



CENTRAL COUNTRY ZONE

Minutes

**Friday 19 June 2020
via
Teleconference**

Commencing at 8.30am

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Minutes

Central Country Zone of WALGA

Friday 19 June 2020, commencing at 8.30am
via Teleconference

1.0 OPENING AND WELCOME

The Zone Chair, Cr McGuinness, opened the meeting at 8.30am welcoming all in attendance.

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Brett McGuinness (Chair)	Councillor, Shire of Quairading
Cr Don Davis	President, Shire of Beverley
Cr Chris Pepper	Deputy President, Shire of Beverley
Mr Stephen Gollan	CEO, Shire of Beverley
Cr Katrina Crute	President, Shire of Brookton
Cr Neil Walker	Deputy President, Shire of Brookton
Mr Ian D'Arcy	CEO, Shire of Brookton
Cr Des Hickey	President, Shire of Corrigin
Cr Michael Weguelin	Deputy President, Shire of Corrigin
Ms Natalie Manton	CEO, Shire of Corrigin
Cr Mark Conley	President, Shire of Cuballing
Cr Eliza Dowling	Deputy President, Shire of Cuballing
Mr Gary Sherry	CEO, Shire of Cuballing
Cr Julie Ramm	President, Shire of Dumbleyung
Cr Marilyn Hasleby	Councillor, Shire of Dumbleyung
Mr Allen Cooper	A/CEO, Shire of Dumbleyung
Cr Barry West	President, Shire of Kulin
Mr Garrick Yandle	CEO, Shire of Kulin
Cr Len Armstrong	President, Shire of Lake Grace
Cr Ross Chappell	Deputy President, Shire of Lake Grace
Mr Alan George	CEO, Shire of Lake Grace
President Leigh Ballard	President, Shire of Narrogin
Cr Tim Weise	Deputy President, Shire of Narrogin
Mr Dale Stewart	CEO, Shire of Narrogin
Cr Bill Mulrone	President, Shire of Pingelly
Cr Jackie McBurney	Deputy President, Shire of Pingelly
Cr Peter Woods	Councillor, Shire of Pingelly
Ms Julie Burton	CEO, Shire of Pingelly
Mr Graeme Fardon	CEO, Shire of Quairading
Cr Phillip Blight	President, Shire of Wagin
Cr Ian Turton	President, Shire of Wandering
Ms Belinda Knight (entered the meeting at 9.00am)	CEO Shire of Wandering
Cr Kevin King	President, Shire of West Arthur
Ms Nicole Wasmann	CEO, Shire of West Arthur
Cr Julie Russell	President, Shire of Wickelup
Mr Mark Hook	CEO, Shire of Wickelup
Cr Sarah Hyde	Councillor, Shire of Wickelup
Mr Geoff McKeown	CEO, Shire of Williams

Mr Bruce Wittber, Joint Executive Officer
Ms Helen Westcott, Joint Executive Officer

WALGA Representatives

Mr Ian Duncan, Executive Manager Infrastructure
Ms Jo Burges, Intergovernmental Relations and Risk

Guests

Ms Helen Creed Chair, Regional Early Education and Development Inc
Ms Mandy Walker Director, Regional Development, RDA Wheatbelt Inc
Mr Marty Cunningham Director of Investment Research and Policy, Culture and the Arts, Department of Local Government, Sport and Cultural Industries
Mr Kent Burton Senior Project Manager - Community Investment, Infrastructure - Infrastructure Planning and Investment, Department of Local Government, Sport and Cultural Industries

Apologies

Cr Grant Robins, Deputy President Shire of Kulin
Cr Wayne Davies, President Shire of Quairading
Cr Jo Haythornthwaite, Deputy President Shire of Quairading
Cr Greg Ball, Deputy President Shire of Wagin
Mr Bill Atkinson, A/CEO Shire of Wagin
Cr Julie McFall, Councillor Shire of West Arthur
Cr John Mearns, Councillor, Shire of Wickelup
Cr Jarrad Logie, President, Shire of Williams
Cr Moya Carne, Councillor Shire of Williams

Hon Mia Davies MLA, Member for Central Wheatbelt
Hon Martin Aldridge MLC, Member for Agricultural Region
Hon Laurie Graham MLC, Member for Agricultural Region
Hon Darren West MLC, Member for Agricultural Region

Ms Jenifer Collins Manager Wheatbelt, Department of Local Government, Sport and Cultural Industries

3.0 DECLARATION OF INTEREST

Bruce Wittber and Helen Westcott (BHW Consulting) declare an interest in Agenda Item 10.2.

4.0 ANNOUNCEMENTS

Nil

5.0 GUEST SPEAKERS

5.1 Supporting Regional Prosperity - Regional Early Education and Development – Ms Helen Creed (8.40am) (Attachment)

The sustainability of Early Childhood Education and Care (ECEC) services in regional Western Australia has been a challenge faced by many services over a number of years. The establishment of Regional Early Education and Development Inc (REED) in March 2018 was a response to the urgent need for a service delivery model to address this issue in what is a complex and changing environment.

Throughout 2019/2020 REED has been working with services to complete a total of 11 mergers across the region, bringing the total services operated by REED to 17. These first 11 services comprised those from the initial project group who expressed a strong interest in being part of this new model.

