seconded:**

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### 6.4 Matters for Noting (Attachment)

- Office of Bushfire Risk Management Update – December 2017;
- Office of Bushfire Risk Management Update – January 2018;
- Special edition of the Office of Bushfire Risk Management Update – *Summary of 2016-17 Fuel Reduction Activities in Western Australia*; and

- Training for Country Councillors - An additional phase of the Department of Local Government, Sport and Cultural Industries and WALGA's subsidised training, funded by the State Government through the Royalties for Regions and Country Local Government Fund program, has just been released for completion by 30 June 2018.

A range of training courses were selected by DLGSC, with input from WALGA resulting in a schedule which considered what courses had already recently been delivered in each Zone for Elected Members.

WALGA has liaised with the selected Host Council's with the program below to be delivered to the Great Eastern Zone at a subsidised cost of only \$50 per course per Elected Member.

Whilst being marketed directly to Councils to ensure that this training opportunity reaches the maximum number of Elected Members effectively and efficiently, WALGA has also requested that the matter be drawn to the attention of those attending the March Meeting of the Great Eastern Country Zone.

Details on the courses being offered are detailed below.

**Training Course** Understanding Financial Reports and Budgets  
**Host Council** Kellerberrin  
**Date** Thursday 12 April 2018

**Training Course** Effective Community Leadership  
**Host Council** Kellerberrin  
**Date** Friday 13 April 2018

**Training Course** Integrated Strategic Planning – the Essentials  
**Host Council** Kellerberrin  
**Date** Thursday 21 June 2018

**Training Course** Integrated Strategic Planning – Advanced  
**Host Council** Kellerberrin  
**Date** Friday 22 June 2018

**RECOMMENDATION:**

That the matters detailed in Item 6.4 be noted.

**RESOLUTION:**

**Moved:**

**Seconded:**

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## 7.0 ZONE BUSINESS

### 7.1 Review of *Local Government Act 1995*

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 19 February 2018

**Attachments:** Nil

#### **Background:**

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.

The Minister's Discussion Paper was considered at the Meeting of the Greta Eastern Country Zone held Thursday 30 November 2017 at which time it was resolved as shown below:

**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*

#### **Executive Officer Comment:**

As Member Councils are aware, the Minister for Local Government extended the public consultation period to 9 March 2018. This extension of time has allowed WALGA to address all the issues raised in the Minister's Discussion Paper in its draft submission which will be considered at the WALGA State Council Meeting to be held Wednesday 7 March 2018.

As such the draft submission will be discussed by the Zone as part of considerations around the meeting's review of the WALGA State Council Agenda.

No further comment required.

#### **RECOMMENDATION:**

That the matter be noted.

**RESOLUTION:** *Moved:* *Seconded:*

## 7.2 Wheatbelt Conference 2018 – Progress Report

**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:** 20 February 2018

**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.

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

### **Executive Officer Comment:**

The Executive Officer will provide a verbal update to the meeting.

### **RECOMMENDATION:**

That the Executive Officer's report be noted.

**RESOLUTION:**                      **Moved:**                                      **Seconded:**

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### 7.3 Education Department Spending Cuts

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 20 February 2018

**Attachments:** Hon Sue Ellery Media Statement 13 December 2017  
Hon Mark McGowan and Hon Sue Ellery Media Statement 11 January 2018

#### **Background:**

At Zone President Cr Cole's request this matter was discussed at the Great Eastern Country Zone Executive Committee Meeting held Thursday 8 February 2018.

On 13 December 2017 Minister for Education Hon Sue Ellery announced a range of budget measures in an "effort to fix the State's finances". A copy of the Minister's media statement forms an attachment to the meeting agenda.

On 11 January 2018 the Premier Hon Mark McGowan and Minister for Education issued a further media statement reversing some of the decisions made in respect to the cuts. A copy of that media statement also forms an attachment to this agenda.

The matter was discussed at the GECZ Executive Committee Meeting held Thursday 8 February 2018 with the meeting agreeing that the matter be listed for discussion by the Zone.

#### **Executive Officer Comment:**

The expenditure cuts contained a number of important programs and whilst some high-profile cuts, such as School of the Air, have received considerable media attention and were the subject of being reversed it is not totally clear, from the media statements, what the full extent of the impact the education cuts (as amended) may have on the Wheatbelt region.

In view of the uncertainty of what cuts are included in the amended expenditure costs of \$41 million there is a need for the Zone to obtain greater understanding of the extent of the cuts and what if any impact these cuts will have on communities across the Zone. This is certainly the case with the loss of programs such as camp schools and the closure of the Moora Residential College. It may therefore be appropriate to invite the Regional Director for the Wheatbelt Education Region to the next Zone Meeting to discuss any concerns.

The Executive Officer understands this issue has been raised with WALGA and they are undertaking advocacy on behalf of the sector. WALGA's representatives to the Zone meeting may be able to provide additional comment.

#### **RECOMMENDATION:**

That the Great Eastern Country Zone invite the Regional Director of Education to the next Zone Meeting to discuss the impact of all education cuts on the Wheatbelt Region.

