

**SHIRE OF  
WESTONIA**  
A vibrant community lifestyle

# Minutes

## Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Thursday 21<sup>st</sup> November 2019

### CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 19<sup>th</sup> December 2019 as a true and accurate record of the Ordinary Council Meeting held 21<sup>st</sup> November 2019.

.....  
**Cr Karin Day**  
**Shire President**

*All attachment items referred to in these minutes are available for public perusal at the Shire Office*



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In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.

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## 1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.32pm.

A minute silence was held as a mark of respect for the following resident and ratepayer who recently passed away:

- Valda Antonio

## 2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Councillors:

Cr KM Day	President
Cr WJ Huxtable	Deputy President
Cr RS Corsini	
Cr JJ Jefferys	
Cr RA Della Bosca	
Cr DL Geier	

### Staff:

Mr. JC Criddle	Chief Executive Officer
Mr Bill Price	Manager of Works & Services (entered 5.05pm)

**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

## 3. PUBLIC QUESTION TIME (3.35PM – 3.50PM)

Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5. CONFIRMATION OF PREVIOUS MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the Ordinary Meeting of Council held on 24<sup>th</sup> October 2019 be confirmed as a true and correct record.

That the minutes of the Special Meeting of Council held on 29<sup>th</sup> October 2019 be confirmed as a true and correct record.

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### RESOLUTION

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<b>Moved:</b>	<b>Cr Huxtable</b>	<b>Seconded:</b>	<b>Cr Corsini</b>
<b>01/11-19</b>	That the minutes of the Ordinary Meeting of Council held on 24 <sup>th</sup> October 2019 be confirmed as a true and correct record.		
	That the minutes of the Special Meeting of Council held on 29 <sup>th</sup> October 2019 be confirmed as a true and correct record.		

CARRIED 6/0

## 6. RECEIVAL OF MINUTES

### OFFICER RECOMMENDATIONS

That the minutes of Eastern Wheatbelt Biosecurity Group AGM Meeting held on 16<sup>th</sup> October 2019 be received.  
That the minutes of Eastern Wheatbelt Biosecurity Group General Meeting held on 16<sup>th</sup> October 2019 be received.  
That the minutes of NEWTRAVEL AGM Meeting held on 24<sup>th</sup> October 2019 be received  
That the minutes of NEWTRAVEL General Meeting held on 24<sup>th</sup> October 2019 be received  
That the minutes of Wheatbelt Communities General Meeting held on 30<sup>th</sup> October 2019 be received  
That the minutes of WEROC General Meeting held on 30<sup>th</sup> October 2019 be received

### RESOLUTION

Moved:	Cr Della Bosca	Seconded:	Cr Huxtable
02/11-19	That the minutes of Eastern Wheatbelt Biosecurity Group AGM Meeting held on 16 <sup>th</sup> October 2019 be received. That the minutes of Eastern Wheatbelt Biosecurity Group General Meeting held on 16 <sup>th</sup> October 2019 be received. That the minutes of NEWTRAVEL AGM Meeting held on 24 <sup>th</sup> October 2019 be received That the minutes of NEWTRAVEL General Meeting held on 24 <sup>th</sup> October 2019 be received That the minutes of Wheatbelt Communities General Meeting held on 30 <sup>th</sup> October 2019 be received That the minutes of WEROC General Meeting held on 30 <sup>th</sup> October 2019 be received		

CARRIED 6/0

## 7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

- WEROC meeting in Westonia on Wednesday 30<sup>th</sup> October 2019 with Cr Huxtable.
- Wheatbelt Communities meeting in Westonia on Wednesday 30<sup>th</sup> October 2019 with Cr Huxtable.

Cr Geier advised having attended the following meetings:

- Westonia District Bush Fire Advisory meeting in Westonia on Wednesday 30<sup>th</sup> October 2019 with Cr's Della Bosca and Jefferys.

## 8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **21<sup>st</sup> November 2019**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **21<sup>st</sup> November 2019**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **21<sup>st</sup> November 2019**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

## 9. MATTERS REQUIRING A COUNCIL DECISION

### 9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.1</b> List of Accounts
<b>Signature:</b>	<b>Officer</b>  <b>CEO</b> 

#### Purpose of the Report

☐ Executive Decision

☒ Legislative Requirement

#### Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

#### Comment

Attached is a copy of Accounts for Payment for the month of October 2019. The credit card statements currently show: -

CEO **October 2019 \$1,641.28** associated with the purchase of Activ8inet Housing & Office, Fuel, Email Exchange Platform, Hessian Bags Farming Scene Museum, RLSSWA Uniforms & Blinds for Gym

Works Supervisor **October 2019 \$746.84** associated with the purchase StoneStar Licence & Inspection, Council Chambers Refreshments, Synthetic Turf & ADH Tape.

#### Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

#### Policy Implications

Council does not have a policy in relation to payment of accounts.

#### Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

#### Financial Implications

Expenditure in accordance with the 2019/2020 Annual Budget.

## Simple Majority



### Absolute Majority

**Seconded:** Cr Geier

03/11-19 That October 2019 accounts submitted to today's meeting on Municipal vouchers numbered from 3800 to 3808, and D/Debits from EFT3893 to EFT3967 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$463,852.21 be passed for payment.

**CARRIED 6/0**

## 9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – OCTOBER 2019

<b>Responsible Officer:</b>	Jamie Criddle, CEO		
<b>Author:</b>	Jasmine Geier, Executive Support Officer		
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements		
<b>Disclosure of Interest:</b>	Nil		
<b>Attachments:</b>	<b>Attachment 9.1.2</b> Monthly Statement of Financial Activity		
<b>Signature:</b>	<b>Officer</b>		<b>CEO</b>
			

### Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

### Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

### Comment

The Monthly Statement of Financial Activity for the period ending 31 October 2019 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

### Statutory Environment

General Financial Management of Council  
Council 2019/2020 Budget  
Local Government (Financial Management) Regulation 34 1996  
Local Government Act 1995 section 6.4

### Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

### Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

### Financial Implications

There is no direct financial implication in relation to this matter.

### Voting Requirements

☒ Simple Majority ☐ Absolute Majority

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### **OFFICER RECOMMENDATIONS**

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That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> October 2019 and note any material variances greater than \$10,000 or 15%.

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### **RESOLUTION**

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**Moved:**        **Cr Jefferys**

**Seconded:**    **Cr Corsini**

**04/11-19      That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> October 2019 and note any material variances greater than \$10,000 or 15%.**

**CARRIED 6/0**

### 9.1.3 GST RECONCILIATION REPORT –OCTOBER 2019

<b>Responsible Officer:</b>	Jamie Criddle, CEO		
<b>Author:</b>	Jasmine Geier, Executive Support Officer		
<b>File Reference:</b>	F1.4.4 Audit Report		
<b>Disclosure of Interest:</b>	Nil		
<b>Attachments:</b>	<b>Attachment 9.1.3</b> GST Report		
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>	
			

#### Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

#### Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 31<sup>st</sup> October 2019 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

#### Comment

The GST Reconciliation Report is attached for Councillor consideration.

#### Statutory Environment

Nil

#### Policy Implications

Council does not have a policy in regard to Goods and Services Tax.

#### Strategic Implications

Nil

#### Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council's current GST liability, which has an impact on Council's cash-flow.

#### Voting Requirements

☒ Simple Majority ☐ Absolute Majority

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#### OFFICER RECOMMENDATIONS

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That the GST Reconciliation totaling \$8,536.00 for the period ending 31<sup>st</sup> October 2019 adopted.

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**RESOLUTION**

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**Moved:**        **Cr Corsini**

**Seconded:**    **Cr Della Bosca**

**05/11-19**

**That the GST Reconciliation totaling\$8,536.00 for the period ending 31<sup>st</sup> October 2019 adopted.**  
**CARRIED 6/0**

## 9.1.4 REVIEW OF AUTHORISED PERSONS

<b>Responsible Officer:</b>	Jamie Criddle, CEO		
<b>Author:</b>	Jamie Criddle, CEO		
<b>File Reference:</b>			
<b>Disclosure of Interest:</b>	Nil		
<b>Attachments:</b>	Nil		
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>	

### Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

### Summary

To review authorized personnel.

### Background

Council recently reviewed its list of authorised officers in March of this year, which was subsequently gazetted in April 2019.

The Shire of Merredin have recently advised management that its Ranger Kim Friis, who is contracted to perform Westonia's Ranger duties will be on leave for at least the next four weeks.

The Shire of Merredin have contracted the services of WA Contract Ranger Services to continue the service in Kim's absence.

### Comment

The Shire is now required to appoint the new rangers so that they are permitted to carry out their service on the Shire's behalf.

It is recommended that Council appoint the following persons:

Jameon Criddle;  
Arthur Price;  
Jasmine Geier;  
Matthew Sharp; and  
Kim Friis

as authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960

Section 9.10 of the Local Government Act 1995 for Local Laws;

Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;

Section 29(1) of the Dog Act 1976 and Regulations;

Section 38(1) of the Bush Fires Act 1954 and Regulations;

Section 26(1) of the Litter Act 1979;

Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;

Cat Act 2011

Shire of Westonia Local Laws and Policies.