The following background information has been provided by REED:

The sustainability of Early Childhood Education and Care (ECEC) services in regional Western Australia has been a challenge faced by many services over a number of years. The establishment of Regional Early Education and Development (REED) Inc in March 2018 was a response to the urgent need for a service delivery model to address this issue in what is a complex and changing environment. Throughout 2019-20 REED has been working with services to complete a total of 11 mergers across the region, bringing the total services operated by REED to 17. These first 11 services comprised those from the initial project group who expressed a strong interest in being part of this new model.

The establishment of REED and merger of 11 regional centres has already demonstrated the following benefits:

- *Parental access to contemporary, high quality and sustainable early childhood education and care services, making Wheatbelt communities attractive to families with young children and supporting the local economy.*
- *Structured career progression for REED employees, with professional development and secure long term employment across the Wheatbelt.*
- *Ability for families to access the child care subsidy to reduce out of pocket expenses for child care fees for services that were not previously eligible for the child care subsidy.*
- *Reduced reliance on volunteer management committees to provide oversight of the highly regulated early childhood education and care sector, leaving users of the service to obtain the full benefits of access to quality child care without the requirement to commit significant resources into its ongoing viability and governance.*

Feedback from families that have enrolled with REED continues to be extremely positive:

“.. I really love that REED really is about families and not all for profit. Thank you so much to everyone at REED for making this time a little less stressful. Knowing my son was going to be cared for, and cared for in a safe environment was a huge blessing...”

Services that have merged with REED have consistently identified issues such as lack of knowledge of awards and employer obligations, limited knowledge and experience in dealing with Early Childhood Education and Care (child care) Legislation, Regulations, National Quality Standards and policy development, difficulties in attracting and retaining qualified staff and resulting difficulties in attracting volunteers where services are operated by local management committees.

This situation has only been exacerbated by more recent challenges relating to the COVID-19 pandemic, and its particular implications for delivery of ECEC services. REED has been in a fortunate position of being able to keep all of its services fully

operational throughout this time. A result achieved through the professionalism of REED's staff and the ability of the REED senior management team to respond quickly during a period of uncertainty to ensure the health and safety of staff, children and families remains a priority.

As REED has worked to finalise mergers, it has gained a good understanding of not only the support Councils provide to their existing services, but also the high value local Shires place on sustainable early education and care (ECEC) services, and the important contribution such a service makes towards the economic and social fabric of regional communities. While REED was initially established to support Wheatbelt communities, it is increasingly apparent that the issues faced in the Wheatbelt are equally applicable across other regional communities. This broader regional need was anticipated in the early stages of REED's development, with the name of the organisation deliberately configured in anticipation of a future broader regional role.

REED is now actively exploring broader regional interest as the next phase of its mergers project, including in those Shires that have an existing service (either community based or run by the Shire) who may want to explore a merger with REED and in those Shires which would like to work with REED in developing a new service in their Shire.

Ms Creed will address the meeting using the attached PowerPoint to assist in her presentation.

Following her presentation, Helen invited Shires to contact REED or herself directly (0400 175 874 or helen.creed@reedwa.org.au) if there were any matters they wished to discuss or interested in a presentation directly to their Shire.

5.2 Regional Development Australia – Wheatbelt – Ms Mandy Walker (8.55am) (Attachment)

Ms Mandy Walker Director, Regional Development, RDA Wheatbelt Inc

Presenting the report of RDA Wheatbelt Inc

5.3 Department of Local Government, Sport and Cultural Industries (9.00am)

Mr Marty Cunningham Director of Investment Research and Policy, Culture and the Arts will be presenting on:

- The impact of COVID-19 on the Department's operations and what the "new normal" might be like with the easing of the COVID-19 restrictions currently in place;
- An update on arts and culture funding for LG particularly as to whether there might be funding in the next Budget to help establish programs which will help communities across the State to reconnect as we move to the "new normal" with the easing of COVID-19 restrictions; and
- An update on the legislation process with respect to the new Act.

Mr Kent Burton Senior Project Manager - Community Investment, Infrastructure - Infrastructure Planning and Investment, will be presenting on:

- Information on funding programs that LG can access (eg the latest round of CSRFF funds).

6.0 MINUTES

6.1 Confirmation of Minutes – Friday 1 May 2020 (Attachment)

RECOMMENDATION:

That the Minutes of the Meeting of the Central Country Zone held on Friday 1 May 2020 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr West**

That the Minutes of the Meeting of the Central Country Zone held on Friday 1 May 2020 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from Minutes Zone Meeting Friday 1 May 2020

Nil

6.3 Minutes of the Executive Committee Meeting – Wednesday 3 June 2020 (Attachment)

Presenting the Minutes of the Executive Committee Meeting held Wednesday 3 June 2020

Executive Officer Comment:

Any recommendations from the meeting are included as separate agenda items.

RECOMMENDATION:

That the Minutes of the Meeting of the Central Country Zone Executive Committee held Wednesday 3 June 2020 be received.

RESOLUTION: **Moved: Cr Crute** **Seconded: Cr Russell**

That the Minutes of the Meeting of the Central Country Zone Executive Committee held Wednesday 3 June 2020 be received.

CARRIED

7.0 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

7.1 State Councillor Report

Cr Phillip Blight

Central Country Zone State Councillor Report WALGA State Council Meeting May 2020

Cr Phillip Blight

The following comments/notes are provided on the WALGA State Council Meeting held on Wednesday 25 May 2020.