**RESOLUTION:**                      **Moved:**                                      **Seconded:**

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## 7.4 Restructure Department of Fire and Emergency Services

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 16 February 2018

**Attachments:** Media Statement Minister for Emergency Services Hon Francis Logan - *Department restructure to benefit State's emergency services*

### **Background:**

On Wednesday 14 February 2018 the Minister for Emergency Services, Hon Francis Logan MLA, announced (the Minister's media statement forms an attachment to the meeting agenda) a restructure of the Department of Fire and Emergency Services (DFES) which sees the Office of Emergency Management integrated into a "new command structure".

### **Executive Officer Comment:**

The Executive Officer has noted in the Report on Key Activities, Infrastructure in the WALGA State Council Agenda, an item on Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) and the fact that the Office of Emergency Management is proposing to engage with Local Governments over the coming six months to develop and communicate details of the new arrangements. WALGA will support and provide advice to this process.

It is fair to say that there have been some concerns raised about the effectiveness and timeliness of WANDRRA in responding to incidents of flood and storm damage. The Executive Officer has recently met with the Office of Emergency Management, State Recovery Coordinator, Mr Steve Joske, and it is understood that some Wheatbelt local governments have been able to seek more timely response to WANDRRA issues.

Recognising that progress has been made the Executive Officer is "concerned" that the inclusion of the Office of Emergency Management within the DFES structure and the reduction of the senior executive staff by three may be detrimental to the operations of the recovery effort after an incident.

Whilst the Minister's media statement highlights the positives and cost savings from the restructure it is difficult to comprehend that there will be no change to effectiveness and interaction with local government in regard to recovery issues.

### **RECOMMENDATION:**

That the Media statement by the Minister for Emergency Services, Hon Francis Logan MLA, in relation to the restructure of the Department of Fire and Emergency Services (DFES) including the integration of the Office of Emergency Management into a "new command structure" be noted and WALGA be asked to monitor any impact on the local government sector of the changes once implemented.

**RESOLUTION:** Moved: Cr Sachse Seconded: Cr Truran

**That the Media statement by the Minister for Emergency Services, Hon Francis Logan MLA, in relation to the restructure of the Department of Fire and Emergency Services (DFES) including the integration of the Office of Emergency Management into a "new command structure" be noted and WALGA be asked to monitor any impact on the local government sector of the changes once implemented.**

**CARRIED**

## 8.0 ZONE REPORTS

### 8.1 Zone President Report

Cr Rhonda Cole

#### RECOMMENDATION:

That the Zone President's Report be received.

**RESOLUTION:**

**Moved:**

**Seconded:**

### 8.2 Local Government Agricultural Freight Group (Attachments)

Cr Stephen Strange  
Cr Rod Forsyth

Refer also to Agenda Item 4.2

Presenting the minutes from a meeting of the Local Government Agricultural Freight Group (LGAFG) held Monday 5 February 2018.

A number of attachments accompany the minutes. These are also attached for Member Councils information and include:

- Harvest Mass Management Scheme: A Guide to Safe Road Access During Harvest 2016/17;
- Harvest Mass Management Scheme: A Guide to Safe Road Access During 2017-18 Harvest Season; and
- Restricted Access Vehicle Agricultural Machine Operational Guidelines. December 2017

Cr Ken Seymour, President Shire of Moora, has been elected Chairperson of the LGAFG.

In providing the minutes from the meeting the LGAFG's Executive Officer has requested that the GECZ give consideration to providing feedback on the issues detailed below.

- **Movement of Agricultural Machinery**
  - The LGAFG seeks comment from Zones on the Heavy Vehicle Agricultural Pilot Authorisation 2017. The authorisation does not apply to the movement of agricultural vehicles exceeding 6 metres in width or 40 metres in length. In these instances, an accredited Heavy Vehicle Pilot would be required. As many agricultural implements now exceed 6 metres in width the LGAFG has recommended that an abbreviated Heavy Vehicle Pilot License training course be established for agricultural pilots accompanying agricultural vehicles exceeding 6 metres in width or 40 metres in length.
  - The LGAFG has resolved to requested clarification as to the requirements regarding the movement of agricultural vehicles in convoy. The current Agriculture Machine Operational Guidelines state that "A maximum of two Agricultural Machines may travel in convoy with one another when accompanied by pilot vehicles, unless otherwise specified on the permit". To assist in discussions comments from Zones on these requirements.
- **Harvest Mass Management Scheme**
  - For the last two harvests special arrangements have been in place under the Harvest Mass Management Scheme to allow access by RAV combinations to paddocks on roads that have not been approved on the respective RAV networks. The LGAFG has resolved to invite representatives from Main Roads Heavy Vehicle Services to its next meeting to discuss arrangements for the Harvest Mass Management Scheme for the 2018/2019 harvest and review of the Scheme. In preparing for the meeting the LGAFG invites comments from the Zones on the operation of the Harvest Mass Management Scheme in their respective region and on the special access arrangements approved for the 2016/2017 and 2017/2018 harvests.

▪ **Road User Cost Recovery**

- The LGAFG has requested that attention is drawn to WALGA's Road User Charging Policy.
- Current concessional loading (AMMS) access requires each transport operator to obtain, from each local government they travel through, a local road access letter. It has been pointed out that this arrangement is cumbersome, that few operators actually request the letter and that it does not address the issue of recouping maintenance costs associated with AMMS access. To assist in formulating approaches to government on this issue feedback the LGAFG seeks feedback for the Zones.