The following persons have been authorised as Registration Officers in accordance with the Dog Act 1976 and Regulations, Cat Act:

Jameon Criddle;  
Arthur Price;  
Kay Geier;  
Jasmine Geier;  
Stacey Geier;  
Carol Pomery;  
Matthew Sharpe and  
Kim Friis

### **Statutory Environment**

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);  
Local Government Act 1995, Part 3—Executive Functions of Local Government and Part 9—Miscellaneous Provisions;  
Caravan and Camping Grounds Act 1995;  
Dog Act 1976 and Regulations;  
Bush Fires Act 1954 and Regulations;  
Litter Act 1979 and Regulations;  
Control of Vehicles (Off Road Areas) Act 1978 and Regulations;  
Cat Act 2011

Shire of Westonia Local Laws and Policies.

### **Policy Implications**

Various Council Policies

### **Strategic Implications**

Nil

### **Financial Implications**

Cost of advertising appointments of authorised persons. 2019/2020 Budget.

### **Voting Requirements**



Simple Majority



Absolute Majority

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## **OFFICER RECOMMENDATIONS**

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That Council:

1. Appoint the following persons:

Jameon Criddle;  
Arthur Price;  
Jasmine Geier;  
Matthew Sharpe and  
Kim Friis;

as authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960

Section 9.10 of the Local Government Act 1995 for Local Laws;

Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;

Section 29(1) of the Dog Act 1976 and Regulations;

Section 38(1) of the Bush Fires Act 1954 and Regulations;

Section 26(1) of the Litter Act 1979;

Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;

Cat Act 2011

Shire of Westonia Local Laws and Policies; and

2. Appoint the following persons as registration officers in accordance with the Dog Act 1976, Cat Act 2011 and Regulations:

Jameon Criddle;

Judd Hobson;

Kay Geier;

Jasmine Geier;

Stacey Geier;

Carol Pomery;

Matthew Sharpe; and

Kim Friis

2. Cancel all previous appointments.

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## **RESOLUTION**

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**Moved:** Cr Della Bosca

**Seconded:** Cr Jefferys

**06/11-19 That Council:**

1. **Appoint the following persons:**

Jameon Criddle;

Arthur Price;

Jasmine Geier;

Matthew Sharpe and

Kim Friis;

as authorised persons in accordance with the following acts:

**Section 449 of the Local Government (Miscellaneous Provisions) Act 1960**

**Section 9.10 of the Local Government Act 1995 for Local Laws;**

**Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;**

**Section 29(1) of the Dog Act 1976 and Regulations;**

**Section 38(1) of the Bush Fires Act 1954 and Regulations;**

**Section 26(1) of the Litter Act 1979;**

**Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;**

**Cat Act 2011**

**Shire of Westonia Local Laws and Policies; and**

**2. Appoint the following persons as registration officers in accordance with the Dog Act 1976, Cat Act 2011 and Regulations:**

**Jameon Criddle;**

**Judd Hobson;**

**Kay Geier;**

**Jasmine Geier;**

**Stacey Geier;**

**Carol Pomery;**


**Matthew Sharpe; and**

**Kim Friis**

**3. Cancel all previous appointments.**

**CARRIED 6/0 BY ABSOLUTE MAJORITY**

## 9.1.5 CURTIN UNIVERSITY – WHEATBELT HEALTH STUDY

<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>
		

### Purpose of the Report



Executive Decision



Legislative Requirement

### Background

Council will be aware that Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School, has approached WEROC for support for a research project developed as a direct result of Curtin student involvement in the Wheatbelt Medical Students Immersion Program (WMSIP) this year and last.

Dr Harper, in addition to writing to the WEROC Executive Officer (a meeting was also held on 10 May 2019 with the CEO's of Westonia and Merredin), as well as meeting with the Westonia Council at its June Ordinary Meeting. The proposal is to conduct an exploratory study in which students under supervision will interview a small group of Wheatbelt residents and key informants.

The aims of the project are to:

- Describe the health experience and health concerns of a small group of Wheatbelt residents and key informants;
- Analyse the themes of issues identified through the interviews to discuss these themes with WEROC's Member Councils to identify possible avenues for advocacy to help address these issues to explore the potential utility of interview data in assisting shires advocate for the health needs of Wheatbelt communities to promote a health partnership with the Wheatbelt; and
- Promote social accountability in rural community health.

An outline of the project forms an attachment to the meeting agenda. The project has the endorsement of the Curtin Medical School, with the School pleased that further academic activity is developing from the WMSIP. The proposal is an exploratory pilot study to be conducted in Merredin and Westonia with a view to offer the same type of research activity in the remaining WEROC Councils subject to the results obtained in the pilot study. The project's goal is to provide Member Councils with data that will assist in advocacy for improved health services.

The WEROC Council's resolved to part fund the project which was conducted in the Shires of Westonia and Merredin during the last week in August 2019.