The motion as passed was:

Moved: Cr Paul Kelly

Seconded: President Cr Tony Dean

Notwithstanding the need for Planning Reform and recognising the proposed impacts the Planning and Development Amendment Bill 2020 has on local planning, WALGA does not support the Bill in its current form and;

That WALGA;

- 1. Advocate to the State Government for extensive consultation on the proposed legislation, noting:
 - a) Without due consideration of the full impact of the proposed 26 amendments, there is the potential for unintended consequences due to the haste in the drafting of this Bill;**
 - b) The Bill provides unfettered powers to the WA Planning Commission, circumventing meaningful involvement of local communities in the planning process;****
- 2. Writes to the Premier and Minister for Local Government to raise the sector's concerns with the Government's actions in setting aside the State and Local Government Partnership Agreement for the fast tracking of proposed legislative reforms under the cover of COVID-19 recovery.**
- 3. Requests member Local Governments to inform the communities of possible impacts of the proposed legislation on local planning decisions.**
- 4. Write to all non-Government Upper House members to discuss the sectors concerns.**

RESOLUTION 85.4/2020

CARRIED

This was a foreshadowed motion presented after a more robust motion failed to get a majority.

It was an untidy process started by the Department of Lands and Planning where some WALGA staff were invited to a forum to discuss change to the Planning and Development Act. They were required to sign a confidentiality agreement and then were given very scant details of the proposal. Basically they were advised that change was to come but nothing more. This was then described by the Minister for Planning as "consultation".

As Chair of the WALGA People and Place Policy Team (which handles planning), my first knowledge of this was via an agenda for a policy forum meeting as follows:

“WALGA has been confidentially advised that changes to the Planning and Development Act are currently being drafted and will be presented into Parliament as soon as possible, which could be as early as this Tuesday. There will be no formal consultation with the Local Government sector.

One of the changes will undermine the local planning framework and remove local government from the assessment of certain types of planning applications.

We would like to discuss with you the implications of the proposed changes, and a proposed advocacy plan.”

That was sent on Friday 15/5/2020 for a Monday meeting and the Bill was on the Parliamentary notice paper on that Tuesday (19 May).

Needless to say that the complete lack of consultation and complete ignorance of the Partnership Agreement was noted by State Council.

Most accept that some Planning Reform is required as is reduction in RED TAPE however it is unworthy of a State Government to attempt to ram this bill through Parliament under the guise of COVID-19 Emergency powers. It is noted that the Opposition were given little notice of this Bill also and the National Party received none at all.

My understanding is that it has passed the Lower House and sits in the Upper House currently.

Executive Officer Comment:

The Bill was introduced in to the Legislative Assembly on Wednesday 20 May 2020 and passed on 28 May 2020. It was introduced into the Legislative Council on Tuesday 9 June 2020.

7.2 WALGA Status Report

Presenting the Status Report for June 2020, this was not available at the time of preparing the agenda and will be forwarded under separate cover.

RECOMMENDATION:

That the Central Country Zone notes the:

- State Councillor Report; and
- WALGA Status Report.

RESOLUTION: Moved: Cr Mulroney Seconded: President Ballard

That the Central Country Zone notes the:

- **State Councillor Report; and**
- **WALGA Status Report.**

CARRIED

7.3 Emerging Issues (Agenda Item 4 of the WALGA State Council Agenda)

4.1 COVID-19 Pandemic – WALGA Response

WALGA Recommendation

That the information contained in this report relating to WALGA's response to the COVID-19 pandemic be noted.

Executive Officer Comment:

This item summarises the work being undertaken by WALGA to support the sector as a result of the COVID-19 pandemic. To quote from the item's Executive Summary:

- *The COVID-19 pandemic, declared as a State of Emergency on 16 March 2020 in Western Australia, is having a profound impact on the health, wellbeing and economy of Western Australia*
- *WALGA's Local Government members have been severely impacted by the pandemic and WALGA is working hard to provide advocacy, resources, communications and guidance on a range of fronts to support the Local Government sector.*
- *This item summarises at a high level the activities that WALGA is undertaking to provide support for members, and is correct and up-to-date as at 3 June 2020*
- *Additional supplementary information will be provided at the Zone and State Council meetings.*

The item also notes that much of the advocacy detailed is in accordance with existing policy positions. Some, however, relates only to the current crisis situation so will not impact existing policy positions.

The item explains that the impacts of the COVID-19 pandemic on WALGA's budget for the 2020/2021 financial year have been taken into account when WALGA adopted its 20/21 budget.

It is important to note that the information contained in this report is correct and up-to-date as of 3 June 2020.

Further supplementary information will be provided at Zone and State Council meetings as well as through other channels, such as the COVID-19 Daily Update from the WALGA President and CEO.

ZONE COMMENT:

Zone supports the WALGA recommendation

7.4 Review of WALGA State Council Agenda - Matters for Decision

From Executive Officer

Background:

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

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

5.1 WA Public Libraries Agreement (05-012-03-0001 KD)

WALGA Recommendation

That the draft State and Local Government Agreement for Public Libraries be endorsed.