**RECOMMENDATION:**

That the Minutes of the Local Government Agricultural Freight Group Meeting held Monday 5 February 2018 be received and the following feedback be provided in respect to the identified issues:

- \_\_\_\_\_;
- \_\_\_\_\_.

**RESOLUTION:**

**Moved:**

**Seconded:**

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**8.3 Wheatbelt District Emergency Management Committee (Wheatbelt DEMC)**

Cr Tony Sachse

Refer also to Agenda Item 4.3

Presenting the minutes from a meeting of the Wheatbelt DEMC Meeting held Thursday 16 November 2017.

It should be noted that a further meeting of the Wheatbelt DEMC was held on Friday 15 February 2018

The issue of back-up power issues with local telecommunications remain unresolved in both the Shires of Wyalkatchem and Bruce Rock. The matter was raised again at the most recent Wheatbelt DEMC Meeting. Cr Sachse has advised that it seems as though there is no immediate solution from Telstra but at least the Wheatbelt DEMC is aware of the issue. Cr Sachse may wish to add further comment.

In seeking information on this matter, the Executive Officer was provided with the following information from Cr Sachse. To quote from his email:

*In Item 4.2 Business arising from the previous minutes it was identified that action item for Telstra back up batteries (before a generator) has been a long running issue. It has also been identified that both Wyalkatchem and Bruce Rock have very poor battery backup. Unfortunately, it seems that this is unlikely to be fixed in the short term. Telstra alone are able to deploy generators for their phone network. It also appears there is no possibility of being exactly sure of when phone coverage will cease due to battery failure in the event of an emergency. So Local Government planning needs to take this into account.*

*On a positive note Wyalkatchem did very well with their LEMA framework and were singled out for praise during the presentation by Richard Pieper from the OEM. One of the main themes of Richard's address was the change in culture of the population with greater dependence from Emergency Services in a natural disaster. However it was mentioned that rural people generally showed more ability to deal with issues especially in relation to personal property damage etc. The old adage of "Can you do the Seventy Two?" meaning have you sufficient supplies to last three days is really important still. A reliance on electronic payment instead of cash can also present problems in an emergency and the recovery phase. This is due to power outages and the inability of business to conduct electronic transactions.*



*There were some other matters raised within more common emergencies, but the big items seem to be a large biosecurity breach (which could have a very serious impact on our Zone), or a human pandemic which would also have major implications. I believe this will be discussed further at the workshop "working together" to be held in Dowerin this Friday.*

Cr Sachse may wish to add further comment.

The Executive Officer has also been working on this matter and was hoping to meet with officers within the Office of Emergency Management to find a solution to this matter.

**RECOMMENDATION:**

That the Minutes of the Wheatbelt DEMC Meeting held Thursday 16 November 2017 be received.

**RESOLUTION:**                      **Moved:**    **Seconded:**

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**8.4    Healthy Wheatbelt**

Cr Rhonda Cole  
Cr Ram Rajagopalan  
Cr Eileen O'Connell (Deputy)

No meetings held during the period.

**8.5    Wheatbelt North Regional Road Group**

Cr Ricky Storer

**8.6    Wheatbelt South Regional Road Group (WDRRG)**

Mr Chris Jackson, CEO Shire of Narembeen

The Shire of Narembeen has offered to provide Member Councils with a report on work undertaken by the WSRRG.

## 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

### 9.2 WALGA Status Report Attachment)

*From Executive Officer*

#### **BACKGROUND:**

Presenting the Status Report for February 2018 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.

With respect to the first item covered in the Status Report, refer also to Agenda Item 8.3.

#### **RECOMMENDATION:**

That the Great Eastern Country Zone notes both the State Councillor and WALGA Status Reports.

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

**That the Great Eastern Country Zone notes both the State Councillor and WALGA Status Reports.**  
**CARRIED**



The GECZ needs to determine whether there are any aspects of the WALGA submission it has concerns with or whether the submission as presented broadly addresses all its concerns raised previously.

It should be noted that the Zone Status Report covers concern's issues raised by the Zone with respect to potential changes to the Act (refer to Agenda Item 9.2).

Other than possibly the issue detailed below, the Executive Officer believes the WALGA submission is one that should be supported.

In formulating its submission on the WALGA Discussion Paper the GECZ also provided comment on a number of topics outside the scope of the Discussion Paper. To quote from the minutes of the GECZ Meeting held Thursday 28 September 2017:

*The Great Eastern Country Zone in working through the WALGA Discussion Paper developed positions on a number of issues that fell outside the paper's remit. These matters included the following:*

- *Review of the Department of Local Government, Sport and Cultural Industries (DLGSC) – the Great Eastern Country Zone believes that a comprehensive review of the DLGSC should be undertaken in parallel with the review of the Local Government Act 1995;*
- *Review of Financial Management Legislation – the Great Eastern Country Zone is aware that within the sector there is support for a comprehensive review of this part of the legislation and supports a review being instigated; and*
- *Compliance – the Great Eastern Country Zone supports the investigation of a tiered compliance regime for Local Government;*

The GECZ's view with respect to a Review of the Department of Local Government, Sport and Cultural Industries (DLGSC) is apparently shared by other WALGA Zones because the role of the Department of Local Government is considered within WALGA's submission to the Minister. This view is articulated in the WALGA State Council Agenda, with the following an extract from the WALGA State Council Agenda.