The initial Report into Wheatbelt residents' perceptions of health has been completed and submitted to WEROC for comment.

The report confirms a lot of what we had previously thought may well be the case. The views expressed were not dissimilar to those expressed during the data collection phase for the Verso Report. Attached

### Comment

**Exploratory project in rural health partnership between Curtin Medical School students, Wheatbelt shires and local residents.**

*Curtin Wheatbelt Study Group, Curtin Medical School*

### Summary

***This exploratory project has developed from the Wheatbelt Medical Student Immersion Program as a result of interest of a small group of Curtin medical students wanting to pursue their experience of rural health with added involvement in the Wheatbelt. The project involves five students conducting an interview on twelve Wheatbelt residents to elicit their health experience and concerns, studying their responses and then discussing the service implications with the local shires and residents. The question being asked is whether medical students through this interview process can add potentially to local rural health advocacy.***

### **Background**

The exposure of medical students to health inequities in the Western Australian Wheatbelt has stimulated interest in examining more closely local health concerns and opportunities for local social accountability. The health inequalities of rural and remote Australia are well recognized and a particular inequity in parts of the Wheatbelt is the limited access and availability of primary medical services. This exploratory project is designed to explore the potential value of medical students to the process of promoting advocacy for greater local service access. The proposal is for medical students under university supervision to collaborate with the shires of Merredin and Westonia in a process of documenting the perceived health problems and concerns of Wheatbelt residents. The outcome of interest is presentation to the shires of meaningful categories [ or themes] of health problems and concerns perceived by residents and discussion with the shires of potential strategies for rural health advocacy. Shires and residents in the Western Australian Wheatbelt and Rural Health West have been most supportive of community engaged medical education for Notre Dame and Curtin medical schools. The students have expressed a desire to reciprocate by contributing to health in Wheatbelt communities. In discussions with the Shire of Westonia and WE-ROC interest has been expressed in building on the educational collaboration which has been established to date.

The proposed project aims to explore whether medical students can assist in increasing the understanding of the perceived health needs and concerns of residents. There are four components to the project. The *first* is data collection of the views and health concerns of residents through open interviews. The *second* is a thematic analysis of the interviews to identify categories of perceived health problems and possible solutions. The *third* is a round table discussion of the problems and implications with the shire and the residents. The *final step* is an evaluative review by the shires, residents and students of the potential value of this type of exercise involving medical students.

The question the project aims to answer is; “Does this collaborative process of documentation, analysis and review have the potential to make a positive contribution to local health in Wheatbelt communities?”

### **Aims**

1. To explore the potential utility of a process of resident health interviews, conducted by medical students, in identifying local rural health problems.
2. To build collaboration with the Wheatbelt to promote rural health and wellbeing.
3. To promote medical student social accountability in rural community health.

### **Ethics**

Ethics approval is being sought through the Western Australian Aboriginal Health Ethics Committee. Participation is voluntary. The NHMRC ethics protocol is being followed. An information sheet and consent form will be signed prior to resident participation. All interview data will be de-identified to safeguard confidentiality.

### **The proposed collaborative process.**

1. **Documentation.** The health experience and concerns of residents will be gathered through an open-ended semi-structured interview. The interview will be conducted to elicit subjective information on the residents’ perspective of their functional health and wellbeing in the domains of ideas/feelings, personal fulfillment, mobility, independence/self-care, social relationships/attachment, activity level, community participation, access to services and support. Key informants will be interviewed on their perception of local community health issues and problems. Interviews of residents will be done by medical students in pairs under the supervision of a faculty member. Interviews of key informants will be a group interview conducted by the group of student interviewers. Recording will be by pen and paper.
2. **Analysis.** A thematic analysis will be conducted on the interview data to identify the categories of health concerns and problems perceived and experienced by the participants in various domains of their everyday life [listed above]. Suggested solutions will be identified. The analysis will be performed by the medical students under the supervision and direction of a faculty member.
3. **Round table discussion.** The results of the thematic analysis will be presented to a group representing the shire and residents. The discussion will address the nature and priority of the problems and possible solutions and health advocacy.

4. *Review.* All participants will be asked their view on the potential utility of this method of problem identification and whether it appears worthy of further consideration as a strategy to help rural health advocacy.

### **Methods**

The *participants* will be: [1], four elderly residents of Westonia with chronic conditions, [2], four adult Aboriginal residents of Merredin with chronic conditions, [3], four youth aged between 18 and 25 who live in Merredin, and four key informants who are resident in either Westonia or Merredin. The key informants will be individuals who are long term Wheatbelt residents or professionals or officials with long term involvement with the Wheatbelt. The *selection of the participants* will be done by the shires of Westonia and Merredin and the Aboriginal representative in Merredin. This will occur in consultation with the university. As described in the ethics protocol participation is voluntary. Individuals will be selected from among residents interested in contributing to the project. This is likely to include some persons who have already experienced the Wheatbelt Medical Student Immersion Program.