Executive Officer Comment:

To quote from the WALGA State Council Agenda on this item:

This Public Library Services Agreement aims to formalise the way in which State and Local Government will work together to deliver improved public library services to our community providing:

- *a shared vision for driving the future direction of Western Australia's public library services*
- *an approach for achieving real outcomes in delivering a relevant and sustainable public library service for all Western Australians*

- a statement of guiding principles to support communication, consistent decision making and collaborative action, and
- a definition of the roles and responsibilities of both State and Local Government.

The Agreement is set for a term of 5 years, and may be extended subject to the written consent of both parties. A review of the Public Library Services Agreement will be initiated by the PLWG three (3) years after the date of signing and will report with recommendations to the WA Library Board and WALGA State Council.

Current topics the Public Library sector would like to pursue once a formalised partnership agreement is in place include:

- protected and increased funding for public library materials and innovations
- local level service agreements that include consortia opportunities for the purchase and supply of shelf ready materials and other library services
- One Card Project, a single library management system for Public Libraries in Western Australia
- Library infrastructure and other facility funding opportunities.

The agreement requires the State Government and Local Governments to work cooperatively to provide public library services. To support the agreement, the State Government will provide financial assistance to Local Governments and Local Governments agree to provide physical, technological and operational infrastructure and resources to provide library services.

ZONE COMMENT:

Zone supports the WALGA recommendation

RECOMMENDATION:

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

BY CONSENSUS RESOLUTION:

That the Central Country Zone endorses all recommendations in Agenda Items 7.3 and 7.4 being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

CARRIED

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

- 6.1 Draft Aviation Strategy 2020 (05-003-02-0005 SD)
- 6.2 Regional Aviation Policy Issues Paper (05-003-02-0004 SD)
- 6.3 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

7.6 Review of WALGA State Council Agenda - Organisational Reports

- 7.1 Key Activity Reports
 - 7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)
 - 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, Strategy, Policy and Planning (01-006-03-0014 MJB)

7.7 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 Economic Development Policy Forum

All Policy Forums have not held meeting since the last State Council meeting due to the COVID-19 pandemic.

7.8 WALGA President's Report

Presenting the WALGA President's Report which was not available at the time of preparing the agenda and will be forwarded under separate cover.

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 Crute** **Seconded: Cr Mulroney**

1. **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.**
2. **That the Central Country Zone write to the WALGA President, Mayor Tracey Roberts JP, to acknowledge and express the Zone's appreciation for all her and the WALGA Staff's work to date, in relation to assisting Local Government during the COVID19 Pandemic.**

CARRIED

8.0 FINANCE

8.1 Appointment of Auditor 2019/2020 Financial Year

Reporting Officer: Bruce Wittber, Executive Officer

Disclosure of Interest: Nil

Date: 5 June 2020

Attachments: Nil

Background:

Each year the Zone arranges the audit of its books of account.

At the Central Country Zone Executive Committee Meeting held Wednesday 3 June 2020 the appointment of an auditor for the 2019/2020 year was considered, with the Executive Committee resolving as follows:

RESOLUTION: Moved: Cr Blight Seconded: Cr Crute

That the Central Country Zone Executive Committee recommends to the Central Country Zone meeting on Friday 19 June 2020 that Anderson Munro & Wyllie be appointed Auditors for the Central Country Zone for the 2019/2020 financial year at a fee of \$950 (excl GST).

CARRIED

Executive Officer Comment:

The Zone has appointed Anderson Munro & Wyllie as its auditor since 2015/2016.

The audits undertaken by Anderson Munro & Wyllie have been efficient and completed in a timely manner.

RECOMMENDATION:

That the Central Country Zone appoint Anderson Munro & Wyllie as its Auditor for the 2019/2020 financial year at a fee of \$950 (excl GST).

RESOLUTION: Moved: Cr Walker Seconded: Mr Fardon

That the Central Country Zone appoint Anderson Munro & Wyllie as its Auditor for the 2019/2020 financial year at a fee of \$950 (excl GST).

CARRIED

8.2 Central Country Zone 2020/2021 Budget

Reporting Officer: Bruce Wittber, Executive Officer

Disclosure of Interest: Nil

Date: 5 June 2020

Attachments: Nil

Background:

The Draft Central Country Zone Budget for 2020/2021 was presented to the Executive Committee Meeting on Wednesday 3 June 2020, who in turn, now presents the Draft 2020/2021 Budget for adoption.

Executive Officer Comment:

The following notes are provided in regard to the Draft 2020/2021 Budget:

1. The anticipated surplus carried forward from 2019/2020 is likely to be around \$36,500.
2. Interest rates remain low so any surplus funds only attract a small amount of interest.
3. The allocations in the accounts related to the Executive Officer expenses take account of the estimated Executive Officer costs for the financial year. The amount of travel and accommodation has been slightly reduced from the 2019/2020 budget as there is a potential for less in-person meetings.
4. An allocation of \$3,000 has been included in the budget to provide funds to undertake recruitment of a Zone Executive Officer as the extended contract expires on the 30 June 2021.
5. These accounts relate to the operations of the Zone including catering, audit costs and contribution to the operations of the Local Government Agricultural Freight Group. The account Zone Expenses–In-Person Meetings includes the cost of catering for the Zone meetings held during the year. An allocation of \$1,700 has been included for each of the four meetings together with a small amount for other meetings that are held such as in-person Executive Committee. An increased amount of funds has been allocated to enable video conferencing should that be considered a suitable meeting format.
6. This allocation provides for the cost of the accounting service and subscription for the use of Xero.
7. This is an allocation to give the Zone some flexibility should it wish to pursue advocacy on a particular issue of interest to the Zone. No funds were used during 2019/2020 but it is an important to retain the allocation if an issue arises that may require the Zone to advocate a position.
8. These accounts include an allocation for Zone delegates' attendance at meetings and related travel costs. The account Zone Representative – Honorarium incorporates an amount to cover the costs of honorariums for the President, State Councillor and Executive Committee members. It is also noted that the number of in-person meetings has however reduced for the Local Government Agricultural Freight Group as meetings are able to be accessed via teleconference or video conference.