#### ***Role of the Department of Local Government***

*State Council, at its 6 December 2017 meeting, resolved for information pertaining to the role of the Department of Local Government to be considered in this report.*

*Further, a number of Local Governments participating in the review process have raised the issue of the role of the Department. The general consensus is that the Department has for some time focused on compliance and policing with very little focus on supporting Local Governments and looking at ways to assist the sector. The capacity building role, which was a valued function of the Department's operations in the first decade from the commencement of the Local Government Act in 1996, should again become an important focus.*

*During WALGA's Systemic Sustainability Study consultation in 2006, there was commentary on the conflict of the Department of Local Government having a dual role as a regulator for compliance on one hand and a capacity builder on the other hand. At the time there was anecdotal evidence of Local Governments requesting capacity building assistance only to later receive a notification from the compliance section. In recent years the Department has focused predominantly on compliance and WALGA has stepped in and provided an advice and support service in the governance area to fill the apparent gap in capacity building. Notwithstanding, the government has effectively acknowledged a responsibility to contribute to capacity building in the sector, largely by providing funding of appropriate activities such as elected member training.*

*There is a need for a clear definition from the Department on their role, so that Local Governments are aware of the framework they are operating in. The clear message from the sector is that the role of the Department should be as an enabler for the Local Government sector assisting where possible and in a way that does not compromise its compliance and regulatory responsibilities.*

*The Department has a core role in compliance and an important role to play in capacity building. As the regulator, the Department must necessarily focus on compliance from a legislative and regulatory point of view and therefore be a direct service provider.*

*Capacity building should remain a responsibility of the Department in ensuring the improvement of the Local Government sector, however in line with recent practice, this would best be facilitated by funding external or third party service providers to deliver targeted activities, thereby eliminating the potential for conflict with their compliance requirements.*

The GECZ needs to determine whether the WALGA position is sufficiently strong.

It should be noted that the comment around a review of financial management legislation is covered in WALGA State Council Agenda Item 5.2.

The matter of investigating a tiered compliance regime for Local Government is raised within WALGA's submission. In a conversation with the Department of Local Government, Sport and Cultural Industries this matter is not within Phase 1 of the Act's review but will be considered during the second phase.

At the GECZ Meeting held 30 November 2017 the Shire of Kondinin raised the need to review the Basis of Rates section (6.28) of the Act. At that time WALGA advised all rating provisions will be considered in stage 2 of the Act review. Notwithstanding this advice the GECZ resolved as shown below:

*RESOLUTION: Moved: Mr Read Secounded: 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*

Whilst the matter will be covered within the second stage of the Government's review of the Act, The Zone may wish to consider the matter again as the current WALGA submission does not provide comment on rating.

#### **ZONE COMMENT:**

Zone support

#### **5.2 Local Government Act – Audit and Financial Management Regulations Amendment – (05-034-01-001 LF)**

#### **WALGA Recommendation**

That WALGA endorse the following response to the Department of Local Government, Sport and Cultural Industries, regarding proposed regulatory amendments to facilitate introduction of Local Government auditing by the Auditor General:

- (1) *Local Government (Audit) Regulations 1996* proposed amendments are supported, subject to the following:
  - (a) Proposed amendment of Regulation 9 – supported subject to:
    - (i) The definition of Australian Accounting Standards being consistent between this Regulation and Financial Management Regulation 3.
  - (b) Proposed new Regulation 9A – Not Supported:
    - (i) Section 7.10 of the Act already sufficiently provides for the Auditor's right of access to documents.
    - (ii) If proposed new Regulation 9A is retained, then subject to:
      - Changing requirement for CEO to provide documentation from 14-days to 30-days; or alternatively,

- Ensuring audit planning under Audit Regulation 7 includes identification and agreement on documentation required to be provided.
  - Re-sequencing the definitions for Strategic Community Plan and Corporate Business Plan to align with the sequence of Sub-regulations 9(A)(1)(a) and (b).
- (c) Proposed amendment of Regulation 13 – supported subject to:
- (i) Consideration of changing the Compliance Return period from a calendar year to a financial year to be consistent with other audits. Noting that this change would require consequential changes to Audit Reg.15.
- (d) Proposed amendment of Regulation 16 - Supported subject to:
- (i) Sub-regulation 16(a) being deleted as Audit Committee involvement in 'guiding and assisting' Local Government to prepare budgets, financial reports, rates, etc. compromises the Committee's objectivity / impartiality when undertaking the audit role.
  - (ii) Redrafting Sub-regulation 16(d) to prescribe the Audit Committee's function as being 'to monitor and advise the CEO in regard to the outcome of any review undertaken in accordance with Audit Regulation 17(1) and Financial Management Regulation 5(2)(c)'. The redraft is proposed to avoid any confusion between the Audit Committee function and the CEO's responsibilities for the administration of the Local Government.
  - (iii) Amendment of Sub-regulation 16(d) to include a requirement for the Audit Committee to report to Council.
- (2) *Local Government (Financial Management) Regulations 1996* proposed amendments are supported, subject to the following:
- (a) Proposed amendment of Regulation 5 - supported subject to:
- (i) Including a requirement for the outcome of a review to be reported to Council via the Audit Committee, consistent with other similar reporting requirements.
- (b) Proposed amendment of Regulation 17A – supported subject to:
- (i) Resolution of the conflict between the proposed 3-5 year review cycle and AASB 116 clause 34 which requires annual review of asset valuations in some circumstances.
  - (ii) Deletion of Sub-regulation 17A(4) as it replicates the requirements of AASB 116 clause 34 and may become inconsistent with the AAS should the AAS be amended in future.
  - (iii) Redrafting of Sub-regulation 17A(6) to enable Local Governments to determine the \$value threshold through their accounting policy, enabling Local Governments to apply an effective size and scale regime.
  - (iv) Inserting a new sub-regulation excluding Local Governments from compliance with AASB 166, clause 36, so to avoid requirements for revaluation of a whole class of assets, on the basis that revaluation within the 3-5 year cycle is sufficient.
- (c) Regulation 17B is not supported on the basis that:

- (i) Regulation 17B is contrary to the intent of Regulation 17A which expenses assets valued less than \$5000.
- (ii) "Attractive" assets is not defined.
- (iii) Regulation 17B's purpose is unclear if the asset is written off and therefore active audit is not required.
- (iv) Theft of portable assets is not considered a widespread problem and where concerns arise regarding theft Local Governments will address those risks, therefore additional red-tape should not be created for the whole sector.
- (v) If Regulation 17B is proposed to retained, then its retention should be justified by a cost benefit analysis evidencing that sector wide benefit will be achieved i.e. the actual cost of implementing proposed Regulation 17B versus the actual cost of 'lost' portable assets. If no such benefit is evidenced, then Regulation 17B should not be implemented.

#### **EXECUTIVE OFFICER COMMENT:**

In considering this recommendation it should be noted that due to the time frame local governments only had a limited time to respond to WALGA over the Christmas/New Year period.

The draft amendments to *Local Government (Audit) Regulations 1996* and *Local Government (Financial Management) Regulations 1996* were circulated to the sector for comment in an Infopage dated 23 January 2018 requesting Local Government's comments to be provided to WALGA by 9 February.

This timeframe was structured to enable this report to the March 2018 State Council meeting and enable further consideration through the Zone meetings. WALGA's comment on behalf of Local Government is due to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 29 March 2018.

As the reported provided in the State Council Agenda notes, WALGA received comment from a number of Councils.

The Executive Officer is unaware if any of the GECZ's Member Councils provided feedback to WALGA on the DLGSC's proposed amendments. The matter of financial regulations is one considered by the GECZ at a Zone meeting held in September last year.

The WALGA recommendation has regard for the concerns raised by Councils who responded to the Infopage on the proposed amendments and unless there are additional concerns that Member Councils wish to be raised the Executive Officer believes the WALGA recommendation be supported as presented.

Notwithstanding the above, the changes proposed by the amendment to the Audit and Financial Management Regulations could be seen to have significant consequential change to the manner in which the audit and management of assets is undertaken.

For example, currently the compliance audits are carried out on a calendar year basis and the regulations propose that this would continue. However, WALGA is proposing that the compliance audit be aligned with the financial year.

The meeting may wish to review this proposal to enable Member Councils to express any views contrary to the WALGA recommendation.

#### **ZONE COMMENT:**

Zone support

### **5.3 Interim Submission - Review of the State Industrial Relations System (05-034-01-001 KP)**

#### **WALGA Recommendation**

That the interim submission in response to the Review of the State Industrial Relations System be endorsed.

**ZONE COMMENT:**

Zone support

**5.4 Interim Submission – State Planning Policy 5.4 Road and Rail Noise – Residential Subdivision (05-036-03-0060 CH)**

**WALGA Recommendation**

That the interim submission to the WA Planning Commission on State Planning Policy 5.4 Road and Rail Noise be endorsed.

**ZONE COMMENT:**

Zone support

**5.5 Interim Submission – Planned or Managed Retreat Guidelines (05-01-0703-0002 CH)**

**WALGA Recommendation**

That the interim submission to the WA Planning Commission on the Planned or Managed Retreat Guidelines be endorsed.

**ZONE COMMENT:**

Zone support

**5.6 Clearance of subdivision conditions relating to Bushfire Management Plans (05-024-02-0056 VJ)**

**WALGA Recommendation**

That WALGA request that the State Government formally consult with the sector in regard to: -

1. The Department of Fire and Emergency Services' (DFES) transferring of responsibility to the Local Government sector for the clearance of a subdivision condition for Bush Fire Management Plans, when the condition has been requested by DFES.
2. Any possible review of the model subdivision condition relating to clearance of Bush Fire Management Plans.

**EXECUTIVE OFFICER COMMENT:**

The Executive Officer believes the ad hoc and incremental transferring of responsibility to the Local Government sector, such as for the clearance of a subdivision condition for Bush Fire Management Plans, when the condition has been requested by the Department of Fire and Emergency Services (DFES), is one that should be viewed with concern.

It is essential that the State Government formally discuss this issue with the Local Government sector, to ensure that the roles and responsibilities between DFES, Department of Planning and Local Government are formally discussed. It is also important that the Local Government sector be consulted in any possible review of the model subdivision condition relating to Bush Fire Management Plans.

On the information available it would appear that DFES has unilaterally determined to change a process seemingly without any effective consultation and to then deal with the issue on a Council by Council basis rather than through the appropriate channel of WALGA.