*Data gathering* will be done by face-to-face interviews done by five Curtin medical students trained and supervised by the faculty. Recording will be in writing and not taped. Each participant will be interviewed for 1 to 1.5 hours on one occasion by a pair of students. The scheduling of the interviews will have three respondents being interviewed each morning and afternoon with a block of time allocated immediately following each set of three concurrent interviews for analysis of the data.

*Data handling.* Interview data will be de-identified upon completion of each interview. Data will be held securely from the time of collection for which Dr Harper will be responsible. Once back in Perth the data will be securely stored at Curtin University as regulated by the university.

The *instrument* will be an open-ended semi-structured interview focused on defined areas [domains as listed above] of self-perceived health and wellbeing.

*Analysis* will be a Thematic/Content Analysis as described above. Following each interview the data will be reviewed, initially by each pair of interviewers and then by the whole group of interviewers.

*Round table discussion.* See above. The minutes of the discussion will be taken by hand by the students.

*The review* of the whole exercise will take place at the time of the round table discussion.

*A final report* will be written by the students and circulated to the shires, the participants and to the Curtin Medical School.

*The role of students in the project.* The students are actively involved in all aspects of the project, planning, preparation, data gathering, analysis, review and reporting.

### **Funding**

Funding and support in kind is being sought from WE-ROC for; [1] Travel to and from the Wheatbelt for 5 students and 3 supervisors, (\$600); [2] Accommodation for the students and supervisors in the Wheatbelt for 3 nights (\$3600); and [3] Administrative support to set-up interviews, make general administrative arrangements and prepare the final report (\$400).

### **Schedule of activities**

*May and June:* Submission for funding and support to WE-ROC, Completion of protocol, Secure Curtin Medical School approval, Obtain Aboriginal cultural endorsement and WE-ROC support, Submission of Ethics application to WAAHEC, Confirmation of collaboration of the shires of Merredin and Westonia through WE-ROC.

*June and July:* Finalisation of interview protocol.

*July and August:* Complete administrative arrangements with the shires, Recruit participants.

*August and September:* Interview training of medical students, Schedule interviews and Round table discussion.

*September:* Conduct interviews, start analysis and possibly conduct Round table discussion and Review subject to logistics.

*October to December:* Complete Analysis of data, Round table discussion, Write and distribute report.

*December 2019:* Complete project.

### **Benefits.**

The intended benefit *for the communities* is to demonstrate a possible mechanism to enhance the process of identification of local health problems for health advocacy.

The *educational benefits* for the students is a greater understanding of the impact of social environmental factors on health and wellbeing, practical experience with the concepts of health advocacy and social accountability in rural health.

For the Curtin Medical School there may be beneficial flow-on effects for the curriculum in rural and community health.

### **Relevance**

The growing health care burden due to aging, chronic disease prevalence and scarce resources all make the patient's perspective of health and the patient's experience of living with a chronic condition increasingly relevant. Patients, families and carers need to be active participants in the process of health care. Consequently doctors and all health care providers need the skills, attitude and knowledge to respond effectively to the patient's perceptions and concerns. To achieve this end, improved strategies are required routinely *to elicit patient concerns* through observation and documentation, *to analyse and understand* these concerns and *to act* on the patient's priorities and circumstances. This project relates to each of these considerations.

Andrew Harper  
Coordinator and Co-supervisor for the University Supervisor Dr Sally Kilburn  
Bentley, May 2019.



#### **Statutory Environment**

Nil



#### **Policy Implications**

Nil



#### **Strategic Implications**

Nil



#### **Financial Implications**

There are no financial implications in relation to this matter.



#### **Voting Requirements**



Simple Majority



Absolute Majority

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#### **OFFICER RECOMMENDATIONS**

That Council reviews the interim report compiled by the Curtin Medical School - Wheatbelt Medical Students Immersion Program (WMSIP) into the Wheatbelt Project; Resident' perceptions of Health and provide comment back to the WEROC Executive Officer.

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#### **RESOLUTION**

Moved: Cr Huxtable

Seconded: Cr Corsini

07/11-19 That Council


1. Reviews the interim report compiled by the Curtin Medical School - Wheatbelt Medical Students Immersion Program (WMSIP) into the Wheatbelt Project; Resident' perceptions of Health
2. Thanks the Curtin University Medical School and in particular Dr. Andrew Harper for leading the project and compiling the report;
3. Advises both Curtin Medical School and WEROC that the report was of extreme value and should be pursued further with the other WEROC councils and results provided to all spheres of government.