Whilst the above provides an explanation for the various income and expenditure included in the accounts it is appropriate to address the matter of the annual subscription.

The current subscription is \$3,780 per Member Council. The subscription has not increased since it was set for the 2016/2017 year. In view of the likely surplus at the 30 June 2021 it is proposed that there be no increase and the subscription for the 2020/2021 financial year be set at \$3,780 (excl GST) per Member Council.

RECOMMENDATION:

That the Central Country Zone Draft Budget for the year ending 30 June 2021, as circulated, be adopted with a general subscription for each Member Council set at \$3,780 (excluding GST).

Meeting Comment:

Cr Conley suggested that the subscription be reduced by \$1,000 to \$2,780 (excluding GST). He was of the view that the proposed surplus at the 30 June 2021 would be sufficient to enable the reduction of \$15,000 in income to be funded without changes to the expenditure.

RESOLUTION: **Moved: Cr Conley** **Seconded: Cr Turton**

That the Central Country Zone Draft Budget for the year ending 30 June 2021, be adopted, as circulated, subject to:

- (a) the General Subscriptions income being amended from \$56,700 to \$41,700;**
- (b) the estimated cash balance at the 30 June 2021 being amended from \$36,529.39 to \$21,529.39; and**
- (c) a general subscription for each Member Council set at \$2,780 (excluding GST).**

CARRIED

Central Country Zone WALGA					
ABN 12 975 113 390					
Draft Budget 2020/2021					
	2019/2020 Budget	Actual to 30 April 2020	Estimate to 30 June 2020	Proposed Budget 2020/2021	Notes
Receipts					
General Subscriptions	\$ 56,700.00	\$ 56,700.00	\$ 56,700.00	\$ 56,700.00	1
Reimbursements					
Interest Earned	\$ 250.00	\$ 73.83	\$ 80.00	\$ 50.00	2
Sundry Receipts					
GST		\$ 9,288.00			
Suspense					
Total Receipts	\$ 56,950.00	\$ 66,061.83	\$ 56,780.00	\$ 56,750.00	
Payments					
Executive Officer - Other	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	3
Executive Officer - Office Expenses, Phone, Internet	\$ 1,000.00	\$ 500.00	\$ 700.00	\$ 700.00	3
Executive Officer - Professional Services	\$ 36,000.00	\$ 24,420.12	\$ 30,000.00	\$ 36,000.00	3
Executive Officer - Travel and Accommodation	\$ 3,100.00	\$ 1,835.83	\$ 2,000.00	\$ 3,000.00	3
Executive Officer Review Process	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	4
Zone Expenses - Audit Costs	\$ 1,100.00	\$ 900.00	\$ 900.00	\$ 1,000.00	5
Zone Expenses - Bank Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	5
Zone Expenses - In-Person Meetings	\$ 7,000.00	\$ 5,918.18	\$ 5,918.00	\$ 7,000.00	5
Zone Expenses - Teleconference and Video Conference Meetings	\$ 1,800.00	\$ 599.22	\$ 1,800.00	\$ 2,500.00	5
Zone Expenses - Agricultural Freight Group	\$ 1,100.00	\$ 516.61	\$ 516.00	\$ 750.00	5
Zone Expenses - Financial Management	\$ 2,000.00	\$ 1,905.30	\$ 2,400.00	\$ 2,500.00	6
Zone Expenses - Other	\$ 500.00	\$ 372.00	\$ 372.00	\$ 500.00	
Zone Expenses - Advocacy	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	7
Zone Representative - Honoraria	\$ 3,000.00	\$ -	\$ 2,600.00	\$ 2,600.00	8
Zone Representative - Meeting Fees	\$ 3,200.00	\$ -	\$ 1,200.00	\$ 2,500.00	8
Zone Representative - Travel Costs	\$ 2,800.00	\$ 257.96	\$ 1,500.00	\$ 2,500.00	8
Sundry Payments		\$ -			
Reimbursements		\$ -			
GST		\$ 8,166.13			
Total Payments	\$ 68,800.00	\$ 45,391.35	\$ 50,006.00	\$ 67,750.00	
Net Receipts (Payments)	-\$ 11,850.00	\$ 20,670.48	\$ 6,774.00	-\$ 11,000.00	
OPENING CASH 1 July	\$ 35,179.00	\$ 40,755.39	\$ 40,755.39	\$ 47,529.39	
ESTIMATED CASH BALANCE 30 June 2021	\$ 23,329.00	\$ 61,425.87	\$ 47,529.39	\$ 36,529.39	

9.0 ZONE REPORTS

9.1 Zone President's Report

Cr Brett McGuiness

9.2 Local Government Agricultural Freight Group (LGAFG)

Cr Katrina Crute

No meeting since the last Zone Meeting.