In addition to the cost shifting this transfer of policy will have, many local governments will not have the necessary staff resources to effectively manage this process. Whilst recognising the Partnership Agreement currently in place between WALGA and LG Professionals WA, the Executive Officer believes



WALGA should voice its concern more strongly and apply “pushback” with regard to this decision to demonstrate that this is an unacceptable process.

In broad terms, if DFES is not challenged on this then it is possible other agencies will follow which will place even more pressure on local governments.

This concern is clearly outlined in the WALGA State Council report which reads in part as follows:

*If all referral agencies, including Local Governments followed this DFES approach, the entire subdivision referral process would be severely undermined and result in an inefficient subdivision process, with the WAPC having to clear all subdivision conditions rather than relying on the technical advisors within each of the referral agencies.*

In practice it should be the responsibility of the “referral” agency to be responsible for clearing any subdivisional conditions that it may include on an approval process.

**ZONE COMMENT:**

The Zone may wish to provide further comment. An alternate recommendation to the WALGA recommendation is provided for the Zone’s consideration.

**RECOMMENDATION:**

That WALGA advise the State Government the Local Government sector:

1. will not agree to the Department of Fire and Emergency Services’ (DFES) transferring of responsibility to the Local Government sector for the clearance of a subdivision condition for Bush Fire Management Plans, when the condition has been requested by DFES;
2. requires adequate and effective consultation on any review of the model subdivision condition relating to clearance, including relating to Bush Fire Management Plans that would result in the transfer of responsibility from any agency for the clearance of a subdivision condition, when that condition has been requested by that agency.

**RESOLUTION:** Moved: Cr Truran Seconded: Cr Sachse

**That WALGA advise the State Government the Local Government sector:**

1. will not agree to the Department of Fire and Emergency Services’ (DFES) transferring of responsibility to the Local Government sector for the clearance of a subdivision condition for Bush Fire Management Plans, when the condition has been requested by DFES;
2. requires adequate and effective consultation on any review of the model subdivision condition relating to clearance, including relating to Bush Fire Management Plans that would result in the transfer of responsibility from any agency for the clearance of a subdivision condition, when that condition has been requested by that agency.

**CARRIED**

**5.7 Review of the Administrative Road Classification Methodology (05-001-03-0033 MM)**

**WALGA Recommendation**

That WALGA supports the revised Administrative Road Classification methodology used to designate whether a road should be managed by Main Roads WA or Local Governments.

**ZONE COMMENT:**

Zone support

**5.8 Interim Submission - Inquiry into Progress under the National Road Safety Strategy 2011-2020 (05-009-03-0014 TAP)**

**WALGA Recommendation**

That the Interim Submission to the Inquiry into progress under the National Road Safety Strategy 2011-2020 be endorsed.

**ZONE COMMENT:**

Zone support

**5.9 Interim Submission - Proposed listing of the 'Tuart Woodlands and Forests of the Swan Coastal Plain' as a Threatened Ecological Community (05-038-01-001MD)**

**WALGA Recommendation**

That the Interim Submission to the Department of the Environment and Energy supporting the listing of the 'Tuart (*Eucalyptus gomphocephala*) Woodlands and Forests of the Swan Coastal Plain' as a Threatened Ecological Community 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 Hooper Seconded: Cr Truran

**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 Heritage Bill 2017 (05-036-03-022 NH)**

**6.2 2016-17 Fuel Reduction Activities in Western Australia (05-024-03-0035 MP)**

**6.3 Proposed State Road Funds to Local Government Agreement 2017/18 - 2022/23 (05-001-03-0001 MB)**

**6.4 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)**

**6.5 Replacement agreements for Local Governments in regional and remote areas to provide licensing services under the Road Traffic (Administration) Act 2008 (05-001-03-0004 MS)**

Item 6.5 was not included in the State Council Agenda supplied to all Councils but provided as a late item by WALGA to all Zone Executive Officers. It is provided below in order that Member Councils are across the issue.

The information is presented as provided by WALGA.

**In Brief**

- From 1 January 2008 under the provisions of the *Road Traffic Act 1974*, the (then) Director General of the Department of Planning and Infrastructure entered into agreements with 71 Local Governments in regional and remote areas to provide licensing services prescribed in the *Road Traffic Act 1974*. This agreement expired on 31 December 2017.
- The Department of Transport now seeks to have those same Local Governments continue to provide licensing services and has granted a three month extension for the expired agreement to the end of March 2018.
- The Department of Transport has provided and invited the affected Local Governments to sign replacement agreements so they can continue to provide licensing services. The replacement

agreements are for a three year or five year term. The different terms of the agreements are based on transaction volumes.

- The circumstances of the replacement agreements was raised as an emerging issue at State Council at its December 2017 meeting.
- On 8 January 2018 WALGA met with senior representatives of the Department of Transport who provided specific advice addressing the matters raised about the replacement agreements.

### Background

From 1 January 2008 under the provisions of section 6B of the *Road Traffic Act 1974*, the (then) Director General of the Department for Planning and Infrastructure entered into agreements with 71 Local Governments to provide licensing services prescribed in the *Road Traffic Act 1974*. This agreement expired on 31 December 2017.

Knowing the agreement with Local Governments was to expire in December 2017 and on the basis the Department of Transport (the Department) desired regional and remote Local Governments to continue to provide licensing services, in June 2017 the Department surveyed the CEOs of affected Local Governments seeking the following advice:

- Did the Local Government want to continue to provide licensing services?
- What are the issues encountered with the current agreement?
- What suggested improvements could be incorporated into the new agreements?