CARRIED 6/0

## 9.2 COMMUNITY AND REGULATORY SERVICE

### 9.2.1 WORKPLACE HEALTH & SAFETY (WHS) MANUAL – ASBESTOS POLICY

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:	ST1.4.2 Policies & Procedures OS& H	
Disclosure of Interest:	Nil	
Attachments:	Attachment	
Signature:	Officer	CEO



#### Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

#### Background

Council endorse the Addition/Changes to Workplace Health & Safety (WHS) Manual as required.

#### Comment

Council have an obligation under the Occupational Safety & Health Act 1984 and Regulations 1996 and other associated Australian standards, to provide and maintain a work environment in which employees, contractors, Volunteers and visitors are not exposed to hazards.

The principle of the Shire of Westonia is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The Shire of Westonia will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Organisation in relation to planning or executing any function, service or activity. Workplace Health Safety Risk Management Objectives are:-

- The achievement of Organisational Goals and Objectives.
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council.
- Application of Equal Opportunity principles in the workforce and the community.

Council adopted the New Workplace Health & Safety (WHS) Manual at the May 2017 Council Meeting and later reviewed the document in July of 2017.

On 12<sup>th</sup> November 2019, Council received a visit from Worksafe who were conducting spot checks on Asbestos Registers, procedures and sites. The inspection has resulted in two (2) Improvement Notices issued:

#### 45201729 Asbestos Register requires updating

Refer to attached

## **45201730 Asbestos Warning Signs**

Refer to attached

In order to assist in compliance with improvement notice **45201729**, Council, who have been updating the Asbestos Register over the past three (3) months, require the register to be updated and an Asbestos Policy to be included in the Workplace Health & Safety (WHS) Manual. (See attached)

### **4.13 ASBESTOS MANAGEMENT POLICY**

#### **PURPOSE**

Shire of Westonia is committed to ensuring a safe place of work for all persons who attend our workplaces which includes the elimination so far as reasonably practical the risk of exposure of Workers and Non-Workers to airborne asbestos fibres. This extends to also managing any adverse impact to the environment from the uncontrolled release of asbestos containing material.

#### **SCOPE**

In undertaking its project activities, Shire of Westonia will:

1. Comply with applicable Commonwealth, State/Territory Health and Safety legislation, Codes of Practice and Australian Standards relevant to the management and control of asbestos;
2. Provide the required regulatory notifications prior to asbestos removal and where an emergency, which includes an actual or potential exposure to airborne asbestos, has occurred;
3. Not allow the commencement of any work, at a site, without the management controls necessary to minimise the risk of exposure of asbestos being in place for buildings:
  - constructed prior to 31 December 2003; and
  - constructed after 1 January 2004, where asbestos is likely to be present;
4. Obtain and review the facilities Asbestos Register, and distribute copies to all contractors and other stakeholders before they attend the site;
5. Where the Asbestos Register is not available, out of date or inadequate for the scope of work, engage a competent person as defined in the compliance code, to inspect locations affected by our scope of work and provide an Asbestos Assessment Report;
6. Include, where there is a known asbestos risk, the defined asbestos management protocols within the site-specific Assessment Report;
7. Where there is a defined asbestos risk, ensure site specific asbestos management details are included in the safe systems of work provided by all subcontractors;
8. Ensure that all workers engaged to remove asbestos containing material are trained and possess the relevant regulatory approved licence;
9. When transporting and disposing of asbestos waste, comply with regulatory requirements;
10. Include in the Site-Specific Induction the nominated asbestos management procedures;
11. Ensure workers are informed of and have available approved health monitoring where work with or near asbestos containing material is carried out;
12. Respond effectively to any incident involving, actual or potential, uncontrolled exposure to asbestos containing material;
13. When asbestos has been removed (>10m<sup>2</sup>), engage a licenced Asbestos Assessor to perform a clearance inspection and to provide a Clearance Certificate; and
14. Upon completion of each project, the Shire of Westonia will provide all asbestos-related information gathered to relevant stakeholders, such as our client and the facility Manager.

#### **RESPONSIBILITIES**

##### ***Shire Executive Officers***

Shire executive officers have the ultimate responsibility for ensuring that all works involving or potentially involving any disturbance or removal of ACM are conducted in accordance with all applicable legislative requirements, including the National Codes of Practice;

- National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
- National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

The Shire executive shall ensure that the register of ACM and associated Asbestos Management Plan is maintained, reviewed and updated at the determined intervals. A member of the Shire executive shall ensure that the register

of ACM is reviewed in order to identify any ACM or presumed ACM to the persons intending to perform works, prior to the commencement of any works in any Shire owned or controlled building or workplace.

The Shire executive shall ensure that works involving ACM are undertaken by competent persons, using formal documented safe systems of work including suitably authorised Safe Work Method Statements and Permits to Work. Any such work shall be subject to adequate supervision to ensure compliance with legislative requirements, including as detailed in the National Codes of Practice relating to ACM, (above). A member of the Shire executive is responsible for the authorisation of documented Safe Work Method Statements, Permits to Work associated with ACM works, and the provision of sufficient supervision to ensure works are conducted strictly in accordance with requirements.

A member of the Shire executive, or their nominated representative, shall ensure that competencies and licences of persons involved in works removing or disturbing ACM are verified and recorded. This obligation extends to verifying and ensuring that only suitable equipment (such as vacuum cleaners compliant with AS 3544 (1988) "Industrial Vacuum Cleaners for Particulates Hazardous for Health" and AS 4260 – 1997 "High Efficiency Particulate Air Filters – Classification, Construction and Performance") is used in the performance of ACM works.

#### Shire Employees and Contractors

All Shire employees and contractors have a responsibility to comply with legislative provisions, the National Codes of Practice and Shire imposed safe systems of work. The employee or contractor shall consult with a member of the Shire executive prior to the commencement of any works on Shire owned or controlled buildings in order that the asbestos register may be reviewed, ACM locations identified, and a safe system of work determined to complete the proposed works.

All works involving the disturbance or removal of ACM must be strictly by suitably trained or licensed persons, as the situation may require, in accordance with a suitably documented and authorized Safe Work Method Statement and Permit to Work.

#### APPLICATION

The Shire of Westonia has implemented a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management workplace audits and reporting of extreme risks to the OSH committee will help monitor new and ongoing risks identified by the Shire of Westonia.



#### Statutory Environment

Occupational Safety & Health Act 1984 and Regulations 1996  
AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.  
Australian Standards including AS/NZS ISO 31000, 2009,



#### Policy Implications

This manual and policies will replace existing outdated OH&S policies previously adopted by Council.



#### Strategic Implications

Compliance with Occupational Safety & Health Legislation that promotes safe and healthy culture throughout the organisation.



#### Financial Implications

There is no direct financial implication in relation to this matter.



#### Voting Requirements



Simple Majority



Absolute Majority

## OFFICER RECOMMENDATIONS

That Council adopt the addition/changes to Workplace Health & Safety (WHS) Manual as presented.

## RESOLUTION

**Moved:**            **Cr Della Bosca**

**Seconded:** Cr Geier

**08/11-19      That Council:**

1. Acknowledge the two (2) Improvement Notices issued by Worksafe in relation to Council's Asbestos Register, procedures and sites;
2. Adopt the addition/changes to Workplace Health & Safety (WHS) Manual including the Asbestos Management Policy as presented.
3. Review and adopt the Asbestos Management Plan as presented.

**CARRIED 6/0**

**9.3 WORKS AND SERVICE**

**NIL**

**9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES**

**NIL**

## 10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

## 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

## RESOLUTION

<b>Moved:</b>	<b>Cr Della Bosca</b>	<b>Seconded:</b>	<b>Cr Huxtable</b>
<b>09/11-19</b>	<b>That Council accepts two (2) items of business of an urgent nature.</b>		

**CARRIED 6/0**

### 11.1.1 TELEHANDLER PUSH STICK RAKE

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Cr Daimon Geier
<b>File Reference:</b>	F1.9.1
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Signature:</b>	<b>Officer</b>

**CEO**

*Ann*

## Purpose of the Report

☒

## Executive Decision

7

### Legislative Requirement

## Background

Purchase of a stick rake attachment, to fit JCB 531-70agri telehandler. This is an out of budget purchase.

Over the years DPAW have put a ban on collection of fire wood in our surrounding bush lands, with the build up of fuel (fallen vegetation) is at critical levels, and at high risk of a bushfire within/around our townsite. This rake attachment for our telehandler would provide a speedy firebreak around most fire outbreaks in and around Westonia. Help supply easier access for fast attacks (light tankers) to put out spot fires.

This attachment could also be utilised in other areas of our shire for different purposes such as minor vegetation maintenance on road intersections when the large loader is otherwise tied up.

### Comment

Fabrication of these implements are limited to one fabrication company. WA built HIMAC  
Other companies don't fabricate rake attachment for telehandlers.

Quotation Supplied from HIMAC for 2400mm Telehandler Push Stick Rake to suit JCB 531-70 is \$5,880.00 plus GST

### Options

1. Purchase HIMAC 2400mm Telehandler Push Stick Rake to suit JCB 531-70 in this budget.
2. Budget to purchase HIMAC 2400mm Telehandler Push Stick Rake to suit JCB 531-70 in the 2020/21 budget.
3. Do nothing

### Statutory Environment

Local Government Act 1995, section 3.57 – Tenders for providing goods or services.

### Policy Implications

Council Purchasing Policy

### Strategic Implications

Nil

### Financial Implications

Out of budget purchase.

### Voting Requirements

☐

Simple Majority

☒

Absolute Majority

### OFFICER RECOMMENDATIONS

That Council:

1. Accept the quotation Supplied from HIMAC for 2400mm Telehandler Push Stick Rake to suit JCB 531-70 is \$5,880.00 plus GST and approve the purchase as an out of budget expense.

### RESOLUTION

Moved: Cr Huxtable

Seconded: Cr Della Bosca

10/11-19 That Council:

1. Accept the quotation Supplied from HIMAC for 2400mm Telehandler Push Stick Rake to suit JCB 531-70 is \$5,880.00 plus GST and approve the purchase as an out of budget expense.

CARRIED 6/0

### 11.1.2 FUTURE DROUGHT FUND AND NATIONAL DROUGHT RESILIENCE PLAN

Responsible Officer: Jamie Criddle, CEO

Author: Jamie Criddle, CEO

File Reference:

Disclosure of Interest: Nil

Attachments: Nil

Signature: Officer

CEO



### Purpose of the Report

☒

Executive Decision

☐

Legislative Requirement

## **Background**

The Commonwealth has released its consultation draft on the Drought Resilience Funding Plan with submissions on the draft plan to close 13 December 2019.

### **How it will work**

The Future Drought Fund (FDF) is a key aspect of the Australian Government's drought policy, which seeks to provide a permanent and secure revenue source to build drought resilience.

The Fund begins with an initial credit of \$3.9 billion. Earnings will be reinvested until the balance reaches \$5 billion (expected in 2028-29). From 1 July 2020, \$100 million will be made available each year to support Australian farmers and communities. Funds can be used to prepare for, and become resilient to, the effects of inevitable future drought.

The FDF will support initiatives that enhance the drought resilience of Australian farms and communities by becoming more prepared to respond to the impacts of drought.

### **The Drought Resilience Funding Plan**

The Drought Resilience Funding Plan is a high level framework that seeks to ensure a coherent and consistent approach is undertaken when considering and providing funding for drought resilience projects.

This includes investing in:

- research and innovation
- research adoption and extension
- adopting new and existing technology
- improved environmental and natural resource management
- local and regional infrastructure and community initiatives.

## **Comment**

### **Issues and opportunities for Local Governments**

Communities also feel the effects of drought on local economies and community spirit. However, Australia's regions are diverse and the degree of exposure to drought risk depends on the local context. Some communities have a strong resilience during droughts while others are less equipped to deal with the effects of drought.

The risks drought poses to rural communities are varied. They include potential reductions to incomes, job losses, pressure on social networks, poor mental and physical health, along with other climate effects like bushfires. Domestic water resources for rural communities are coming under increasing stress. Without intervention, shortages are likely to become more common.

Drought conditions can reduce tourism, which may affect the local economy. Decline in the amenity value of local communities due to drought—for example, drying water bodies or reduction in green spaces— may also affect tourism opportunities and diminish town pride and community spirit. Drought can also reduce expenditure by farm families in smaller towns, which is an important source of income for many small businesses. Service industries like retail and wholesale trade, transport and storage, finance and machinery are all affected by farmers' spending patterns. A reduction in this spending during a drought can put pressure on the sustainability of the community.

The final design of the fund, and the determination of eligible criteria for fund, will be informed by the consultation phase.

This presents an opportunity for each Local Government to make a submission on the elements it considers important to building the resilience of its community, and that need to be built into the final

Drought Resilience Funding Plan. Consideration should be given to local and regional community and infrastructure investment themes.

 **Statutory Environment**

Nil

 **Policy Implications**

Nil

 **Strategic Implications**

Nil

 **Financial Implications**

Nil

 **Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council authorise the Chief Executive Officer to formulate a response on behalf of Council on the Future Drought Fund and National Drought Response Resilience Plan prior to 13 December 2019.

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**RESOLUTION**

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<b>Moved:</b>	<b>Cr Huxtable</b>	<b>Seconded:</b>	<b>Cr Della Bosca</b>
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<b>11/11-19</b>	<b>That Council authorise the Chief Executive Officer to formulate a response on behalf of Council on the Future Drought Fund and National Drought Response Resilience Plan prior to 13 December 2019.</b>
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**CARRIED 6/0**

## **12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on 19<sup>th</sup> December 2019 commencing at 3.30pm

## **13 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 5.26pm