9.3 Great Southern District Emergency Management Committee (DEMC) (Attachment)

President Leigh Ballard

At the last Zone Meeting on 1 May 2020 President Ballard was asked if minutes for DEMC Meetings were available.

Since the Zone Meeting the Executive Officer has discussed with Adam Smith, District Emergency Management Advisor, Great Southern Region the availability of minutes for DEMC Meetings. Mr Smith has provided the Executive Officer with a Communique issued after the last DEMC Meeting in March 2020 (copy attached).

RECOMMENDATION:

That the Report be noted.

RESOLUTION: **Moved: Cr Blight** **Seconded: Cr Crute**

That the Report be noted.

CARRIED

10.0 ZONE BUSINESS - MEMBER COUNCIL MATTERS

10.1 Resignation Deputy Zone President

Reporting Officer: Bruce Wittber, Executive Officer

Disclosure of Interest: Nil

Date: 5 June 2020

Attachments: Nil

Background:

The Central Country Zone Executive Committee was advised at its meeting on Wednesday 3 June 2020 that Jeanette De Landgraft had resigned as a Councillor (and President) from the Shire of Lake Grace and as a consequence from the position of Deputy President and Executive Committee Member of the Central Country Zone.

The Executive Committee in considering the matter resolved as follows:

RESOLUTION: *Moved: Cr Russell* *Seconded: Cr Crute*

That the Executive Committee recommends to the Central Country Zone Meeting on 19 June 2020:

- 1. The Central Country Zone note the resignation of Cr Jeanette De Landgraft from the position of Deputy Zone President and she be thanked for her contribution to the Central Country Zone; and*
- 2. The position of Deputy Zone President remains vacant until the next in-person meeting of the Zone.*

CARRIED

Executive Officer Comment:

As a result of the resignation it will be necessary to conduct an election for the position of Deputy President however in the current meeting environment this would be difficult, particularly if an election is required.

The Executive Committee has recommended that the position remain vacant until the next in-person meeting of the Zone.

RECOMMENDATION:

That the:

1. Central Country Zone note the resignation of Jeanette De Landgraft from the position of Deputy Zone President and she be thanked for her contribution to the Central Country Zone; and
2. Position of Deputy Zone President remains vacant until the next in-person meeting of the Zone.

RESOLUTION: **Moved: Cr Mulroney** **Seconded: Cr West**

That the:

- 1. Central Country Zone note the resignation of Jeanette De Landgraft from the position of Deputy Zone President and she be thanked for her contribution to the Central Country Zone; and**
- 2. Position of Deputy Zone President remains vacant until the next in-person meeting of the Zone.**

CARRIED

10.2 Engagement of Executive Officer Services for Central Country Zone

Reporting Officer: Cr Brett McGuinness, Zone President
Bruce Wittber, Executive Officer

Disclosure of Interest: Bruce Wittber and Helen Westcott (BHW Consulting) declare an interest

Date: 5 June 2020

Attachment: Nil

Background:

The matter of the engagement of the Executive Officer was considered at the Executive Committee on Thursday 13 February 2020 when it was resolved as follows:

RESOLUTION: Moved: Cr Blight Seconded: Cr West

That the Central Country Zone Executive Committee:

- 1. Proceed to develop recruitment documentation for the Executive Officer position to advertise and explore the market place, noting the current Executive Officer ends their service on 30 June 2020;*
- 2. Request an Expression of Interest (EOI) proposal (without obligation) from WALGA with such EOI indicating how Central Country Zone's independence will be retained, the oversight and performance management of an assigned senior officer, together with the cost structure of the service (eg. expenses such as travel and accommodation, rate for work required outside of offered services); and*
- 3. Further discuss the potential of seeking an Expression of Interest from CEO's currently offering services as "relief pool" for a short term appointment, should it be required.*

CARRIED

Shortly after the round of Zone Meetings in February 2020, the onset of the COVID-19 pandemic created considerable difficulties due to the imposition of restrictions preventing delegates and Member Councils from undertaking their respective roles. This impacted significantly on the Zone's ability to undertake the recruitment of a new Executive Officer.

As outlined in the email sent to all Member Councils on Thursday 4 June 2020, given these difficulties and in discussions with the Executive Committee it was agreed to approach BHW Consulting (BHW) to seek an indication of whether they were prepared to extend the current contract for a period of up to 12 months.

Following discussions with BHW agreement was reached to renew its contract with the Central Country Zone until 30 June 2021. The new contract provides for an increase in the hourly rate but is otherwise on the same conditions as BHW's previous contract to provide executive support services to the Central Country Zone.

The Executive Committee formally considered the matter at its meeting on Wednesday 3 June 2020 when it resolved as follows:

RESOLUTION: Moved: Cr Blight Seconded: Cr Crute

That the Executive Committee recommends to the Central Country Zone Meeting on 19 June 2020 that its action in extending the Executive Officer contract of W Squared Pty Ltd t/a BHW Consulting until 30 June 2021 be endorsed.

CARRIED

An email informing Member Councils of the Executive Committee's decision was distributed on Thursday 4 June 2020.

Bruce Wittber and Helen Westcott (BHW Consulting) declared an interest but remained in the meeting.

RECOMMENDATION:

That the Central Country Zone endorses the action of its Executive Committee in extending the Executive Officer contract of W Squared Pty Ltd t/a BHW Consulting until 30 June 2021.

RESOLUTION: **Moved: Cr Conley** **Seconded: Cr Russell**

That the Central Country Zone endorses the action of its Executive Committee in extending the Executive Officer contract of W Squared Pty Ltd t/a BHW Consulting until 30 June 2021.

CARRIED

10.3 Virtual Meeting Options for Future Meetings of the Central Country Zone (Attachment)

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 9 June 2020

Attachments: Video Conference Survey Form

Background:

Given the current Federal and State Government COVID-19 restrictions, including the requirement for social distancing (even as restrictions are relaxed), the Executive Officer has undertaken research to identify alternative ways in which to hold future meetings, including the use of video conferencing.

Executive Officer Comment:

Currently the Central Country Zone (CCZ) meets via teleconference when an in-person meeting is not possible or deemed necessary. Conduct of these meetings is through a hosting arrangement provided by the Australian based technology group Redback Conferencing (Redback). The Executive Officer has been using the services of Redback since around 2007 not long after the company was established.

To investigate the potential use of video conferencing the Executive Officer prepared a brief survey on what alternative meeting approaches were used by Member Councils when the most stringent COVID-19 regulations were in place.

A copy of the survey forms an attachment to the meeting agenda.

The survey was completed promptly with 13 of the Zone's 15 Member Councils responding. An excellent response.

All but two of the responding Member Councils used videoconferencing for their Council Meetings, with either Zoom or Microsoft Teams the preferred platform for all but one of these Councils.

Where videoconferencing was used no serious issues were raised.

For the two Member Councils that did not use videoconferencing but relied on teleconferencing for the conduct of their meeting the reason given was the lack of bandwidth meant that some Councillors were unable to log in via the video link.

Currently the Executive Officer has an account with Redback that provides for both teleconference and videoconference services. Unfortunately, the video conference service is only capable of reliably servicing up to 10 participants. For a greater number of participants, another of Redback's services would have to be used.

Initial research by the Executive Officer has identified a number of different and additional video platforms that are available with functionality to that of Redback. These include:

- Being There;
- Google Meet;
- GoToMeeting;
- Meet by MKAS;
- Microsoft Teams; and
- Zoom.

Meet by MKAS and Being There are both Western Australian companies and like Redback provide a hands-on approach to the meetings. The others like Microsoft Teams, Zoom and Google Meet are generally easy to use but are large global companies that require payment of ongoing monthly subscriptions with no hands-on support processes during meetings. They do provide overall a cheaper

alternative. The Australian based companies from the research undertaken appear to provide a more reliable service.

GoToMeeting is the platform used by the WALGA Zones where executive support is provided by WALGA staff.

Whilst it is recognised that videoconferencing has been used widely across the Central Country Zone in recent months a small number of Member Councils are unable to successfully access the technology due to insufficient bandwidth. This means that the use of videoconferencing as a means of holding a Zone meeting would not allow for equitable participation by all Member Councils.

The relaxation of COVID-19 regulations in recent weeks also means that there is reduced requirement for meetings to be held via electronic means. In-person meetings, subject to the latest guidelines being adhered to, are now possible.

Because of the issues raised above the Executive Officer has not undertaken any in-depth financial analysis of one platform over another. An increased amount of funds, however, has been allocated to enable video conferencing should that be considered a suitable meeting format.

The Executive Officer believes that the use of teleconference and in-person meetings should be continued for the foreseeable future.

RECOMMENDATION:

That the Central Country Zone continue to use a mix of teleconference and in-person meetings to conduct Zone business.

MOTION: _____ Moved: President Ballard Seconded: _____

That the Central Country Zone continue to use a mix of teleconference/videoconference and in-person meetings to conduct Zone business.

LAPSED FOR WANT OF A SECONDER

RESOLUTION: _____ Moved: Cr Crute Seconded: Cr Blight _____

That the Central Country Zone continue to use a mix of teleconference and in-person meetings to conduct Zone business.

CARRIED

10.4 Remote Service Delivery by Local Government for Department of Transport Vehicle Licensing Services

Reporting Officer: Helen Westcott, Executive Officer/The Shire of Narrogin

Disclosure of Interest: Nil

Date: 29 May 2020

Attachments: Nil

Background:

The Shire of Narrogin has requested that the issue of the Department of Transport (Transport Licencing Services) insisting upon Councils providing in-person services for licence renewals and other licencing transactions once restrictions for COVID-19 were announced be considered by the Zone.

In an email to the Executive Officer the Shire of Narrogin's CEO noted that following the declaration of a state of emergency due to COVID-19 Councils, along with other businesses and government agencies, had to prepare alternate service delivery plans for transacting services/business remotely and not face to face etc thereby minimising the risk of COVID-19 transmission.

This was not the case with the Department of Transport (DOT), with many of their services only able to be done in person. Whilst it is acknowledged that some transactions are quite complex, DOT refused to even contemplate the Shire of Narrogin's request to consider offering remote services, for dealers, farmers and other customers. This meant that the Shire had no option other than to continue to provide in person DOT services with restricted hours of operations and via booking systems.

The Shire of Narrogin believes that this stance does not set an example for good practice, particularly when during this time everyone should be looking how a greater number of tasks could be done securely online and providing for a safer work environment.

Executive Officer Comment:

Whilst the Executive Officer has no additional information to present on the matter, Member Councils may wish to add further comment on the issue.

RECOMMENDATION:

That the Central Country Zone write to the Department of Transport (Transport Licensing Services) advocating for the introduction of online for all licencing services for dealers, the agricultural sector and general public, in order to minimise the need to attend in-person local government offices to undertake transactions, particularly with the example and impact of COVID-19 on service delivery for local governments and rural and remote customers.

Meeting Comment:

Ian Duncan noted that advocacy around the retention of regional offices by organisations such as the Department of Transport (DoT) could be undone if service delivery went completely online. If services such as the DoT's licencing services for dealers, the agricultural sector etc went online there would be a reduction in service to the region. Currently it is too expensive to put these services on line but if these services were to go online there would be closure of regional agencies.

Graeme Fardon, CEO Shire of Quairading agreed with this assessment, noting that whilst it was difficult to maintain office services during the "lockdown", ultimately it was managed through customers booking appointments to do business. He did, however, understand the concerns raised by the Shire of Narrogin.

Cr Conley commented that he believed the residents in his community really valued the help provided by the Shire's staff when dealing with complex matters such as dealer licence services and as such would be keen to keep this service within his Shire.

Dale Stewart, CEO Shire of Narrogin, acknowledged the benefits of having such services available through a Council office but the Shire's issue was more around the principle of being forced to remain open when State Government offices were closed.

RESOLUTION: **Moved:** President Ballard **Seconded:**

That the Central Country Zone write to the Department of Transport (Transport Licensing Services) advocating for the introduction of online for all licencing services for dealers, the agricultural sector and general public, in order to minimise the need to attend in-person local government offices to undertake transactions, particularly with the example and impact of COVID-19 on service delivery for local governments and rural and remote customers.

LAPSED FOR WANT OF A SECONDER

10.5 Central Country Zone Meeting to be held Friday 28 August 2020

Reporting Officer: Bruce Wittber, Executive Officer

Disclosure of Interest: Nil

Date: 10 June 2020

Attachments: Nil

Background:

At the May meeting of the Central Country Zone the Executive Officer advised that a decision on whether the Zone meeting to be held on Friday 28 August 2020 would be held as an in-person meeting (venue to be determined) or a teleconference would be considered at the Central Country Zone Meeting on Friday 19 June 2020. Any decisions would be made on the basis of the latest available information on COVID19 and any restrictions currently in place.

Executive Officer Comment:

Phase 3 of the lifting of the COVID19 restrictions commenced on 6 June 2020.

Phase 3 sees an increase to 100 people able to attend indoor and outdoor non-work gatherings along with a maximum of 300 people per venue. Additional businesses were also permitted to reopen.

Accompanying the increase in number of participants the 4m² per person was revised down to 2m² per person. Social distancing measures, along with good hygiene practices, will continue to apply to activities permitted in Phase 3.

Given an in-person meeting of the Central Country Zone generally has fewer than 50 participants, it would appear that even with the need for social distancing that under Phase 3 requirements a suitable venue could be "found" that would allow an in-person meeting to be held.

With the need to have adequate space to social distance it is proposed that the meeting is held in a venue that is sufficiently large to accommodate the meeting requirements as well as having an adjoining room that can be used for morning tea and lunch. As such this may limit the venues available.

In considering the type of meeting for the Zone it is noted that the WALGA State Council Meeting on 1 July is proposed to be an in-person meeting at the City of Stirling.

RECOMMENDATION:

That:

1. The Central Country Zone meeting scheduled for Friday 28 August 2020 be held as an in-person meeting; and
2. The Central Country Zone Executive Committee be given delegated authority to determine the venue for the in-person meeting to be held Friday 28 August 2020.

RESOLUTION: **Moved: Cr Walker** **Seconded: Cr Crute**

That:

1. **The Central Country Zone meeting scheduled for Friday 28 August 2020 be held as an in-person meeting; and**
2. **The Central Country Zone Executive Committee be given delegated authority to determine the venue for the in-person meeting to be held Friday 28 August 2020.**

CARRIED

11.0 ZONE BUSINESS - OTHER BUSINESS/URGENT BUSINESS

Nil

12.0 ZONE BUSINESS - EMERGING ISSUES

(The intent of the item is to enable Member Councils to bring to the attention of the delegates a matter that is developing. It is proposed that the matter will be tabled for discussion but not decision and then enable Member Councils to take the information away and consider an outcome for possible consideration at the next Zone meeting.)

Nil

13.0 MEMBERS OF PARLIAMENT

Nil

14.0 OTHER REPRESENTATIVES REPORTS

14.1 Department of Local Government, Sport and Cultural Industries

Refer to Agenda Item 5.3

14.2 Wheatbelt Development Commission

Nil

14.3 Regional Development Australia (RDA) Wheatbelt

Refer to Agenda Item 5.2

14.4 Main Roads WA

Nil

15.0 DATE, TIME AND PLACE OF NEXT MEETING

Central Country Zone Executive Committee - Wednesday 12 August 2020 (Teleconference)

Friday 28 August 2020 - in-person meeting - refer to Agenda Item 10.5

16.0 CLOSURE

There being no further business the Chair declared the meeting closed at 9.51am

DECLARATION

These minutes were confirmed by the Central Country Zone at the meeting held on Friday 28 August 2020

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