The Department received 56 (of 71) responses from affected Local Governments and all but one indicated a willingness to continue to provide licensing services. The common issues raised included:

- Commission payments did not cover the cost of providing the service.
- Merchant fee costs to the Local Government had increased.
- There was an increase in complex transactions compared to simple payment processing.
- There was a need for more training.

According to the Department the replacement agreements were drafted to incorporate feedback from affected Local Governments and the changes to the agreements are minimal.

The Department advises that a restructure of the *Road Traffic Act 1974* has necessitated that two replacement agreements be offered to Local Governments:

1. A main agreement known as the Road Law Agreement.  
This agreement covers driver and vehicle licensing transactions under legislation that includes the *Road Traffic (Authorisation to Drive) Act 2008* and *Road Traffic Act 1974*.
2. A subsidiary agreement known as the Non-Road Law Agreement.  
This agreement covers transactions under legislation that includes the licensing of vessels (*WA Marine Act 1982*), photo cards (*WA Photo Card Act 2014*), motor vehicle driving instructor fees (*Motor Vehicles Drivers Instructors Act 1963*), and licensing and renewal of licenses for off road vehicles (*Control of Vehicles (Off Road Areas) Act 1978*).

The two replacement agreements contain no services additional to those in the expired agreement.

Under the provisions of section 11 of the *Road Traffic (Administration) Act 2008* in late 2017 the Department provided affected Local Governments with the replacement agreements for signing. In response some Local Governments raised the following matters:

- The timeframe for signing and returning the agreements to the Department did not allow sufficient time for them to be formally put to Councils for consideration.
- Local Governments were offered agreements for either a three year or five year term rather than a ten year term as was done previously.
- There was no remarkable increase in commission payment rates except for CPI increase; and generally it is a cost burden for Local Governments to provide the services.

This matter was considered as an emerging issue at the WALGA State Council meeting in December 2017 resulting in a resolution that WALGA engage with the Department of Transport to further investigate the issue of vehicle licencing contracts.

## **Comment**

WALGA met with senior Department of Transport representatives who provided the following advice in relation to the matters raised by some affected Local Governments.

## **Review of expired agreement**

The Department reviewed the ten year agreement prior to its expiration with the aim to more clearly detail service provision requirements and levels; and process requirements. The replacement agreements were drafted to incorporate feedback from affected Local Governments. Key changes are summarized in Attachment 1.

## **Timeframe for signing replacement agreements**

The current ten year agreement for Local Governments to provide licensing services expired on 31 December 2017. A restructure of the *Road Traffic Act 1974* necessitated that two replacement agreements be drafted, which were offered to Local Governments for signing in late 2017. The timeframe nominated by the Department to sign and return the agreements did not allow sufficient time for Local Government CEOs to put them to their Councils for consideration. Acknowledging the timeframe was insufficient, the Department granted a three month extension of the expired agreement to the end of March 2018.

## **Three year or five year replacement agreements**

In line with community demands the Department is actively seeking to shift transaction processing to on-line methods. A number of transactions can now be processed and/or paid via on-line modes. Over the coming years the Department plans to implement additional on-line transactions and other initiatives such as e-billing and direct debits that will accelerate the shift from face-to-face processing to on-line processing. These initiatives will have consequences for Local Government as simple transactions will move on-line leaving more complex and time consuming transactions to be processed face-to-face.

Sixty three percent (63%) of the Department's payments are currently processed online (representing 4.6 million payments) compared with 46% in 2013-2014 (3.4 million transactions).

Transactions processed at Local Governments have fallen 12% since 2011-2012 with a significant portion of the reduction occurring in the last two years. The reduction is due to the shift to on-line payment processing; changed economic conditions; and a move by the WA Police Force to process firearm transactions on-line through its website.

Local Governments were offered replacement agreements for terms of either three or five years. The terms were determined by the Department changing its business practices and processes, the general shift to on-line processing, external factors including current economic conditions, and face-to-face transaction volumes. These factors combined could create situations in the future where it is uneconomical for a Local Government to continue providing the services; therefore the Department considered a ten year agreement term too long to afford sufficient flexibility for effective management by both parties. Shorter agreement terms will allow for regular review of the economic viability and service quality. As a consequence:

- Three year terms were offered to Local Governments with low transaction volumes located in close proximity (less than 50 kilometres) to other Local Governments providing the services.
- Five year terms were offered to Local Governments with higher transaction volumes; and Local Governments in remote areas.

## **Fees and costs**

The fees and costs incurred by Driver and Vehicle Services (Department of Transport) are reflected in the fees and charges to customers. The Department advised it has an obligation to promote and support lower cost delivery methods because supporting more expensive service delivery methods comes at a cost to customers.

The Department acknowledged that feedback from the June 2017 survey of CEOs indicated commission payments do not fully meet the costs incurred by their Local Governments to provide licensing services. Contributing factors included increased merchant fees, increasing volume of complex transactions, and processing variations of the same transaction requiring additional time investment by staff.

According to the Department, the expired agreement provided for an increase in commission values paid to Local Governments based on CPI increases and became effective from 1 July each year. The replacement agreements continue this practice.

The Department has scheduled a commission increase of 3% effective from 1 January 2018. The cost is expected to be offset by falling transaction volumes. The Department also made a decision to provide additional funding to support Local Governments processing higher volumes of transactions above 3,000 per annum (12 per work day).

**Executive Officer Comment:**

Member Councils may wish to discuss this matter before voting on the recommendation provided by WALGA.

**RECOMMENDATION:**

That the Great Eastern Country Zone note the advice provided by the Department of Transport on the two replacement agreements being offered to Local Governments in regional and remote areas to continue to provide licensing services under the *Road Traffic (Administration) Act 2008*.

**RESOLUTION:**                      **Moved: Cr Metcalfe**                      **Seconded: Cr Willis**

**That the Great Eastern Country Zone note the advice provided by the Department of Transport on the two replacement agreements being offered to Local Governments in regional and remote areas to continue to provide licensing services under the *Road Traffic (Administration) Act 2008*.  
CARRIED**

**Attachment 1 to WALGA State Council Agenda Item 6.5**

**Summary of key changes to replacement agreements as provided by the Department of Transport**

Clause change	Reason
Definition of "Database"	Clarify that the agreement relates to DoTs vehicle and driver licensing databases.
Definition of "KPI" removed	KPI considered outdated and replaced by a compliance concept that focusses on no errors and correction if errors are identified during daily audit. Further <i>please explain</i> if errors continue or are significant – see amended Schedule H.
Definition of "PCIDSS Annual Statement" removed	Not required from Shires.
Definition of "Physical stock point" (h)	Referenced to Schedule M for clarity.
Definition of "Principal's Property"	Expanded to include physical stock and equipment provided by the Principal.
Event of Default (g) - wording change	Amended to clarify Principal to be advised and may give consent if Agents personnel have a criminal history. Otherwise it is a default event.
6.3 Agents undertakings	Now includes returning plates through approved couriers.
6.5 Conflict of Interest	Better define the Department's understanding of the term.
7.1 Supply by Principal	Remove EFTPOS from (b) (i) - Shires use own systems to process payments.
8.1 Training	(e) Added to recoup taxi fares to and from training - evidence/receipts required.
8.3 Telecommunications	Ongoing rental not covered - originally introduced in infancy of the internet, now all business have internet connection, and DoT upload traffic is small.
10.3 Use of the Principal's Systems and Database	(b) Amended to provide for the Principal to request signing of a confidentiality agreement on demand - providing greater flexibility to ensure Agent personnel are aware of their responsibility.  (d) Require personnel to log off when not using the PC so as not to enable unauthorized staff to access data to reduce unauthorized access and release of personal customer information.
10.5 Return of Confidential information	(b) Provide for more regular return of paperwork or other confidential information to the Department.
15.1 Audit and Review and 15.2 Performance and Compliance review meetings	Include the concept of compliance with business rules (error reduction) as well as performance which relates to quality of service.
16 Disputes	(b) Clarify that the Agents and Principals representatives must resolve disputes.
Schedule A	Minor wording changes: - Definition – Transport Service Centre - Scope of Services – now Road Law due to restructure of legislation - Physical Stock Requirements (c) - Timeliness of Service – (i), (iii) and (b)(iii) - Quality of Service (b)

	- Auditing by Transport Service Centres
Schedule B	Increased by 3% for selected sites performing over 3,000 transactions per annum. Non driver or vehicle transactions (maritime, photo card and taxi) removed and placed in the Non Road Rules Agreement
Schedule E	Changes to allow for directives to be issued by email.
Schedule F	Wording changes to reflect changes to DoT operations.
Schedule H	Changes to focus on error correction and prevention.
Schedule L	Removal of term from main contract to this schedule for flexibility. Contracts either for 3 or 5 years depending on volumes.

## **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 Central 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 Waters**                      **Seconded: Cr Forsyth**

**That the Central 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 Regional Development Australia (RDA) Wheatbelt

Nil report

### 10.2 Water Corporation

Nil report

### 10.3 Wheatbelt Development Commission

Nil report

### 10.4 Department of Local Government, Sport and Cultural Industries

Nil report

## 11.0 MEMBERS OF PARLIAMENT

Nil

## 12.0 EMERGING ISSUES

## 13.0 URGENT BUSINESS as permitted by the Zone President

## 14.0 DATE, TIME AND PLACE OF NEXT MEETINGS

Thursday 12 April 2018	Teleconference meeting of the Great Eastern Country Zone Executive
Thursday 26 April 2018	In-person meeting of the Great Eastern Country Zone in Merredin
Thursday 7 June 2018	Teleconference meeting of the Great Eastern Country Zone Executive
Thursday 28 June 2018	In-person meeting of the Great Eastern Country Zone in Kellerberrin
Thursday 2 August 2018	In-person meeting of the Great Eastern Country Zone Executive in Perth
Thursday 23 August 2018	In-person meeting of the Great Eastern Country Zone in Merredin
Thursday 8 November 2018	Teleconference meeting of the Great Eastern Country Zone Executive
Thursday 29 November 2018	In-person meeting of the Great Eastern Country Zone in Kellerberrin

## 15.0 CLOSURE

There being no further business the Chair declared the meeting closed at \_\_\_\_\_

### DECLARATION

These minutes were confirmed by the Great Eastern Country Zone at the meeting held on Thursday 26 April 2018.

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed