



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 21 June 2022  
Commencing 2.00pm





## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 21 June 2022 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

12.30pm - 1.30pm	Budget Workshop
2.00pm	Council Meeting
Following conclusion of Council Meeting	Council Workshop

Rebecca McCall  
Chief Executive Officer  
15 June 2022

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au).

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Shire of Dowerin  
Ordinary Council Meeting  
2.00pm Tuesday 21 June 2022



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2.00pm. In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Dowerin Residents George Evans and John Millsted with a minute silence.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr WG Allsopp	
Cr DP Hudson	
Cr JC Sewell	
Cr LG Hagboom	
Cr NP McMorran	
Cr AJ Metcalf	

**Staff**

Ms R McCall	Chief Executive Officer
Mr D Davey	Acting Manager Works & Assets
Mr A Wooldridge	Manager Corporate & Community Services
Ms L Dreghorn	Executive & Governance Officer

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Executive & Governance Officer for inclusion in the Disclosures Register.

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

**7. Confirmation of Minutes of the Previous Meeting(s)**

7.1 Ordinary Council Meeting held on 17 May 2022.

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**Attachment 7.1A**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation – 7.1**

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 17 May 2022, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.**

**8. Minutes of Committee Meeting(s) to be Received**

8.1 NEWROC Council meeting held on 30 May 2022

**Attachment 8.1A**

8.2 Rural Water Council of WA meeting held on 18 March 2022

**Attachment 8.2A**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation – 8.1 and 8.2**

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the NEWROC Council Meeting held 30 May 2022, as presented in Attachment 8.1A, and the Minutes of the Rural Water Council of WA Meeting held on 18 March 2022, as presented in Attachment 8.2A, be received by Council.**

**9. Recommendations from Committee Meetings for Council Consideration**

**10. Announcements by the President Without Discussion**

**11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES**

**11.1 Financial Activity Statements**

<h2>Corporate and Community Services</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 June 2022	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate and Community Services	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A</a> - May Financial Activity Statement	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

This item presents the Statement of Financial Activity to Council for the period ending May 2022.

**Background**

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and are presented to Council.

**Comment**

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

Statements of Financial Activity - Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 - Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 - Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 3 - Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

#### Note 4 - Other Current Assets

This note provides details of other current assets that the Shire may hold.

#### Note 5 - Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

#### Note 6- Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 - Disposal of Assets

This note gives details of the capital asset disposals during the year.

#### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 -Borrowings

This note shows the Shire's current debt position and lists all borrowings.

#### Note 10 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

#### Note 11 - Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

#### Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

#### Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

#### Note 14 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

### Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Manager Corporate and Community Services

Megan Shirt, Consultant

### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

### Strategic Implications

#### **Strategic Community Plan**

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

#### **Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

**Financial Implications**

Nil

**Voting Requirements**

- Simple Majority                       Absolute Majority

**Officer's Recommendation - 11.1**

**That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period May 2022, as presented in Attachment 11.1A.**



**11.2 List of Accounts Paid**

## Corporate & Community Services



<b>Date:</b>	1 June 2022
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate & Community Services
<b>Author:</b>	Jasmine Pietrocola, Accounts Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A</a> – List of Accounts Paid

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for May 2022.

### Background

Nil

### Comment

The List of Accounts Paid as presented has been reviewed by the Manager Corporate & Community Services.

### Consultation

Rebecca McCall, CEO

Aaron Wooldridge, Manager Corporate & Community Services

Jasmine Pietrocola, Finance Officer

### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegated authority.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively*

*managed Local Government*

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

#### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

#### Financial Implications

Funds expended are in accordance with Council's adopted 2021/22 Budget.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation - 11.2

**That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:**

List of Accounts Paid - May 2022	
EFT9808 to EFT9881	\$511,193.29
Cheque 10979 to 10983	\$15,838.18
Direct Debit 11679: Credit Card Payment: April 2022	\$2,507.88

Direct Debit 11685: Puma Energy: Fuel: April 2022	\$178.28
Direct Debits 11683 & 11696: Superannuation Payments	\$13,214.76
Direct Debits 11690 & 11691: WATC Loan Principal & Interest Repayments	\$20,716.27
Direct Debit 11687: Bond Payment	\$1,060.00
Direct Debit 130892: Bank Fees	\$476.68
Net Payroll; PPE 11 May 2022	\$46,112.74
Net Payroll; PPE 25 May 2022	\$46,709.16
<b>TOTAL</b>	<b>\$658,007.24</b>

### 11.3 Adoption of 2022/23 Schedule of Fees and Charges

## Corporate & Community Services



<b>Date:</b>	8 June 2022
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate & Community Services
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Organisation/Financial Management/2022-23 Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.3A</b> - 2022/23 Schedule of Fees and Charges

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents the proposed 2022/23 Schedule of Fees and Charges for implementation from 1 July 2022 to Council for consideration and, if satisfactory, adoption.

#### Background

The 2022/2023 Schedule of Fees and Charges are presented to Council prior to the adoption of the 2022/2023 budget deliberations to allow for the Fees and Charges to become effective as at 1 July 2022.

#### Comment

The proposed Schedule of Fees and Charges for the 2022/23 financial year are included in the Attachment. The attachment also details the previous years' fees and charges for comparison purposes.

In reviewing the 2022/23 Schedule of Fees and Charges, the following procedures and processes have been taken into consideration:

1. Input has been sought from all Managers and key staff members;
2. Comparisons against similar Shires for similar activities; and
3. Statutory charges are determined by the Federal and State Governments.

A comprehensive review of the Schedule of Fees and Charges has identified a number of business functions that the Shire did not previously have a fee or charge for. This has been corrected in the 2022/23 Schedule of Fees and Charges.

#### Consultation

Council Budget Workshop 17 May 2022

Senior Management Team

Dowerin Home Care Staff

All other staff

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

Sections 6.16 and 6.19 of the *Local Government Act 1995* are applicable and states:

### **“6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following –*

- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*
  - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be –*
- (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

### **6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –*

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed”*

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Income will be generated through the charging of the 2021/22 Schedule of Fees and Charges.

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation - 11.3**

**That, in accordance with Sections 6.16 and 6.19 of the *Local Government Act 1995*, Council adopts the 2022/23 Schedule of Fees and Charges, as presented in Attachment 11.3A, for the 2022/23 financial year to become effective from 1 July 2022 and that local public notice of these Fees and Charges be given.**

## 12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

### 12.1 Shire of Dowerin Local Laws Project 2022

<h1>Governance &amp; Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	31 May 2022	
<b>Location:</b>	Shire of Dowerin	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Helen Westcott, BHW Consulting Linley Dreghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Organisation/Governance/Local Laws	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><b>Attachment 12.1A</b> - Letter from the Joint Standing Committee on Delegated Legislation - Shire of Dowerin Fencing Local Law 2022</p> <p><b>Attachment 12.1B</b> - Letter from the Joint Standing Committee on Delegated Legislation - Shire of Dowerin Repeal Local Law 2022</p>	

#### Purpose of Report

Executive Decision



Legislative Requirement

#### Summary

The purpose of this report is for Council to consider correspondence and recommendations from the Joint Standing Committee on Delegated Legislation in relation to two new local laws adopted by the Council and, if satisfactory, adoption.

#### Background

On the 15 February 2022 the Shire of Dowerin (the Shire) adopted, by absolute majority, the following local laws:

- Activities in Thoroughfares and Public Places and Trading Local Law 2022;
- Cemeteries Local Law 2022;
- Fencing Local Law 2022;
- Meeting Procedures Meeting Local Law 2022; and
- Repeal Local Law 2022.

The local laws were published in the Government Gazette on Thursday 17 March 2022.

All local laws are subject to a review by the Joint Standing Committee on Delegated Legislation (the Committee) and in correspondence dated 12 May 2022 to Shire President Cr Trepp, the Committee raised a number of issues with respect to the Fencing Local Law 2022 and the Repeal Local Law 2022.

The Committee has requested that the correspondence be considered at this Council Meeting and for Cr Trepp to provide a response by 27 June 2022.

## Comment

The Committee raised the following matters in respect to the Fencing Local Law 2022:

- Access to Australian Standards

As these standards have been adopted as part of the local law, residents should be able to access them easily and without charge. This derives from the principle that citizens should be able to access the law. Any barriers to access, including cost and not being aware about the availability of free access, undermines the rule of law.

- Typographical Error

The clause referred to under the headings of Schedules 5 and 6 should be clause 2.12(1)(a) and 2.12(1)(b), not 2.11 (1)(a) and 2.11 (1)(b).

The Committee has requested that Council provide the following undertakings in relation to the Fencing Local Law 2022:

1. Within six months, provide the Committee with information on how the standards referred to above (as amended from time to time) can be accessed by residents without charge;
2. When the local law is next reviewed and amended, correct the typographical error in the headings of Schedule 5 and 6 identified above;
3. Ensure any consequential amendments arising from undertaking 2 will be made; and
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure it is accompanied by a copy of the undertaking.

The Committee also forwarded correspondence to the Shire President Cr Trepp in regard to the Repeal Local Law 2022, in which it has noted the Shire's failure to comply with section 3.12(3)(a) and (b) of the *Local Government Act 1995* (the Act) when making the local law.

Section 3.12 of the Act sets out the procedures that must be followed when making a local law and a failure to substantially comply will invalidate the local law.

Accordingly, the local law is invalid and infringes the Committee's Term of Reference 10.6(a) as it is not within power of the Act.

The Committee has requested the following undertakings to give the Shire an opportunity to rectify the error:

1. Within six months
  - a. Repeal the invalid local law gazetted on 17 March 2022
  - b. Make a new local law which follows all the mandatory steps in section 3.12.
2. The repeal local law will not be enforced contrary to undertaking 1.
3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

The Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

## Consultation

Rebecca McCall, Chief Executive Officer

Linley Dregghorn, Executive and Governance Officer

Helen Wescott, BHW Consulting

Joint Standing Committee on Delegated Legislation



**Policy Implications**

There are no significant policy implications evident at this time.

**Statutory Implications**

Non-compliance with section 3.12 of the *Local Government Act 1995*.

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation  
 Objective: We are recognised as a transparent, well governed, and effectively managed Local Government  
 Outcome: 5.3  
 Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	Local Law Review, Compliance
<b>Action (Treatment)</b>	
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

There are no significant financial implications evident at this time.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation**

***That, by Absolute Majority, Council resolves to undertake to the Joint Standing Committee on Delegated Legislation:***

- 1. Within six months, provide the Committee with information on how the standards referred to in the Shire of Dowerin Fencing Local Law 2022 can be accessed by residents without charge;**
- 2. When the local law is next reviewed and amended, correct the typographical error in the headings of Schedule 5 and 6;**
- 3. Ensure any consequential amendments arising from undertaking 2 will be made;**
- 4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure it is accompanied by a copy of the undertaking.**
- 5. Within six months:**
  - a. Repeal the invalid Repeal Local Law 2022 gazetted on 17 March 2022**
  - b. Make a new local law which follows the mandatory steps in section 3.12 of the Local Government Act 1995**
- 6. The repeal local law will not be enforced contrary to undertaking 1;**
- 7. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure it is accompanied by a copy of the undertaking.**

## 12.2 CBH Installation of Auger Pit and Conveyor Loading System Development Approval (DA) Application – Lot 5 Rifle Range Rd, DOWERIN

### Governance & Compliance



<b>Date:</b>	25 May 2022
<b>Location:</b>	Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461
<b>Responsible Officer:</b>	CEO
<b>Author:</b>	Laura Pikoss- HBP Services WA
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>
<b>Sharepoint Reference:</b>	Compliance/Development & Building/Development Applications
<b>Disclosure of Interest:</b>	The author does not have an interest in this item
<b>Attachments:</b>	<b>Nil</b>

#### Purpose of Report

To inform the Council of the factors to consider when determining an application for Development Approval (DA) for the construction of an additional auger pit and conveyor loading system, to an existing 'agricultural – extensive'/'primary industry' land use as Lot 5 Irvine Road, Dowerin.



Executive Decision



Legislative Requirement

#### Summary

The Council is in receipt of a planning application, seeking Council approval to establish proposed addition (auger pit and conveyor loading system) to an existing 'agricultural – extensive'/'primary industry' land use at Lot 5 Irvine Road, Dowerin.

#### Background

The bulk grain terminals have existed prior to 2010 and is part of the Shire of Dowerin's agricultural industry. The proposal is proposing an auger pit and conveyor loading system to the current grain terminal operations.

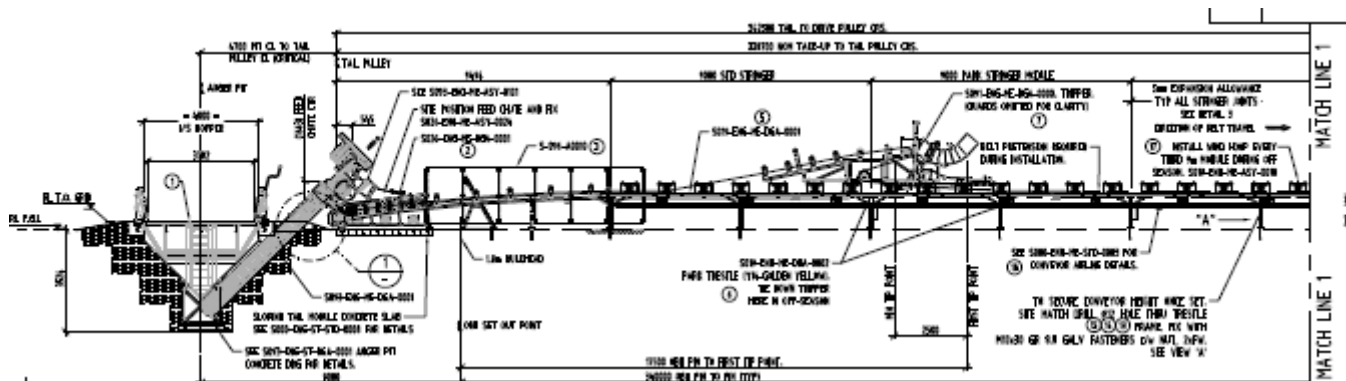
- a) The development will not impact rural views.
- b) It is located more than 50m from neighbouring boundaries, which meets the required setback distances as stipulated in the Shire of Dowerin Local Planning Scheme No 2.

#### Description of Proposal

The development is located at Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461 and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardize the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

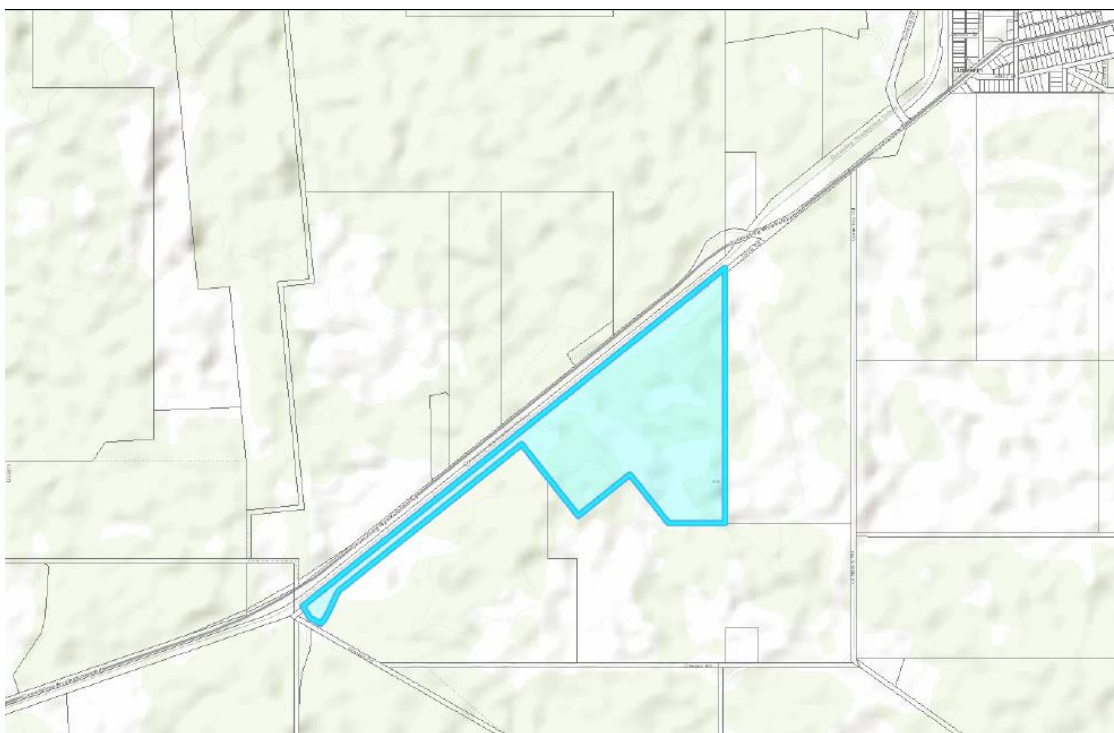
As the proposed development does not impact the steep slope or rural amenity, it complies with the objectives set by the zoning.



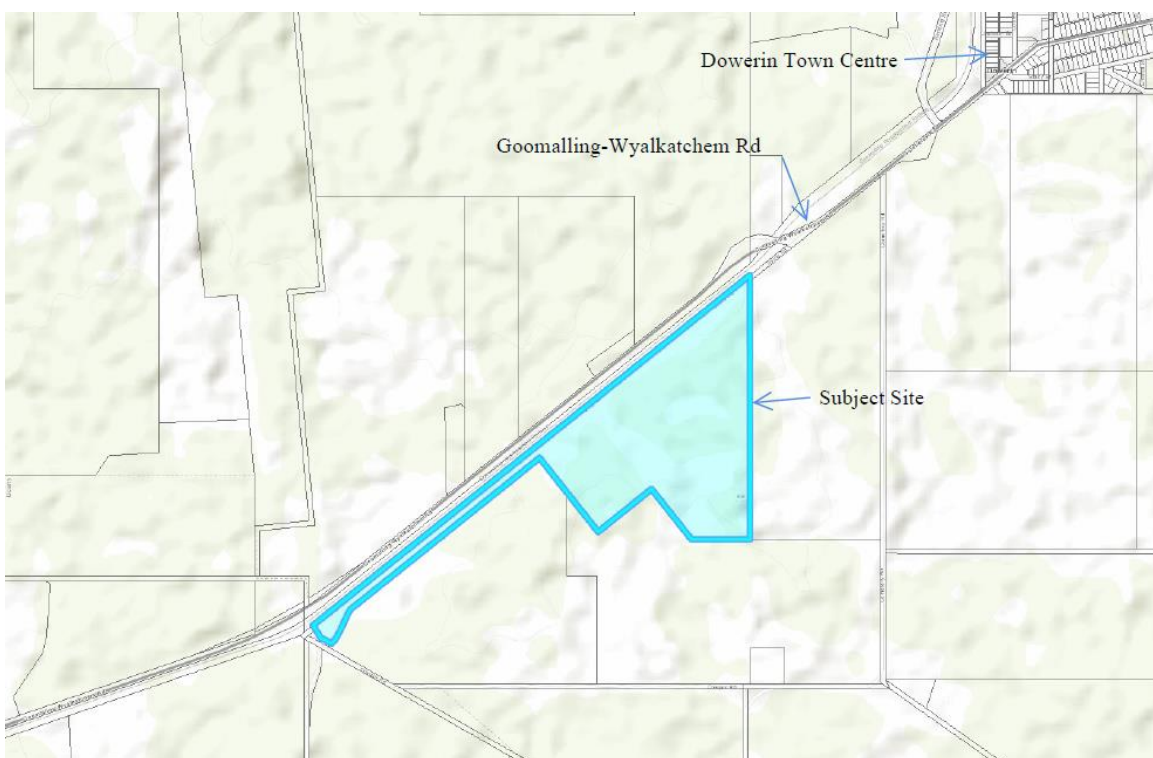
Site Location



Figure 1 Satellite Image of Subject Site



**FIGURE 2 TOPOGRAPHY IMAGE SUBJECT SITE**



*Figure 3 Location of Subject Site*

### Consultation


Rebecca McCall, Chief Executive Officer  
Linley Dreghorn, Executive and Governance Officer  
Laura Pikoss, HBP Services

**Policy Implications**

There is no plan or local planning policy applicable to this proposal.

**Statutory Implications**

As to the planning framework a ‘auger pit and conveyor loading system’ is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)																																																																																
Current Zoning	<p><i>‘Rural’ – See extract of Zoning Map below – green colour.</i></p>  <p style="text-align: center;"><b>FIGURE 4 EXTRACT OF ZONING MAP</b></p>																																																																															
Permissibility (Table 1 – Zoning Table )	<p><i>Table 1 – Zoning Table of LPS 2 qualifies an auger pit and conveyor loading system for industry primary production purposes as ‘P’ use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="background-color: #D3D3D3;">USE CLASSES</th> <th colspan="7" style="background-color: #D3D3D3;">ZONES</th> </tr> <tr> <th style="background-color: #D3D3D3;">RESIDENTIAL</th> <th style="background-color: #D3D3D3;">COMMERCIAL</th> <th style="background-color: #D3D3D3;">LIGHT INDUSTRY</th> <th style="background-color: #D3D3D3;">GENERAL INDUSTRY</th> <th style="background-color: #D3D3D3;">TOWNSITE</th> <th style="background-color: #D3D3D3;">RURAL RESIDENTIAL</th> <th style="background-color: #D3D3D3;">RURAL</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="background-color: #D3D3D3;"><b>INDUSTRY USES</b></td> </tr> <tr> <td>Fuel Depot</td> <td>X</td> <td>X</td> <td>X</td> <td>A</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Industry <small>AMD 1 GG 01/08/17</small></td> <td>X</td> <td>X</td> <td>X</td> <td>D</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Industry – Cottage</td> <td>A</td> <td>D</td> <td>D</td> <td>P</td> <td>D</td> <td>A</td> <td>A</td> </tr> <tr> <td>Industry – Extractive</td> <td>X</td> <td>X</td> <td>X</td> <td>P</td> <td>X</td> <td>X</td> <td>D</td> </tr> <tr> <td>Industry – Hazardous</td> <td>X</td> <td>X</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Industry – Light</td> <td>X</td> <td>X</td> <td>P</td> <td>P</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Industry – Primary Production <small>AMD 1 GG 01/08/17</small></td> <td>X</td> <td>X</td> <td>A</td> <td>P</td> <td>A</td> <td>D</td> <td>P</td> </tr> </tbody> </table>	USE CLASSES	ZONES							RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL	<b>INDUSTRY USES</b>								Fuel Depot	X	X	X	A	A	X	X	Industry <small>AMD 1 GG 01/08/17</small>	X	X	X	D	X	X	X	Industry – Cottage	A	D	D	P	D	A	A	Industry – Extractive	X	X	X	P	X	X	D	Industry – Hazardous	X	X	X	A	X	X	X	Industry – Light	X	X	P	P	A	X	X	Industry – Primary Production <small>AMD 1 GG 01/08/17</small>	X	X	A	P	A	D	P
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Industry – Primary Production <small>AMD 1 GG 01/08/17</small>	X	X	A	P	A	D	P																																																																									
Definitions	<i>The draft LPS 2 defines:</i>																																																																															

	<p><i>a) industry — primary production means premises used — (a) to carry out a primary production business as that term is defined in the Income Tax Assessment Act 1997 (Commonwealth) section 995-1; or (b) for a workshop servicing plant or equipment used in primary production businesses</i></p>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <li><i>• To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li> <li><i>• To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li> <li><i>• To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li> <li><i>• To prevent any development that may affect the viability of a holding.</i></li> <li><i>• To encourage small scale, low impact tourist accommodation in rural locations.</i></li> <li><i>• To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i></li> </ul>
Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <li><i>• Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i></li> </ul>
<p><b>Planning and Development (Local Planning Scheme) Regulations 2015</b> <i>(Statutory instrument)</i></p>	
Schedule 2; Part 9; Clause 68(2)	<p><i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i></p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p><i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i></p>
<p><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> <i>(Statutory instrument – tied to Planning Regulations)</i></p>	
Generally	<p><i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush</i></p>

	<i>Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p>Section 6.2 of SPP 3.7 a) states:</p> <p>a) <i>Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></p> <p>b) <i>Any strategic planning proposal, subdivision or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></p> <p>c) <i>This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></p>
<p><b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b>                  (Guidance document – tied to SPP 3.7)</p>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <li>• <i>result in the intensification of development (or land use);</i></li> <li>• <i>result in an increase of residents or employees;</i></li> <li>• <i>involve the occupation of employees on site for any considerable amount of time; or</i></li> <li>• <i>result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li> </ul>

**Strategic Implications**

**Local Planning Strategy**

The WAPC endorsed the Council's Local Planning Strategy (Strategy) on 11 June 2013. The strategy promotes the sustainable use of agricultural land within the Shire and puts forward several strategies to achieve this objective.

The relevant strategies are to:

- Recognise the agricultural industry as having economic and social significance to the Shire.
- Ensure the protection of agricultural resources by restricting subdivision of agricultural land that would remove it from being used for agricultural purposes.

**Strategic Community Plan**

Community Priority: Our Economy

Objective: We are an attractive location to invest, live, play, visit and work

Outcome: 1.1

Reference: 1.1.2



**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Engagement Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Substantiated, localised impact on community trust or low media item
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Community & Engagement Framework Communication & Engagement Policy Community Satisfaction Survey
<b>Action (Treatment)</b>	No Action required
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Nil, other than the potential for increased use of rural roads around the property proportional to the increased capacity of the development.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation**

**That Council, by Simple Majority, approves the Development Application as received on 8 March 2022, subject to the following conditions:**

1. Should the development, the subject of this approval, not be **SUBSTANTIALLY COMMENCED** within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. All development and construction activities shall be contained within the lot boundaries of Lot No: 5 Irvine Street, Dowerin and shall be in accordance with the following plans:
  - a. Sheet 1 of 1 (361-ENG-ME-DGA- 002- RB)
  - b. Sheet 1 of 1 (S000-ENG-EL-DGA-0001\_4)
  - c. Sheet 1 of 1 (S000-ENG-ST-STD-003-R4)
  - d. Sheet 1 of 1 (361-ENG-CI-DCO-0003\_B)
  - e. CBH- Dowerin Auger Pit and CLS- Drainage
  - f. CBH-Dowerin Auger Pit and CLS- Traffic
3. The operator (CBH) shall ensure at all times that the operation of the development complies with and will not exceed with the following assigned noise levels at noise sensitive premises as stipulated in the Environmental Protection (Noise) Regulations 1997
4. All Storm water runoff from the new structure to be adequately controlled on site.

5. The operator (CBH) shall ensure at all times that construction noise is limited to between 7am and 7pm Monday to Saturday (excluding public holidays) and that the works are carried out in accordance with Australian Standard 2436:2010.

#### **ADVICE NOTES**

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)

## 12.3 Proposed NEWROC Regional Subsidiary

<h1>Governance &amp; Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	13 June 2022	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, CEO	
<b>Author:</b>	Rebecca McCall, CEO	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Human Resources/CEO Confidential	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#">Attachment 12.3A</a> - Business Plan</p> <p><a href="#">Attachment 12.3B</a> - Charter</p> <p><a href="#">Attachment 12.3C</a> - Communication Plan</p>	

### Purpose of Report

Executive Decision  Legislative Requirement

### Summary

This report is to consider the documentation pertaining to the proposed establishment of a Regional Subsidiary, attached as, Attachments 12.3A, 12.3B and 12.3C, and if satisfactory, endorse the documents for public consultation.

### Background

The North Eastern Wheatbelt Regional Organisation of Councils (hereafter referred to as NEWROC) was established in 1994, and is led by Councillors from the Shires of Nungarin, Koorda, Mt Marshall, Mukinbudin, Trayning, Wyalkatchem and Dowerin. NEWROC was established to provide the seven (7) member Councils a united voice advocating, promoting, and marketing the communities as a great place to live, work and invest.

The State Government is currently poised to make amendments to the *Local Government Act 1995* (hereafter referred to as the Act). The NEWROC have advocated for changes to the Act to enable the NEWROC to form a Regional Subsidiary as the current Act and regulations are not suitable. If the changes to the Act are sufficient, the NEWROC will be prepared and will subsequently submit its Regional Subsidiary Charter to the Minister.

Prior to NEWROC being in a position to apply to the Minister for the establishment of a Regional Subsidiary the following is required:

- Prepare and advertise a business plan in each Shire of the NEWROC for comment by the communities;
- Respond to submission / comments from the community; and
- Draft a Charter for the subsidiary.

### Comment

A regional subsidiary will allow its member local governments to pool their resources and cooperate more closely.

In addition to increasing the efficiency of existing services, a regional subsidiary may increase the viability of new services which local governments want to and are required to provide. It may also form a mechanism for groups of local governments to come together to deal with region-specific issues.

A regional subsidiary is:

- Similar to a Voluntary Regional Association of Councils (VROC), but is more binding on its members; and
- Similar to a regional council but has more flexibility and fewer reporting requirements.

The regional subsidiary is predominantly governed by its Charter, which can be individually tailored to suit the subsidiary's activities and role in the community. Under its current voluntary organisation of Councils structure, the NEWROC experiences the following challenges:

- A lead local government is required for projects, shared resources and grant applications which is additional administration for the lead local government as well as compliance and financial management;
- MoU guides the voluntary Region of Councils but requires good faith as its underlying principle;
- No legal entity to apply for grants;
- Chair and CEO positions rotate every two (2) years with a 'host' Council;
- Regional shared equipment requires a 'host' Council to purchase the asset and for it to be shown on their asset management register; and
- NEWROC initiatives and projects are limited by the MoU and the 'host' Council commitments.

#### Consultation

Shire President  
Deputy Shire President  
Council Workshop May 2022  
NEWROC Council  
NEWROC Executive  
NEWROC Executive Officer

#### Policy Implications

Nil

#### Statutory Implications

*Local Government Act 1995*

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

There are no asset management implications relating to this item.

#### Long Term Financial Plan

There are no financial planning implications relating to this item.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Business Plan Communication Plan Regional Subsidiary Charter
<b>Action (Treatment)</b>	Community Consultation
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

Currently the annual membership fee for NEWROC is \$13,000. It is anticipated annual fee will remain the same with the establishment of a Regional Subsidiary.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

***That Council, by Simple Majority in accordance with Section 3.71 of the Local Government Act 1995 Act, resolves to:***

- 1. Endorse the following NEWROC Regional Subsidiary documents for community consultation, with the closing date for submissions being 31 July 2022:***
  - a. Business Plan***
  - b. Communications Plan***
  - c. Charter***
- 2. Request the Chief Executive Officer to arrange a community forum to discuss the documents listed in (1.) above.***
- 3. Request the Chief Executive Officer to invite submissions on the documents listed in (1.) above by:***
  - a. Advertising on the Shire website;***
  - b. Advertising on the Shire Facebook page; and***
  - c. Advertising in the next available edition of the local Despatch.***
- 4. Should no substantial submission be received by 31 July 2022, requiring a potential amendment of the documents listed in (1.) above, the documents be considered accepted, with the ratification date being the date of the August Ordinary Council Meeting.***

**12.4 Arrangements for Management of Volunteer Bush Fire Brigades: Response to WALGA Proposed Advocacy Position**

## Governance & Compliance



<b>Date:</b>	15 June 2022
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, CEO
<b>Author:</b>	Linley Dreghorn, Executive and Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.4A</a> - WALGA Proposed Advocacy Position Report <a href="#">Attachment 12.4B</a> - Info Page - WALGA

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

Council is requested to provide comments to the Western Australian Local Governments Associations (WALGA) in regard to the proposed Advocacy position on Arrangements for Management of Volunteer Bushfire Brigades in order to allow WALGA to provide guidance in its engagement with the State Government on the drafting of the *Consolidated Emergency Services Act (CES Act)*.

The State Government is proposing to consolidate the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *the Fire and Emergency Services Act 1998*, into a single piece of legislation, which is anticipated to be released as a Green Bill for consultation in early 2023.

### Background

In May 2022, the Shire received an Infopage and the Proposed Advocacy Position on Arrangements for Management of Bushfire Brigades Paper from WALGA seeking comments from Local Governments that manage bushfire brigades. WALGA has allowed for a six (6) weeks consultation period (comments to be submitted by 8 July 2022) the item will then go to the WALGA State Council in September 2022.

This is a result of the introduction of the *Work Health and Safety Act 2020*, which has put on additional responsibilities on Local Government for managing Bush Fire Brigades, along with the State Government drafting the Consolidated Emergency Services Act, which combines the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation.

In 2021, WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey consisting of:

- 36 Chief Executive Officers;
- 18 Community Emergency Services Managers; and
- 50 Local Government officers.

The survey also asked Local Governments about their level of satisfaction with current arrangements for managing Bush Fire Brigades, 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

As a result of these findings, WALGA has proposed the following Advocacy Position:

1. *The Association advocates that the State Government must provide for:*
  - a) *A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;*
  - b) *The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;*
  - c) *Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and*
  - d) *The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.*
2. *That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).*
3. *Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility."*

The recent 2016, Waroona Yarloop bush fires, led to the Public Sector Commission undertaking a special inquiry by Mr Euan Ferguson AFSM, which resulted into recommendations for change in the area of Strategic and Agencies opportunities for improvements. These included 17 Recommendations and 23 Opportunities, including the establishment of a Rural Fire Services established by the State Government, with the options of transferring the management of all Bush Fire Brigades under the Department of Fire and Emergency Services (DFES).

It is understood that in 2017, this recommendation was explored and considered by the Economic Regulation Authority for the Emergency Services Levy, to the extent to which the Emergency Services Levy (ESL) should be available to fund the administrative and operational costs of a rural fire service.

#### Comment

#### Work Health and Safety (WHS) Act 2020

Some of the key features of the WHS Act as follows:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships.
- A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services.
- A requirement that 'officers' exercise 'due diligence' to ensure compliance.
- The new offence of industrial manslaughter, which provides substantial penalties for PCBUs where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm.
- The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance.
- The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution.
- Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking.

- A framework to establish a general scheme for authorisations such as licences, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations.

Under the *Work Health and Safety Act 2020*, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the Fire Control Officers (FCOs) and Bush Fire volunteers have undertaken the required training to allow them to perform the role safely.

There are very significant fines that now apply to local governments and criminal charges may be imposed on executive staff should they fail in their duty of care under the new WHS Act 2020. A significant increase in the maximum fine is now applicable to executives along with a 20 year jail term. The local government body is now subject to an uninsurable fine up to \$10M.

#### Bush Fire Brigade Volunteers

The Shire has currently on its list of Bush Fire Brigade Volunteers a total of 49 registered volunteers, of which the insurance for these Volunteers are paid through the ESL.

Due to the changes in legislation, at the Dowerin Bushfire Advisory Committee AGM held on 6 April 2022 the following was endorsed:

#### **“5.9 Proposal to Relinquish Control of Bush Fire Brigades to DFES**

*Members are in support of moving forward with the proposal for the Shire to relinquish Dowerin and Minnivale to DFES..”.*

This was further endorsed by Council at its Ordinary Meeting held on 19 April 2022.

Volunteers are considered a very valuable asset and it is this Shire’s view that we encouraged and support our Volunteers.

#### WALGA Proposed Advocacy Position

The proposed Advocacy position by WALGA is in line with the Shire’s direction and reflects the above Shire’s concern in managing its Bush Fire Brigades Volunteers and the new WHS as well as the ability and the capacity for the Shire to take on the responsibility.

Based on the above, it is recommended that Council endorse the WALGA proposed Advocacy Position to the State Government in addressing this issue as part of its consolidated review of the Emergency Services Act.

#### **Consultation**

WALGA undertook a survey on Local Government Emergency Management 2021 and provide the report and Infopage on its Advocacy Position on the Arrangements for Management of Volunteer Bush Fire Brigades. The process of consultation is being coordinated by WALGA as the lead agency in this process.

#### **Policy Implications**

Policy 7.20 - Management of Bushfire Volunteers Policy

#### **Statutory Implications**

*Local Government Act 1995 – Division 3, Subdivision 1 and s3.18 (3)(b)*

*Work Health and Safety Act 2020*

*Bush Fires Act 1954 – s36 and s41*

#### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.2



### Asset Management Plan

There are no asset management implications relating to this item.

### Long Term Financial Plan

There are no financial planning implications relating to this item.

#### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Business Plan Communication Plan Regional Subsidiary Charter
<b>Action (Treatment)</b>	Community Consultation
<b>Risk Rating (after treatment)</b>	Adequate

#### Financial Implications

In the 2021/2022 budget, the Emergency Services Levy received from the Department of Fire and Emergency Services a total of \$\$\$ which includes PPE, Insurances, maintenance of buildings, vehicles, plant and equipment.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation

**That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the Consolidated Emergency Services Act, Council, supports WALGA's proposed following Advocacy Position:**

- 1. The Association advocates that the State Government must provide for:**
  - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;**
  - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;**
  - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and**
  - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.**
- 2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).**
- 3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.**

**13. OFFICER'S REPORTS - WORKS AND ASSETS**

**14. Urgent Business Approved by the Person Presiding or by Decision**

**15. Elected Members' Motions**

**16. Matters Behind Closed Doors**

16.1 Organisation Restructure

In accordance with Section 5.23(2)(b) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss the personal affairs of any person.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation - 16.1**

**That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.**

The matter of Organisation Restructure will be discussed, and a resolution made.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation - 16.1**

**That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.**

The President will read aloud the Council Resolution made Behind Closed Doors. This will be reported in the Minutes.

**17. Closure**



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 17 May 2022

ABN: 35 939 977 194

P (08) 9631 1202 E [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)  
13 Cottrell Street, Dowerin WA 6461

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Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 17 May 2022



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2.01pm. In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Dowerin Resident John Fowler with a minutes silence.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr W Allsopp	
Cr DP Hudson	
Cr N McMorrان	
Cr JC Sewell	
Cr LG Hagboom	

**Staff:**

Ms R McCall	Chief Executive Officer
Mr A Wooldridge	Manager Corporate and Community Services,
Mr D Davey	Acting Manager Works and Assets
Ms L Dreghorn	Executive and Governance Officer

**Members of the Public:** Mr Jim Davidson – Competent Solutions

**Apologies:** Nil

**Approved Leave of Absence:** Cr AJ Metcalf (CMRef 0583) was in attendance

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Applications for Leave of Absence**

Nil

**6. Petitions and Presentations**

Nil

**7. Confirmation of Minutes of the Previous Meeting(s)**

7.1 Ordinary Council Meeting held on 19 April 2022.

**Attachment 7.1A**

**Voting Requirements**



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution - 7.1

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0592** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 19 April 2022, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

**CARRIED 8/0**

2.09pm Mr Jim Davidson - Competent Solutions entered the meeting.

### Motion to Suspend Meeting Procedures Local Law 2022

#### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Metcalf

**Seconded:** Cr McMorran

**0593** That, in accordance with Clause 17.1 of the Shire of Dowerin Meeting Procedures Local Law 2022, Council suspends Standing Orders to allow Mr J Davidson to address the Council.

**CARRIED 8/0**

**2.11pm Jim Davidson addressed Council**, advising he had recently established a training and signage business in Dowerin and informed he will be placing a digital display board in the shop window for advertising and community will be welcome to display stories, adverts, promotions etc. Mr Davidson also advised that his business is running a WHS Industrial Manslaughter information session at the Community Club on Thursday 26 May 2022 from 5:30pm.

2.16pm Mr Jim Davidson left the meeting not to return.

### Motion to Return Meeting Procedures Local Law 2022

#### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Metcalf

**Seconded:** Cr McMorran

**0594** That, in accordance with Clause 17.1 of the Shire of Dowerin Meeting Procedures Local Law 2022, Council recommences Standing Orders.

**CARRIED 8/0**

### 8. Minutes of Committee Meeting(s) to be Received

8.1 Great Eastern Country Zone meeting held on 26 April 2022  
**Attachment 8.1A**

8.2 Regional Road Group meeting held on 21 April 2022  
**Attachment 8.2A**

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution - 8.1 and 8.2

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0595**

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Great Eastern Country Zone Meeting held 26 April 2022, as presented in Attachment 8.1A and the Minutes of the Regional Road Group meeting held 21 April 2022, as presented in Attachment 8.2A, be received by Council.**

**CARRIED 8/0**

**9.**

### Recommendations from Committee Meetings for Council Consideration

Nil

**10.**


### Announcements by the President Without Discussion

Acknowledge the Anzac Day Service held for Dowerin. Thank you to the CDO staff for their organisation, volunteers that ran the service and the breakfast following.

Remember R U Ok, check on your friends and loved ones.

## 11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

### 11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 May 2022	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate and Community Services	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.1A</b> – March Financial Activity Statement <b>Attachment 11.1B</b> – April Financial Activity Statement	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

This item presents the Statement of Financial Activity to Council for the period ending March 2022 and April 2022.

#### Background

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and are presented to Council.

#### Comment

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

#### Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

#### Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

#### Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.



### Note 3 - Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

### Note 4 - Other Current Assets

This note provides details of other current assets that the Shire may hold.

### Note 5 - Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

### Note 6- Rate Revenue

This note provides details of rates levied during the year.

### Note 7 - Disposal of Assets

This note gives details of the capital asset disposals during the year.

### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

### Note 9 -Borrowings

This note shows the Shire's current debt position and lists all borrowings.

### Note 10 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

### Note 11 - Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

### Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

### Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

### Note 14 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

## **Consultation**

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Aaron Wooldridge, Manager Corporate and Community Services

## **Policy Implications**

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

## **Strategic Implications**

### **Strategic Community Plan**

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officers Recommendation/Resolution - 11.1**

**Moved:** Cr Metcalf

**Seconded:** Cr McMorran

**0596**

**That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period March 2022, as presented in Attachment 11.1A, and receives the statutory Financial Activity Statement report for the period April 2022, as presented in Attachment 11.1B.**

**CARRIED 8/0**

## 11.2 List of Accounts Paid

# Corporate & Community Services



<b>Date:</b>	12 May 2022
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate & Community Services
<b>Author:</b>	Jasmine Pietrocola, Accounts Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.2A</b> – List of Accounts Paid

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for April 2022.

### Background

Nil

### Comment

The List of Accounts Paid as presented has been reviewed by the Manager Corporate & Community Services.

### Consultation

Rebecca McCall, CEO

Aaron Wooldridge, Manager Corporate & Community Services

Jasmine Pietrocola, Finance Officer

### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegated authority.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Funds expended are in accordance with Council's adopted 2021/22 Budget.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 11.2**

**Moved:** Cr Ward **Seconded:** Cr Allsopp


**0597** That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid - April 2022	
EFT9702 to EFT9807	\$1,416,202.14
Cheque 10975 to 10978	\$50,881.02
Direct Debit 11649: Credit Card Payment: March 2022	\$4,395.95

Direct Debit 11662: Puma Energy: Fuel: March 2022	\$269.03
Direct Debit 11656 & 11670: Superannuation	\$14,504.53
Direct Debit 11652& 11653: WATC Principal Loan & Interest Repayments	\$36,438.86
130891: Bank Fees	\$400.83
Net Payroll; PPE 12 April 2022	\$64,113.89
Net Payroll; PPE 26 April 2022	\$47,643.88
<b>TOTAL</b>	<b>\$1,634,850.13</b>

**CARRIED 8/0**

**11.3 2021/22 Budget Amendment – Identified Post Budget Review**

<h2>Corporate &amp; Community Services</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 May 2022	
<b>Location:</b>	Corporate and Community Services	
<b>Responsible Officer:</b>	Aaron Wooldridge, Manager Corporate and Community Services	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Financial Management/Budgeting/2022	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

This report is to inform Council the requirement to amend the budget since the budget review for the following two reasons:

1. To correct an incorrect allocation of the Wheatbelt Secondary Freight Network (WSFN) funds for the Capital Roads Project Dowerin-Kalannie Road; and
2. To allocate budget for the Dowerin Community Clubs (DCC) works that was inadvertently left out in the budget review.

**Background**

**WSFN** - In the recent budget review, there was a reduction made to the WSFN Capital Roads Budget expense line by \$179,834 and the revenue line by \$161,259, net adjustment of \$18,575. At the time of the budget review, it was expected the project would come under budget, therefore, the surplus was treated as a net adjustment to over/underspend in other road projects.

In accordance with the WSFN guidelines, once the scope of works for the budget year has been determined and approved by the WSFN Steering Committee, the funds are locked in and is not allowed to be carried forward or modified.

**DCC** - The process of the budget review included the costs of works for the DCC to be funded by the surplus. However, this was inadvertently missed.

It is expected that there will be savings within the road maintenance program by 30 June and the above two amendments will be funded from the surplus of the road maintenance program. The required funds needed is approximately \$18,575 for WSFN and \$62,000 for the DCC.

**Comment**

Management have been in contact with Main Roads and the members of the WSFN Steering Committee in relation to the Dowerin-Kalannie Rd project.

A member of the WSFN Steering Committee have confirmed to the Shire of Dowerin that they will consider the reallocation of funds for each individual project, however, Council will need to adjust the budget amount back to its full original allocated budget.

As an overall summary explanation, the original project expense allocation totalling \$1,166,916 was reduced by \$179,834 (\$1,166,916 less \$987,082) and the revenue was also reduced by \$161,259 to reflect the expected savings for the project. Each individual project (WFN182A, WFN182B, WFN182C, WFN182D) was also changed to reflect this for the over/underspend in each category.

The actual expenditure for this project came under the original budget by \$132,803 (\$1,166,916-\$1,034,113).

Acct Code	Account	Original Budget	Current Budget	Actual	Variance \$ (Current-Actual)
WFN182A	WSFN Dowerin-Kalannie Road SLK27.28 to SLK41.70 - Preliminary Works Including Geotechnical	50,314	11,520.00	11,520.00	0.00
WFN182B	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Maintenance Clearing of Vegetation - \$212,150	212,150	18,829.00	32,767.63	-13,938.63
WFN182C	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Preliminary Works - Clearing Permit	126,802	43,677.20	43,667.20	10.00
WFN182D	WSFN Dowerin-Kalannie Road SLK0.00 to SLK25.68 - Construction Works	777,650	913,056.00	946,158.34	-33,102.34
	<b>* Total *</b>	<b>1,166,916</b>	<b>987,082.20</b>	<b>1,034,113.17</b>	<b>-47,030.97</b>

1. Project WFN182A - original budget was reduced by **\$38,794** and reallocated to Project WFN182D because project A's actual was only \$11,520.
2. Project WFN182B - original budget was reduced by **\$193,321** and partial of this was reallocated to Project WFN182D because project B's actuals were expected to be a lot less than originally budgeted though the actuals came in at \$32,768. There will be a need to allocate \$13,939 of the re-introduced amount of \$179,834 to project B.
3. Project WFN182C - original budget was reduced by **\$83,125** and reallocated to Project WFN182D because project C's actuals were only \$43,667.
4. Project WFN182D - original budget was increased by **\$135,406** (\$913,066-\$777,650) from reallocation of the above sub projects to meet the underestimated costs and issues. The balance of the re-introduced amount of \$179,834 will be allocated to project D for the following reasons:
  - a) Adjustment to road width from 11m to 9m wide resulted in rework needed to be done by contractor therefore resulted in extra contractor cost but was offset on savings on materials by \$27k,
  - b) Cost of 2 coat seal varied by \$120k due to contractor not being sought prior to commencement and therefore engaging with a contractor at last minute meant cost became expensive than originally costed,
  - c) Labour costs were over than originally allocated by \$40k due to works needing redone.

The DCC works that were inadvertently left out of the budget review will be required to be included in the process for the sum of \$62,000. These funds were initially intended to be funded by the surplus at the time of the budget review, however due to this being missed it is now expected the works will be funded from the savings of the road maintenance program.

### Consultation

Rebecca McCall, Chief Executive Officer  
 Aaron Wooldridge, Manager Corporate and Community Services  
 Doug Davey, Acting Manager Works and Assets  
 Megan Shirt, Consultant  
 Alli Hunt, Main Roads  
 Peter Hall, WSFN Project Manager

### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

### Statutory Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Property (Plant, Equipment, Buildings)
<b>Risk Description</b>	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Almost Certain (5)
<b>Risk Matrix Rating</b>	Extreme (25)
<b>Key Controls (in place)</b>	Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Not Rated

### Financial Implications

Non-compliant to grant funding agreement.

### Voting Requirements

Simple Majority

Absolute Majority

### Officers Recommendation/Resolution - 11.3

**Moved:** Cr Sewell

**Seconded:** Cr Ward

That Council, by Simple Majority, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, resolves:

1. To correct an incorrect allocation of the Wheatbelt Secondary Freight Network (WSFN) funds for the Capital Roads Project Dowerin-Kalannie Road; and
2. To allocate budget for the Dowerin Community Clubs (DCC) works that was inadvertently left out in the budget review.



### Amendment to the Motion

Cr Metcalf requested the following amendment:

Include the value of \$62,000 to be allocated for the DCC works funded from the Land and Building Reserve.

The mover and seconder of the substantive motion agreed to the amendment.

### The Amendment became part of the Motion

#### Resolution – 11.3

**Moved:** Cr Metcalf

**Seconded:** Cr McMorran

**0598** That Council, by Simple Majority, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, resolves:

1. To correct an incorrect allocation of the Wheatbelt Secondary Freight Network (WSFN) funds for the Capital Roads Project Dowerin-Kalannie Road; and
2. To allocate \$62,000 for the Dowerin Community Clubs (DCC) works that was inadvertently left out in the budget review to be funded from the Land and Building Reserve.

**CARRIED 8/0**

### Reason

Council's preference to allocate funds from the Land & Building Reserve for the DCC repairs.

## 12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

### 12.1 Policy Manual Review – Policy 2.1 – Related Party Disclosure Policy

<h1>Governance &amp; Compliance</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	8 May 2022	
<b>Location:</b>	Shire of Dowerin	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Linley Dreghorn, Executive and Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995,</i>	
<b>SharePoint Reference:</b>	Organisation/Governance/Council Policies	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 12.1A</b> – Policy 2.1 – Related Party Disclosure Policy	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

This Item presents the reviewed Policy 2.1 – Related Party Disclosure Policy to Council for consideration and, if satisfactory, adoption.

#### Background

Effective for reporting periods beginning on or after 1 July 2016, local governments must disclose certain related party relationships and related party transactions, together with information associated with those transactions, in its annual financial statements in order to comply with the Australian Standard AASB 124 Related Party Disclosures.

At the 22 January 2019 Ordinary Council Meeting, Council resolved to adopt Policy 2.1 – Related Party Disclosure Policy to achieve compliance with the Australian Accounting Standards AASB 124.

The purpose of this policy is to ensure that Council's financial statements contain disclosures necessary to draw attention to the possibility that Council's financial position and surplus or deficit may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

#### Comment

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, Council must make an informed judgement as to who is deemed to be a related party and what transactions need to be considered, when determining if disclosure is required.

A tracked changes copy of the policy is included as an Attachment. The changes to this policy are minor grammatical and re-alignment of numbering, as well as the introduction of a document control information.

#### Consultation

Senior Management Team

## Policy Implications

Should Council adopt the policy, the Shire's Policy Manual will be updated.

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

The *Local Government (Financial Management) Regulations 1996* require compliance with the Accounting Standards as follows:

### **“Regulation 3. Term used**

(1) *In these regulations, unless the contrary intention appears -*

*AAS means the Australian Accounting Standards made and amended from time to time by the Australian Accounting Standards Board;*

### **4. AAS, effect of**

(1) *These regulations are in addition to and not in derogation of the requirements of the AAS.*

### **Regulation 5A. Local governments to comply with AAS**

*Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with AAS.”*

The Australian Accounting Standards AASB 10 Consolidated financial Statement, AASB 11 Joint Arrangements, AASB 124 Related Party Disclosures, AASB 128 Investments in Associates and Joint Ventures prescribe the requirements and the *Local Government Act 1995*.

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	Compliance Calendar Appropriate notification periods
<b>Action (Treatment)</b>	Report in timely manner
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 12.1**

**Moved:** Cr Ward

**Seconded:** Cr Allsopp

**0599**

**That Council, by Simple Majority, pursuant to Section 2.7(2)(b) and Section 5.41 of the *Local Government Act 1995*, adopts the reviewed Policy 2.1 - Related Party Disclosure Policy, as presented in Attachment 12.1A.**

**CARRIED 8/0**

**12.2 Integrated Strategic Plan Reporting - Quarterly Monitoring Review - April 2022**

## Governance & Compliance



<b>Date:</b>	8 May 2022
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, CEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 12.2A</b> - Integrated Strategic Plan - Quarterly Monitoring Review - April 2022

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2022 to Council for consideration and, if satisfactory, adoption.

### Background

The Shire of Dowerin has embedded an IPR into the “business as usual” of the organisation and have achieved a good standard of practice. This document sets out the key points of the IPR cycle.

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The major review integrated the Strategic Community Plan and Corporate Business Plan and these form the elements of the IPR Framework.

### Comment

The ISP is reviewed in May each year, in conjunction with the annual budget deliberation process, with reporting on operational progress quarterly, ensuring that the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor success of initiatives to deliver on the strategies and aspirations detailed in the ISP. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments.

Progress reporting is carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the ISP. The quarterly report is to be shared via a Council Item and on the Shire website. In addition, results will be formerly communicated to the community annually via the legislated end of year financial year Annual Report.

The Integrated Strategic Plan Quarterly Monitoring Review - April 2022 is presented to Council for its perusal.

In this review a traffic light colour system has been implemented to indicate progress.

Red = not commenced, Amber = In progress and Green = completed.

The quarterly update comment has been updated. Council should refer to this for the up-to-date status.

### Consultation

Nil

### Policy Implications

Nil

### Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.1

#### Asset Management Plan

Identified strategies and key actions will impact on the Asset Management Plan. Annual reviews of the Asset Management Plan will accommodate aligned strategies and key actions.

#### Long Term Financial Plan

Identified strategies and key actions will impact on the Long-Term Financial Plan. Annual reviews of the Long-Term Financial Plan will accommodate aligned strategies and key actions.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Framework
<b>Action (Treatment)</b>	Document Governance Framework
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

There are financial implications to Council in relation to this item as the IPR Suite of Plans recognise outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2018-2028.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 12.2

**Moved:** Cr Hudson

**Seconded:** Cr Metcalf

**0600**

**That Council, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, receives the Integrated Strategic Plan - Quarterly Monitoring Review - April 2022, as presented in Attachment 12.2A.**

**CARRIED 8/0**

## 13. OFFICER'S REPORTS – WORKS AND ASSETS

### 13.1 Replacement of Existing Tag Trailer

<h1>Works &amp; Assets</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	10 May 2022	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Doug Davey, Acting Manager Works & Assets	
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Technical/Asset Management/Asset Acquisition & Disposal	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 13.1A</b> – PTE Group Quote	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

This Item presents the quotation received for the replacement of the tag trailer in accordance with the 2021/22 Budget Amendment to Council for consideration and, if satisfactory, adoption.

#### Background

The custom built 18T Tandem Axel Tag Trailer was acquired through PTE Group Pty Ltd in October 2019. Whilst staff have been utilising the trailer the best they can, it is not suffice for all work commitments currently undertaken by the Shire.

#### Comment

It is the recommendation of the Acting MWA that Council trade in the current tag trailer and upgrade to a 27T tri-axle flat top tag trailer. By upgrading the trailer there would be a significant saving in time and efficiency for staff mobilisation to jobs and fleet movement. Currently the Shire utilises a contractor to complete mobilisations and fleet movements or must perform multiple trips to mobilise equipment to job sites within the shire.

Purchasing the 27T trailer would eliminate the need to utilise a contractor for fleet movements and mobilisation at their availability and enable employees to move our equipment more timely and efficiently.

In accordance with Regulation 11(2)(f), 11(2)(h)(II) and 11(2)(III) of the *Local Government (Functions & General) Regulations 1996* tenders do not have to be publically invited. The Acting MWA received multiple quotes, however PTE Group built the Shire's existing tag trailer and offered best value for money on the trade in of the existing trailer.

The purpose of this recommendation is due to the timeframe for plant delivery in the current market of approximately six weeks and requirement for a forty percent deposit. The delivery timeframe will ensure that the 2022/2023 Road Maintenance program will not be impacted.





### Consultation

Rebecca McCall, Chief Executive Officer  
Doug Davey, Acting Manager Works & Assets  
Aaron Wooldridge, Manager Corporate & Community Services

### Policy Implications

This report complies in accordance with Council Policy 3.11 – Purchasing Policy:

*“An exemption to publicly invite tenders may apply in the following instances:*

- 1. The supply of goods or services is associated with a state of emergency;*
- 2. Where the contract is a renewal or extension of the terms of the original contract in certain circumstances related to a state of emergency;*
- 3. The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement;*
- 4. The purchase is from a Regional Local Government or another Local Government;*
- 5. The purchase is from a pre-qualified supplier under a Panel established by the Shire of Dowerin;*  
*or*
- 6. Any of the other exclusions under Regulation 11 of the Regulations apply.”*

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure  
Objective: We have functional assets and infrastructure that supports the community  
Outcome: 3.2  
Reference: 3.2.1

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

Regulation 11(2)(f), 11(2)(h)(II) and 11(2)(III) of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

#### **11. When tenders have to be publicly invited**

- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if –*
  - (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*

- (h) *the following apply –*
- (i) *the goods or services are to be supplied by –*
    - (I) *a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or*
    - (II) *a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362; and*
  - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
  - (iii) *the local government is satisfied that the contract represents value for money;*

Regulation 30(3) of the *Local Government (Functions & General) Regulations 1996* is also applicable and states:

**“30. Dispositions of property excluded from Act s. 3.58**

- (3) *A disposition of property other than land is an exempt disposition if –*
- (a) *its market value is less than \$20 000; or*
  - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.”*

**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Project Budget
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Plant Asset Management Program
<b>Action (Treatment)</b>	Review Plant Management Plan
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The 2021/22 Budget does not include a provision of \$33,955 (excluding GST) for the purchase of a 27T Tri-axle Flat Top Tag Trailer and a trade-in of Council’s existing 18T Tri-axle Tag Trailer of \$26,000 (excluding GST).

If the Officer’s recommendation is endorsed, the purchase will exceed the budget allocation by \$33,955 (excluding GST).

It is proposed to fund the purchase utilising the funds available in the Plant and Equipment Reserve. The budgeted movements for the Reserve are as follows:

<b>Budget Review 2021/22</b>			
Opening Balance	\$195,176	Closing Balance	\$497,069
		Proposed Transfer Out	\$33,955
		Amended Closing Balance	\$463,114

### Officer's Recommendation

That Council, by Absolute Majority, in accordance with Regulation 11(2)(f), 11(2)(h)(II), 11(2)(h)(III) and Regulation 30(3) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Accepts the quote from PTE Group Pty Ltd for the purchase of one new 27T Tri-axle Flat Top Tag Trailer for \$33,955 excluding GST;
2. Authorises the trade-in of Council's existing 18T Tandem Axle Tag Trailer, registration D-034, for \$26,000; and
3. Approves the funding of the purchase of one new 27T Tri-axle Flat Top Tag Trailer for \$33,955 excluding GST from Council's Plant and Equipment Reserve.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution – 13.1

**Moved:** Cr Hudson

**Seconded:** Cr McMorran

**0601**

**That Council, by Absolute Majority, in accordance with Regulation 11(2)(f), 11(2)(h)(II), 11(2)(h)(III) and Regulation 30(3) of the *Local Government (Functions & General) Regulations 1996*, lay Item 13.1 Replacement of Existing Tag Trailer, on the table to be represented to the June Ordinary Council Meeting after consideration of the 2022/23 Capital Roads Program at Council Workshop.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### Reason

Council wished to discuss the 2022/23 Capital Road Program in detail at its budget workshop before resolving expenditure of unbudgeted funds.

<b>14.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil

<b>15.</b>	<b>Elected Members' Motions</b>
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Nil

<b>16.</b>	<b>Matters Behind Closed Doors</b>
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Nil

<b>17.</b>	<b>Closure</b>
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The President thanked those in attendance and declared the Meeting closed at 3.28pm.



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

# Council Meeting

Tuesday 31 May 2022

Shire of Trayning, Council Chambers

## MINUTES

[www.newroc.com.au](http://www.newroc.com.au)

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>☼ Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>☼ Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>☼ WDC attendance to respond to NEWROC project priorities</li> <li>☼ Submit priority projects to WDC, Regional Development and WA Planning</li> </ul>	Executive
April	☼ NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>☼ NEWROC Draft Budget Presented</li> <li>☼ NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022)</li> <li>☼ Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend</li> </ul>	Executive
June	☼ NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>☼ Information for Councillors pre-election</li> <li>☼ NEWROC Audit</li> </ul>	Council
September		Executive
October	☼ NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>☼ NEWROC Induction of new Council representatives (every other year)</li> <li>☼ Review NEWROC MoU (every other year)</li> </ul>	Executive
December	☼ NEWROC Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

Newsletter

### **NEWROC Chair and CEO Rotation**

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

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## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Shire of Trayning on Tuesday 31 May 2022 commencing at 2.07pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

NEWROC Chair welcomed everyone and opened the meeting at 2.07pm

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Cr Gary Shadbolt	NEWROC Chair, Shire of Mukinbudin
Cr Jannah Stratford	President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall
Dirk Sellenger	NEWROC CEO, CEO Shire of Mukinbudin
Darren Simmons	CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson Executive Officer, NEWROC (arrived 2.08pm)

##### 2.2. Apologies

Cr Robert Trepp President, Shire of Dowerin

##### 2.3. Leave of Absence Approvals / Approved

Nil

#### 3. Declarations of Interest and Delegations Register

Nil

##### 3.1. Delegation Register

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

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Oct 2019



**4. Presentations**

Nil

**5. MINUTES OF MEETINGS**

**5.1. Council Meeting 29 March 2022**

Minutes of the Council Meeting held 29 March 2022 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Council Meeting held on 29 March 2022 be received as a true and correct record of proceedings.**

**Moved Cr Stratford**

**Seconded Cr Sachse**

**CARRIED 6/0**

**5.2. Executive Meeting 29 April 2022**

Minutes of the Executive Meeting held on 29 April 2022 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Executive Meeting held on 29 April 2022 be received.**

**Moved Cr Brown**

**Seconded Cr Davies**

**CARRIED 6/0**

**5.3. Business Arising**

Nil

**6. FINANCIAL MATTERS****6.1. Income, Expenditure and Profit and Loss**

<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	25 May 2022
<b>ATTACHMENT NUMBER:</b>	#1P and L
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

Account transactions for the period 1 March 2022 to 30 April 2022

Date	Description	Reference	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>					
<b>Opening Balance</b>			<b>242,795.68</b>	<b>0.00</b>	<b>242,795.68</b>
01 Mar 2022	Xero Australia	XEROAUSTRALIPTY	0.00	25.65	242,770.03
01 Mar 2022	Bendigo Bank		0.00	0.80	242,769.23
04 Mar 2022	Payment: 150Square	INV-0125	0.00	3,347.50	239,421.73
04 Mar 2022	Payment: Alyce Ventris	2005	0.00	3,093.75	236,327.98
17 Mar 2022	Payment: Alyce Ventris	2006	0.00	2,694.45	233,633.53
17 Mar 2022	Payment: Shire of Koorda	67 REDS Grant	0.00	24,750.00	208,883.53
01 Apr 2022	Xero Australia	XEROAUSTRALIA	0.00	25.65	208,857.88
01 Apr 2022	Bendigo Bank		0.00	1.60	208,856.28
05 Apr 2022	Payment: 150Square	INV-0136	0.00	2,972.50	205,883.78
19 Apr 2022	Payment: Valenti Commercial Lawyers	032101	0.00	324.50	205,559.28
19 Apr 2022	Alyce Ventris		0.00	2,305.05	203,254.23
19 Apr 2022	Payment: Alyce Ventris	2010	0.00	3,015.37	200,238.86
<b>Total BB NEWROC Funds-5557</b>			<b>0.00</b>	<b>42,556.82</b>	<b>200,238.86</b>
<b>Closing Balance</b>			<b>200,238.86</b>	<b>0.00</b>	<b>200,238.86</b>
<b>Total</b>			<b>0.00</b>	<b>42,556.82</b>	<b>(42,556.82)</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 April 2022

Cash Basis

30 APR 2022

## Assets

### Bank

BB NEWROC Funds-5557	200,238.86
BB Term Deposit Account-1388	195,371.72
<b>Total Bank</b>	<b>395,610.58</b>

**Total Assets** 395,610.58

## Liabilities

### Current Liabilities

Accounts Payable	31,240.00
GST	(756.23)
Unpaid ATO Liabilities	(3,539.00)
<b>Total Current Liabilities</b>	<b>26,944.77</b>

**Total Liabilities** 26,944.77

**Net Assets** 368,665.81

## Equity

Current Year Earnings	52,072.33
Retained Earnings	316,593.48
<b>Total Equity</b>	<b>368,665.81</b>

## RESOLUTION

That the income and expenditure from 1 March 2022 to 30 April 2022 and the P and L and balance sheet as at 30 April 2022 be received.

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 6/0

**6.2. NEWROC 2022/23 BUDGET**

**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 25 May 2022  
**ATTACHMENT NUMBER:** #2 2022/23 Budget  
**CONSULTATION:** Executive  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENTS**

A budget is presented to the Council. Key points:

**INCOME**

- Subscription fees remain the same
- BBRF funding for workforce plan
- Tammin / Yilgarn possible telecommunications connection
- Town Team Movement role income

**EXPENSES**

- Advertising fees for workforce activities (BBRF)
- Waste Project
- Consultancy support workforce activities (BBRF) – copywriter, marketing etc
- Regional subsidiary establishment fees
- Town Team Builder role expenses

**RESOLUTION**

**NEWROC Budget is adopted for the 2022/23 financial year**

**Moved Cr De Lacy**

**Seconded Cr Stratford**

**CARRIED 6/0**

**7. MATTERS FOR DECISION**

**7.1. SBDC PROCUREMENT PROJECT**

**FILE REFERENCE:**

**REPORTING OFFICER:** Caroline Robinson

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 25 April 2022

**ATTACHMENT NUMBER:**

**CONSULTATION:** Celia Jordan  
Rik Soderlund

**STATUTORY ENVIRONMENT:** Nil

**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The NEWROC CEOs participated in an SBDC Procurement Project in 2021/22. A report and templates have been prepared as a result of this work. The NEWROC EO has met with Ichiban Consultants a number of times since the completion of the project.

Each of the member local governments have different procurement thresholds, policies and practices. There is mixed appetite amongst members as to progressing this body of work due to a number of internal and external factors.

The NEWROC EO has shared the work with the Wheatbelt Business Network CEO, Rik Soderlund to gather his input into how they might be able to assist with procurement at an individual or collective level.

A consistent recommendation throughout the project has been to develop a NEWROC Buy Local Policy Framework. CEOs have identified challenges with this as well as raising the threshold of individual expenditure limits.

To date the project has been discussed at an Executive level. The NEWROC EO proposes the following next steps:

- Work with the Wheatbelt Business Network to determine if they can assist with supplier lists, education sessions for SMEs etc
- Information session for NEWROC Council on the project and outcomes
- NEWROC Executive review the NEWROC Buy Local Policy Framework

Discussion at Executive Meeting:

- Onboarding contractor process could be applied for all members
- Feedback on current Framework – revise 4.3.1 and amend the maximum 10% local content up to \$50K and 5% for building services (legislated)

**RESOLUTION**

**NEWROC EO and WBN CEO work together to develop documents and processes for consideration by the Executive at the June meeting**

**Moved Cr Stratford**

**Seconded Cr Davies**

**CARRIED 6/0**

## 7.2. WORKFORCE PLANNING

<b>FILE REFERENCE:</b>	035-6 Federal Grants
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	24 May 2022
<b>ATTACHMENT NUMBER:</b>	#3 DAMA Information #4 DAR Information #5 Survey Social Media Tile
<b>CONSULTATION:</b>	WEROC, RDA Wheatbelt, WBN, Beacon CRC, CBH
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### BACKGROUND

In April the NEWROC EO participated in a meeting with the Department of Immigration, WEROC EO, WBN CEO, CBH HR/Ops and RDA Wheatbelt to discuss a DAMA. This meeting came about following a request from the Beacon CRC.

There were a number of discussion points including:

- What defines a DAMA and DAR (see attached information)
- Occupations required in the region
- What is defined as the 'region'

The NEWROC EO provided feedback to the group on the definition of the 'region' for the DAMA. The NEWROC EO felt the DAMA should be for a specific sub region within the Wheatbelt, that being NEWROC and WEROC as employers (including local government) are already competing for labour with other sub regions of the Wheatbelt and surrounding WA regions. The DAMA should not be for the whole Wheatbelt as it would not resolve the challenges employers are experiencing in the NEWROC or WEROC communities.

At the last online meeting in May it was discussed that we will pursue a DAMA for the whole region and create criteria for sub regions in the Wheatbelt.

Work in this space is quite early but we need to determine the demand for a DAMA. Each of the participating stakeholders are currently:

1. Identifying all the occupations required in the sub region (NEWROC and WEROC area) from the ANZSCO list found [here](#)
2. Publishing a survey for SMEs to determine the need, demand and current workforce challenges in the region

At the end of June it is intended that we will identify who will be preparing the business case and who will be the DAR – if it is indeed required. There will be costs associated with this and the cost/benefits of progressing a DAMA need to be considered by the NEWROC.

Work in this space aligns with the NEWROC Workforce Plan and the NEWROC Strategic Plan.

### RESOLUTION

**A notice is shared with NEWROC communities, specifically businesses, to determine skills and occupations of need**

**Moved Cr De Lacy**

**Seconded Cr Brown**

**CARRIED 6/0**

**Discussion:**

- DAMA may take up to 12-18mths for approval. Workforce cycles and issue of relevancy of occupations and skills required now and in 18 months time
- Survey will assist in identifying housing needs

**7.3. TELECOMMUNICATIONS – FARM DIGITAL GRANT**

**FILE REFERENCE:** 035-6 Federal Grants  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 25 May 2022  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Crisp Wireless  
Valenti Lawyers  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

An agreement was prepared by Valenti Lawyers for the Shire of Nungarin (on behalf of the NEWROC) and Crisp Wireless. The Shire of Nungarin has signed the agreement and Crisp Wireless has agreed to.

The Shires of Koorda, Wyalkatchem and Mt Marshall have provided ratepayer lists to the NEWROC EO. Potential users of the service have been identified and an information flyer has been posted to them.

The NEWROC has transferred its funding proportion for the three towers to the Shire of Nungarin, who paid the Crisp Wireless invoice on the 17 May 2022.

**RESOLUTION**

**Information is received**

**Moved Cr De Lacy**

**Seconded Cr Sachse**

**CARRIED 6/0**



**7.4. REGIONAL SUBSIDIARY**

**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 24 May 2022  
**ATTACHMENT NUMBER:** #6 Business Plan  
#7 Communications Plan  
#8 Updated NEWROC RS Charter  
**CONSULTATION:** Dirk Sellenger  
Sam McLeod  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

Since the March NEWROC Council meeting the NEWROC EO has prepared a Regional Subsidiary Communications Plan and a Business Plan.

Discussion at the Executive Meeting:

- Members to release communications on the Regional Subsidiary in May, play video at Briefing Session or Council Meeting
- Amend the Charter to include CEOs can be a sub committee of the NEWROC so it reflects our current structure

Actions since the Executive Meeting:

- Business Plan updated
- Information video for member Councillors:  
[https://us02web.zoom.us/rec/share/OJO4sS4SJof3tfz47doXwrXZlaG40p918n6MZcxrDJ\\_o9f1HePxQoVPFL904CMtz.IDVFBBaGx54Yz5bt](https://us02web.zoom.us/rec/share/OJO4sS4SJof3tfz47doXwrXZlaG40p918n6MZcxrDJ_o9f1HePxQoVPFL904CMtz.IDVFBBaGx54Yz5bt)
- Updated NEWROC website to include Regional Subsidiary information
- Updated the Regional Subsidiary Charter. It is attached with the following addition, following discussions at the last NEWROC Council and Executive meetings:

*6.4.5 The withdrawal of any Participant Council does not exclude them from the borrowing commitments of the Regional Subsidiary, that were made during the Participant Councils membership*

3.1 Membership of the Board is reflective of the current NEWROC structure (Council meetings for decision making, Executive Meetings will be a sub committee of the Regional Subsidiary and will be working meetings)

**RESOLUTION**

**NEWROC Council recommends the Business Plan, Communications Plan and Charter to member Councils for endorsement following the communication and consultation process in June and July.**

**NEWROC Council distributes the information sheet and video to member Councils**

**Moved Cr Brown**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**Discussion:**

- Members to show the video, Q and A fact sheet etc to their Councillors in June or at the latest July
- Factsheet to address that NEWROC Regional Subsidiary will replace NEWROC
- In July Councils to endorse Charter and Business Plan, open for community consultation (a few weeks), NEWROC adopts in August (subject to feedback)
- Consultation should include a face to face session
- NEWROC EO to develop a flyer inviting submissions

**7.5. NEWROC EXECUTIVE OFFICER – CONFIDENTIAL ITEM**

**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 25 May 2022  
**ATTACHMENT NUMBER:** #9 EO Contract  
**CONSULTATION:** Dirk Sellenger  
Leonard Long  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The NEWROC Executive Officer contract expires on June 30 2022.

The new contract is attached for discussion by the Council. It was discussed at the Executive Meeting and the NEWROC CEO and NEWROC EO have met.

**RESOLUTION**

**NEWROC Council adopts the new NEWROC EO Contract as presented and presents it to the Shire of Mukinbudin to execute on its behalf.**

**Moved Cr Stratford**

**Seconded Cr De Lacy**

**CARRIED 6/0**

NEWROC EO left the meeting for this item.

**7.6. Late Item - Energy**

<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	30 May 2022
<b>ATTACHMENT NUMBER:</b>	#Scope of Works #Contract Agreement
<b>CONSULTATION:</b>	Positive Off-Grid Solutions Wheatbelt Development Commission
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

This year Positive Off-Grid Solutions have had three online meetings with members of the NEWROC energy subcommittee. As a result of these meetings and previous work to date by Cameron Edwards of InfraNomics, the attached scope of works and contract agreement is presented to the NEWROC for its consideration against the grant funding received and current strategic priorities of the group.

NEWROC confirmed \$27,500 of its own funds to go towards an energy project in the 2022/23 financial year and the Shire of Koorda, on behalf of the NEWROC secured \$27,500 from the Wheatbelt Development Commission Regional Economic Development grant (in 2021) as a matching contribution.

Under the REDS grant the NEWROC is required to present a Microgrid Technical Design Plan.

The REDS grant main activities / milestones (Shire of Koorda grant recipient on behalf of the NEWROC) as outlined in the grant agreement are as follows:

	<b>Main Activities / Milestone</b>	<b>Milestone Date</b>	<b>Milestone Payment (GST Excl)</b>
<b>1.</b>	1. Execution of this agreement 2. Consultation with NEWROC as to preferred solution to investigate 3. WDC provided evidence that consultants have been engaged to undertake technical design	30 June 2021	<b>Completed</b>
<b>2.</b>	Progress report showing evidence of: a) Record of consultation with NEWROC b) Contract indicating consultant has been engaged c) Evidence of contribution from NEWROC and Infranomics to progress contract d) WDC receives invoice from the grantee for milestone payment 1	<del>31 August 2021</del> 31 March 2022	<b>\$27,500</b>
<b>3.</b>	Progress report showing evidence of: a) Level of progress against contracted work	<del>30 October 2021</del> 31 May 2022	
<b>4.</b>	Evidence provided to WDC that the technical design plan has been presented to NEWROC	<del>28 February 2022</del> 30 September 2022	
<b>5.</b>	Progress report showing evidence of: a) Technical design plan completed b) Record of meeting with NEWROC to present design plan	<del>31 March 2022</del> 31 October 2022	

	<b>Main Activities / Milestone</b>	<b>Milestone Date</b>	<b>Milestone Payment (GST Excl)</b>
	c) Investor ready report completed Technical design plan presented to NEWROC		
6.	Progress report showing evidence of: a) Meetings held with potential funders b) Report on outcome of meetings with funders	<del>30 April 2022</del> 30 November 2022	
7.	<b>Date for Project Completion</b> Update provided to the WDC on the project being completed	<del>30 June 2022</del> 31 January 2023	
8.	<b>Acquittal Reporting Date</b> Acquittal (Full written report, with matching invoices and budget)	<del>30 September 2022</del> 30 April 2023	
	<b>Total:</b>		<b>\$27,500.00 (GST Excl)</b>

The scope of works proposed by POS will deliver upon the REDS Funding Agreement however the NEWROC EO has requested the scope of works to include the following outcome statement, which will help POS in the direction of their work and will aim to ensure the work is meaningful and can progress to the next stage:

*At the conclusion of this work, the outcome is a renewable energy solution that supplies reliable power to the townsite of Bencubbin within the current legislative framework. The solution should be accompanied by a detailed technical design and achievable finance model that can be pitched to the community, NEWROC members and external funding bodies (both private and government) so it can be further progressed. The solution should be able to be replicated in other NEWROC communities, include a cost benefit analysis and an ownership model that is attractive to investors, the NEWROC members, Shire of Mt Marshall and residents.*

It is also proposed that a project steering group be established to assist POS, comprising of a Shire of Mt Marshall representative and the NEWROC EO.

Prior to commencement of work by Positive Off-Grid Solutions, a meeting will be held between the NEWROC EO and Renee Manning of the Wheatbelt Development Commission to ensure the work meets their requirements and they can assist us if any challenges arise.

#### OFFICER RECOMMENDATION

NEWROC endorses the outcome statement to be included in the Positive Offgrid Solutions Scope of Work.

Project Steering Group include a Shire of Mt Marshall representative and the NEWROC EO

#### MOTION – LAY ON THE TABLE

**NEWROC endorses the outcome statement to be included in the Positive Offgrid Solutions Scope of Work.**

**Project Steering Group include a Shire of Mt Marshall representative and the NEWROC EO**

**Moved Cr De Lacy**

**Seconded Cr Brown**

**Discussion:**

- Cr Sachse presented a summary of the project to date and his concerns with the overall project cost, funding for the solution, comments from the Minister and Western Power constraints
- Discussion on Bencubbin being the location vs Dowerin or Koorda (strategic location for CBH)
- NEWROC EO to follow up with the UWA Centre for Excellence on Microgrids (previous discussions)
- NEWROC EO and Darren Simmons to meet with WDC to discuss the project
- Energy sub committee meet with POS again

**8. EMERGING NEWROC ISSUES as notified or introduced by decision of the Meeting**

Nil

**9. GENERAL UPDATES**

**Trayning Do Over** Save the Date 3<sup>rd</sup> September 2022. Welcome to a new Town Team in the NEWROC – Koorda.

**Community Calendar** – NEWROC EO to action on the NEWROC website

Themed Embracing Change, the 2022 WA **Local Government Convention and Trade Exhibition** will be held at Crown Perth from Sunday, 2 to Tuesday, 4 October. Proposed NEWROC Dinner at The Partisan Perth (East Perth) or Long Neck Brewery or Boston Brewery (Vic Park).

**ACTION: NEWROC EO to present venue options and dinner prices to Executive and Council prior to booking**

**10. 2022 MEETING SCHEDULE**

28 June	Executive	Shire of Nungarin
26 July	Council	Shire of Mukinbudin
30 August	Executive	Shire of Mt Marshall
27 September	Council	Shire of Wyalkatchem
25 October	Executive	Shire of Dowerin
29 November	Council	Shire of Trayning (or Nungarin if no Dec meeting)
13 December	Council (tbc)	Shire of Nungarin

**11. CLOSURE**

NEWROC Chair, Cr Shadbolt thanked everyone for their attendance and closed the meeting at 3.23pm



**RURAL WATER COUNCIL OF WA (INC)**

Annual General Meeting held by Video Conference  
Friday 18 March 2022 commencing at 9:05 am

**Minutes**

**1 OPENING & WELCOME**

The Deputy President and Chair of the meeting, Cr Tony Sachse welcomed delegates and declared the meeting open.

**2 ATTENDANCE & APOLOGIES**

**2.1 Attendance**

Cr Tony Sachse	Shire of Mount Marshall (Deputy President & Chair of Meeting)
Cr David Dewar	Shire of Chittering
Mr Peter Bentley	Shire of Goomalling
Cr Ross Chappell	Shire of Lake Grace
Mr Chris Pagent	Shire of Lake Grace
Cr Julie Flockart	Shire of Merredin
Cr Tanya Gibson	Shire of Mount Marshall
Cr Eileen O'Connell	Shire of Nungarin
Cr Rosemary Madacsi	Shire of Toodyay
Cr Mark Crees	Shire of Westonia
Cr Suzanne Woods	Shire of Victoria Plains
Cr Ross Della Bosca	Shire of Westonia
Cr Denese Smythe	Shire of York
Ms Sinead McGuire	Shire of York
Mr Ed Fletcher	Gingin Water Group Inc
Ms Renee Manning	Wheatbelt Development Commission, Merredin
Ms Shannon Arnott	A/Region Manager, Water Corporation
Hon Martin Aldridge MLC	Member for Agricultural Region (from 9:32 am)
Hon Colin de Grussa MLC	Member for Agricultural Region
Hon Steve Martin MLC	Member for Agricultural Region (from 9:50 am)
Robert Dew	Executive Officer

**2.2 Apologies**

Cr Mark Campbell	Shire of Chittering
Mr Peter Clarke	Shire of Goomalling
Mr Rodney Sheen	Shire of Goomalling
Cr Len Armstrong	Shire of Lake Grace
Cr Chris Bray	Shire of Narembeen
Cr Gary Coumbe	Shire of Nungarin
Cr Pauline Bantock	Shire of Victoria Plains
Cr Gary O'Brien	Shire of Victoria Plains
Mr Lawrie Short	
Mr Norm Smith	
Ms Tracy Calvert	Manager, Rural Water Planning, Department of Water and Environmental Regulation
Ms Mandy Walker	Director Regional Development, RDA Wheatbelt Inc
Hon Mia Davies MLA	Member for Central Wheatbelt, Leader of the Opposition

### 3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### 4 ANNOUNCEMENTS

Cr Tony Sachse announced that as Deputy President he would be Chairing the meeting in the absence of the President who was recovering from a recent medical procedure. He wished Mr Short well.

### 5 MINUTES

#### 5.1 Confirmation of Minutes

Minutes of the Meeting held at Northam on 15 October 2021 are submitted for confirmation. Copies of these Minutes have been circulated to all members and delegates.

#### RECOMMENDATION

That the Minutes of the General Meeting held 15 October 2021, as printed and circulated, be confirmed.

#### RESOLUTION

**Eileen O'Connell moved and Ross Chappell seconded –**

**That the Minutes of the General Meeting held 15 October 2021, as printed and circulated, be confirmed. CARRIED**

#### 5.2 Business Arising from the Minutes

##### (a) Expanding Stakeholder Base (Item 5.2(b))

The October meeting requested that invitations be sent to farm improvement groups within the region to attend this meeting as observers. Members were requested to advise the Executive Officer of any groups active within their area. To date no information has been received from members as to farm improvement groups active in the region. Last meeting requested that the CWA Head Office be contacted

#### RECOMMENDATION

To be followed up

Ms R Manning suggested that the Grower Group Alliance (Inc) be approached.

**The meeting requested that Delegates advise the Executive Officer of any active farm improvements groups or similar within their districts.**

##### (b) Minyulo Brook/Dandaraga Spring (Item 5.2(e))

Last meeting noted the enquiry concerning works using superficial waters in the Minyulo Brook/Dandaraga Spring area (Dandaragan) and local concerns that this could affect the available water supply. The Department of Water and Environmental Regulation advised that had sent this through to the Swan-Avon Region but it may need to go to the Geraldton office. Still needs to be followed up.

#### RECOMMENDATION

To be followed up

**NOTED**

##### (c) Water Corporation – Map of Main Conduits in Farmland Area (Item 6.1)

At the last meeting Mr M Roberts undertook to make enquiries as to whether the Water Corporation's map of the main conduits in the farmland area could be circulated to delegates. The Water Corporation has advised that the map is not able to be circulated.

**NOTED**



## 6 ANNUAL REPORT

Consideration of the Annual Report on the Group's activities during the preceding financial year. Presented by the President (attached).

### RECOMMENDATION

That the Annual Report of the Group's activities be received.

### RESOLUTION

**Ross Chappell moved and Denese Smythe seconded –  
That the Annual Report of the Group's activities as presented by the President, as attached, be received. CARRIED**

## 7 ANNUAL FINANCIAL STATEMENTS

Consideration of the financial statements for the year ended 31 December 2021 (attached).

An examination of the financial statements was undertaken by Ms Natalie Bird, Deputy CEO/Finance Manager, Shire of Goomalling.

### RECOMMENDATION

That the financial statement for the year ended 31 December 2021, as attached, be adopted.

### RESOLUTION

**Eileen O'Connell moved and Denese Smythe seconded –  
That the financial statement for the year ended 31 December 2021, as attached, be adopted. CARRIED**

## 8 ELECTIONS

### 8.1 Election of Officers

The term of office for the following positions expires at the conclusion of this Annual General Meeting -

President  
Deputy President  
3 Executive Committee Members

At the close of nominations, the following nominations were received:

President -  
Cr Tony Sachse (Shire of Mount Marshall)  
Deputy President -  
Cr Rosemary Madacsi (Shire of Toodyay)  
Cr Ross Chappell (Shire of Lake Grace)  
Executive Committee Member (3 Positions)  
Mr Lawrie Short  
Cr Rosemary Madacsi (Shire of Toodyay)  
Cr Ross Chappell (Shire of Lake Grace)

The Rules provide –

- (a) that where a member nominates for more than one position on the Executive Committee the members valid nominations are to be taken in the order the positions are listed in the notice calling for nominations and once elected to a position all of the members remaining valid nominations are to be excluded; and
- (b) that for those positions for which only one nomination is received, the persons nominated are deemed to be elected at the Annual General Meeting.

In accordance with the above Cr Tony Sachse is deemed to be elected to the position of President and Mr Lawrie Short is deemed to be elected to the position of Executive Committee Member. The nomination for an Executive Committee Member by the person elected as Deputy President will be excluded and the other will be deemed elected to the position of Executive Committee Member.

An election will be held for the position of Deputy President

As no nominations were received for the third Executive Committee Member the Rules provide that nominations may be received for this position from the floor of the Annual General Meeting.

The President invited that Executive Officer to conduct the elections for Deputy President and one Executive Committee Member.

#### Deputy President

Cr R Madacsi and Cr R Chappell each gave a brief address to the meeting.

The Executive Officer requested that delegates text their vote to his mobile phone rather than indicating their vote on screen.

The Executive Officer counted the votes and announced that a majority of votes had been cast in favour of Cr Ross Chappell. The Executive Officer declared Cr Chappell elected as the Group's Deputy President for a term of two years.

#### Executive Committee Member

The Executive Officer invited nominations for the position of one Executive Committee member.

Cr R Chappell nominated Cr Mark Crees (accepted)

There being no further nominations the Executive Officer declared Cr Mark Crees elected to the position of Executive Committee member for a term of two years. The Executive Committee to comprise Lawrie Short, Rosemary Madacsi and Mark Crees.

Cr T Sachse, incoming President, indicated that it was his intention that the Executive Committee meet 1 to 2 weeks before each General Meeting to assist in formulating the meeting Agenda.

## **9 ANNUAL MEMBERSHIP FEES & BUDGET**

### **9.1 Membership Fees 2022**

Consideration of membership fees for 2022. Last year membership fees were –

Associations	\$300.00
Individuals	\$150.00

#### **RECOMMENDATION**

That membership fees for 2022 be –

Associations	\$300.00
Individuals	\$150.00.

#### **RESOLUTION**

**Denese Smythe moved and Eileen O'Connell seconded –**

**That membership fees for 2022 be –**

<b>Associations</b>	<b>\$300.00</b>
<b>Individuals</b>	<b>\$150.00.</b>

**CARRIED**

The Chair pointed out the membership fees reflected the voting entitlements between the different classes of membership – Associations 2; Individuals 1.

## **9.2 Budget 2022**

Consideration of the Group's Budget for 2022. Draft Budget for the year ending 31 December 2022 is attached.

Notes on the draft budget –

### Receipts

- It is proposed that there be no increase in membership fees.

### Payments

- Allocation for Secretarial Service based on three meetings per year plus amount of \$385.98 from 2021 not paid until 2022.

### **RECOMMENDATION**

That the Budget for the year ending 31 December 2022, as attached, be adopted.

### **RESOLUTION**

**Ross Chappell moved and Denese Smythe seconded –**

**That the Budget for the year ending 31 December 2022, as attached, be adopted.**

**CARRIED**

Hon Martin Aldridge entered the meeting at 9:32 am.

## **10 MATTERS OF WHICH NOTICE HAS BEEN GIVEN**

### **10.1 Recognition of Water Issues Specific to the Western Wheatbelt**

#### **BACKGROUND**

Cr R Madacsi has given notice of the following item. Copies circulated to delegates prior to the meeting.

#### **COMMENT**

I would like to raise for discussion the forming of a subgroup item for rural councils with water related issues specific to the geology of their region. The Shires of Gingin to Beverley and Goomalling and Victoria Plains to a lesser extent, are located above the Jimperding Metamorphic Belt which strongly influences groundwater sources and capacity, drainage and management options. Most of the main water programs and solutions currently being discussed are either not relevant to these Shires or they do not qualify, yet they are experiencing serious water related issues that need inclusion in the Rural Water Council's agenda and profile.

#### **RECOMMENDATION**

That the Rural Water Council recognises the distinction of geology induced water pressures for Shires along the Western extent of the Wheatbelt and will expand its agenda and lobbying to include these member issues.

#### **RESOLUTION**

**Rosemary Madacsi moved and Mark Crees seconded –**

**That the Rural Water Council recognises the distinction of geology induced water pressures for local governments along the Western extent of the Avon region and will expand its agenda and lobbying to include these member issues.**

**CARRIED**

## 11 OTHER BUSINESS

### 11.1 Delegates and Deputy Delegates to Group

#### BACKGROUND

Following the 2021 local government elections member Councils are to appoint a delegate and deputy delegate to the Group.

#### COMMENT

Member Councils have advised their delegates and deputy delegates to the Group as follows –

Council	Delegate	Deputy Delegate
Shire of Chittering	Cr David Dewar Mr Matthew Gilfellow	Cr Mark Campbell
Shire of Dowerin	Cr Lindsay Hagboom Cr Darrel Hudson	
Shire of Goomalling	Mr Rodney Sheen Mr Peter Clarke	Cr Julie Chester
Shire of Koorda	Mr Darren Simmons (CEO)	
Shire of Lake Grace	Cr Len Armstrong Cr Ross Chappell	
Shire of Merredin	Cr Julie Flockart	
Shire of Moora	TBA	
Shire of Mount Marshall	Cr Tony Sachse	Cr Tanya Gibson
Shire of Mukinbudin	TBA	
Shire of Narembeen	Cr Chris Bray	
Shire of Nungarin	Cr Eileen O'Connell Cr Gary Coumbe	Cr Jason Davis
Shire of Toodyay	Cr Rosemary Madacsi	
Shire of Victoria Plains	Cr Pauline Bantock Cr Gary O'Brien	
Shire of Westonia	Cr Ross Della Bosca Cr Drake Crees	
Shire of Wongan-Ballidu	TBA	
Shire of York	Cr Denese Smythe	Cr Denis Warnick

Non local government members are –

Lawrie Short  
Norm Smith

#### RECOMMENDATION

For noting

**NOTED**

### 11.2 Application for Membership

Hon Colin de Grussa MLC advised that he wished to join the Group as an individual member. He commented that he would like to support the Group through his membership and advised that as a Member of Parliament he would abstain from voting.

#### RESOLUTION

**Ross Chappell moved and Ross Della Bosca seconded –**

**That Colin de Grussa's application for membership of the Rural Water Council be approved.**

**CARRIED**

### **11.3 Water Corporation Report**

Presentation of the Water Corporation report.

#### **RECOMMENDATION**

That the Water Corporation Report be received.

Ms Shannon Arnott commented that Mr Mike Roberts was away for a few months and that she was Acting Regional Manager. She presented the Water Corporation's report (attached).

Cr T Sachse referred to the four purpose built desalination units to be installed in the Wheatbelt and asked where they were to be situated. Ms Arnott replied that she would follow up.

Cr S Woods asked if the Farmlands Project will continue after Stage 8 and whether additional funds would be available under WaterSmart Farms Program. Ms Arnott replied that WaterSmart Farms was a relatively new program and she was unsure of the funding but will liaise with the Project Manager. With regards to the continuation of the Farmlands Project she would follow up.

Cr R Madacsi enquired if there was a clear distinction between the WaterSmart Farms Program and the WaterSmart Dams initiative and whether the funding was separate. Ms Arnott replied that there were separate programs.

#### **RESOLUTION**

**Rosemary Madacsi moved and Ross Chappell seconded –  
That the Water Corporation's report be received.**

**CARRIED**

Hon Steve Martin MLC entered the meeting at 9:50 am.

### **11.4 Department of Water and Environmental Regulation Report**

Presentation of the Department of Water and Environmental Regulation report.

#### **RECOMMENDATION**

That the Department of Water and Environmental Regulation Report be received.

Report (attached) circulated to delegates following conclusion of the meeting.

### **11.5 Wheatbelt Development Commission**

Report on the Southern Wheatbelt Regional Drought Resilience Planning program, funded through the Future Drought Fund. The Wheatbelt Development Commission and the Department of Primary Industries and Regional Development, with support from the Shires of Dumbleyung, Lake Grace, Kulin, Kondinin and Wagin are developing a "Drought Resilience Plan" for the region covering those Shires.

Ms R Manning commented –

- Southern Wheatbelt Regional Drought Resilience Planning -
  - The Regional Drought Resilience Planning program is an Australian wide program under the Federal Future Drought Fund.
  - The Great Southern and Wheatbelt Development Commissions are working with the Department of Primary Industries and Regional Development to develop a plan for the Southern Wheatbelt.
  - Consultation has begun and engaging with four local governments – Dumbleyung, Kondinin, Kulin and Lake Grace.
  - Current focus is on building a business plan.
  - The outcome is a drought plan for the region highlighting key actions.
  - Hope to have the first plans by the end of June. These will then be available for public feedback.
  - The intention to roll the program out to other regions.
- WaterSmart Farms –
  - An overarching program.
  - First round of funding focussed on on-farm desalination.
  - WaterSmart Dams part of a broader initiative.

- Happy to answer questions off-line.
- Suggested that an invitation be made to Mr Richard George to give an update to the Group on the WaterSmart program.

#### **RESOLUTION**

**Ross Chappell moved and Rosemary Madacsi seconded –  
That the Wheatbelt Development Commission’s report be received.**

**CARRIED**

#### **11.6 District Reports**

##### Dandaragan (Lawrie Short)

Given an excellent 2021/2022 growing season and resultant good harvest, with some 600 mm of annual rainfall or more within our region, there has been a very good superficial aquifer and contained aquifers such as the Leederville-Parmelia recharge. So, far this year we have recorded 14.5 mm of rain, North Miling may have had more.

Many of the harvest results have probably shown best figures in 40 or more years, that was certainly the case in North Miling as well. As we also have reasonable mobs of sheep around our Dandaragan place they are not as plentiful in North Miling, so my daughter-in-law’s father is the exception, with quite a good shearing this year.

As a result of the good recharge this year I believe the Department of Water and Environmental Regulations (DWER) has been busy imposing restrictions and or conditions, though, in some cases only advising of site-specific water supplies for new projects including:

- The under-construction Koojan “Organic” Feedlot providing North West and Kimberley Cattle for Harvey Beef, who provide boxed beef to some 38 counties;
- The currently operating Camel Dairy is looking to set up a processing plant, however suitable land has not been found in the Shire;
- West Pork have started construction, with approvals and conditions granted;
- The Spud Shed, Galati family have purchased land to the East of the Indian Ocean Drive (possibly over the Nilgen Contained Aquifer);
- There are expansions of potatoes growing enterprises and what appears to be superficial water sourced irrigated, fodder crops.

In general land prices are buoyant with considerable interest in the Western Wheatbelt for cropping.

##### Lake Grace (Ross Chappell)

From November 2.5 mm, December and January no recorded rainfall, February 3.5 mm and at the time of this meeting March 4 mm. It was a dry harvest for which I think everyone was grateful after a wet winter. Yields varied with some record breakers down to mediocre this was due to being too wet. A lot of hay crops in the area were harvested instead of being cut for hay and there were issues with samples being too high with screenings or ergot.

Those who still have stock are much happier this year as they don’t have to worry about water and there is more feed around. Though saying this a lot of dams have dropped in capacity due to evaporation and the dryness of dams for so long being soaked up. Also have heard from two or three farmers that have had a dam go dry due to being cleaned out with an excavator and disturbing the base of the dam causing them to leak. Getting shearing done when you normally get it done is also an issue due to the lack of shearers and or having teams turn up with a full crew and or only working part of the day.

##### Shire

With the moisture back and able to get access to water for road construction we have been able to get on with road works. Most of our roads handled the big harvest okay, you always still have problems and we did request trucks to ease up on their speed on the gravel, though some of our road counters saying different with some trucks being well over 110 km on the gravel.

We are still working on water issues, harvesting as much water as we can and identifying where improvements can be made. The Shire is part of the Southern Wheatbelt Regional Drought Resilience Plan – Project Advisory Group looking at all issues of being water deficient.

A lot of our projects are behind schedule due to shortage of materials and tradesmen like so many Shires and businesses.

#### Mount Marshall (Tony Sachse)

The Shire of Mount Marshall is very pleased that we have received correspondence from the Manager of Water Efficiency Partnerships, Water Corporation, that our commitment to building waterwise communities over the 2020/2021 reporting period has led to our re-endorsement as a Waterwise Council for 2022.

The Shire of Mount Marshall is pleased that the Waddouring Dam area is now open to the public for recreation activities and camping. It's expected that it will be popular with both local and visitors to the Shire, and will further add to existing tourist attractions.

On farm water supplies are mostly adequate at this time, given the above average 2021 rainfall and some further rain in February 2022.

The Shire of Mount Marshall is very pleased with the recent announcement on 7 March by the Minister for Regional Development; Agriculture and Food; Hydrogen Industry the Hon Alannah MacTiernan MLC, regarding the boost to the WaterSmart Farms Program

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2022/03/Boost-to-WaterSmart-Farms-program.aspx>

Comments by the Minister include "Our WaterSmart Farms program is about encouraging on-farm initiatives that build climate resilience, helping farmers to take the steps they need to manage climate impacts". There is no doubt that innovation such as purpose built on farm desalination units utilising brackish water will help with water security into the future.

#### Toodyay (Rosemary Madacsi)

Protracted dry weather has driven the Northam KBDI observations to 180 mm, well above the five year average of 10-80 mm. Rainfall for 2022 has been relatively even across the centre of the Shire from West to East (Morangup to Nunile, 42 mm to 30-40 mm) with heavier falls to the north (Bejoording, 50 mm). Storm fronts largely missed the southern Clackline/Hoddywell area with only 8 mm recorded.

This year's water sustainability program through Community Water Supply grants have been realized with the February delivery of four 47,000 L water tanks - three asset renewal tanks for Morangup, Coondle (West) and Coondle (East) and one capacity increase tank at Julimar. A 27,000 L tank was repurposed to provide capacity upgrade for Morangup and tanks were filled from rainwater 'hubs', with no potable water drawn.

March saw the pressurised water delivery completed at the Julimar Fire Station (some plumbing to be completed) which will make this site operational for Shire works crew (just not fire) and the Shire is expecting delivery of five 47,000 L tanks - one asset renewal, three for new sites and one for capacity increase, during April to May.

The newly installed eftpos operated community standpipe suffered from protracted heat and an eftpos part failed on 21 January leaving the community without access until 11 March. A hybridized higher heat resistant part was supplied for \$11,000. Shading on the unit is a must.

The Shire has commenced examining the feasibility of wastewater reuse from the sewerage treatment system and catchment of the townsite rainwater for street trees and public open space use. Feasibility will be expanded to address domestic storage capacity, particularly within the rural residential subdivisions to relieve pressure on potable supplies from the community standpipe.

#### **RECOMMENDATION**

That District Reports be received.

Cr R Madacsi commented that the Toodyay area was having problems with water sustainability. Looking at how water issues can be addressed.

Cr T Sachse suggested that water issues be raised even if they are outside of a member's area. He proposed that the issue of how to address water issues be listed for discussion by the Executive Committee.

**RESOLUTION:**

**Ross Chappell moved and Rosemary Madacsi seconded –  
That District Reports be received.**

**CARRIED**

**11.7 Members of Parliament**

Brief comments by Members of Parliament.

Hon Colin de Grussa MLC commented that water was a major issue and he looked forward to participating with the Group. He apologised for having to leave the meeting early.

Hon Martin Aldridge MLC commented –

- Apologies for his late attendance.
- Found it useful to hear reports from across the region.
- Noted that issues do vary between the different regions.
- Lack of power and the impact of bushfires has been a focus over the last few months. Power outages have an effect on supply of water.

Hon Colin de Grussa left the meeting at 10:08 am.

- Water Deficiency Declarations for Salmon Gums and Grass Patch.
- Farm Water Grants Scheme - Believe the Scheme should be reinstated and that farm water rebates were an important component.  
Cr T Sachse commented that when the Group met with the Minister for Water in 2020, he indicated that the Government has no appetite to reinstate the Farm Water Grants Scheme. The Rural Water Council believes the Scheme was a great initiative and should have been continued.
- Think that under the water supply scheme to farms, if power is lost there is a period of 3-6 days for supply to be restored. This puts customers at risk while repairs are made. Unsure if customers are aware of this provision.
- Hon Mia Davies MLA is acting in the shadow water portfolio. Expecting a new permanent appointment in the next few weeks.

**The meeting requested that the supply of energy and power and the effect of outages on water supply be listed (a) for discussion by the Executive Committee and (b) on the Agenda for the Group's July meeting.**

Hon Steve Martin MLC commented –

- Apologies for his late attendance.
- The Wickepin/Narogin fire damaged the water pipeline servicing the area. Supply was guaranteed for households but not for stock. The good winter allowed households to take water from dams.
- The Minister for Water needs to be reminded that even with the good winter, issues with water have not gone away, eg Salmon Gums/Grass Patch Water Deficiency Declaration.

Cr T Sachse commented that the bushfires highlighted water and fuel resources at airstrips as a problem. There are also communication issues with aircraft operating in inland areas. Hon S Martin commented that he was aware that weather conditions make air support difficult and advised that he will follow up the communication issues. Hon M Aldridge commented that he was aware that the Fire Control Officer on the ground did not have radio compatibility with aerial support until DFES arrived.

Cr R Chappell commented on concerns with telecommunications, power and water outages when impacted by natural disasters.

Hon M Aldridge commented on the need to change focus from coverage to resilience. There are some 2,000 base stations in Western Australia and he was not sure that their upgrades were solely a telco issue. He suggested the local governments contact DFES with regards to the resilience of these networks.



Cr R Madacsi referred to the May round of local government meetings and queried whether the issue of telecommunications and water should be pushed at these meetings.

### **11.8 Finance Report**

There has been no activity in the Groups accounts for the period 1 January 2022 to 28 February 2022. The Group's current cash balance is \$6,266.94.

#### **RECOMMENDATION**

For Noting

**NOTED**

Ms Renee Manning left the meeting at 10:23 am.

### **11.9 Accounts for Payment**

The following accounts are presented for payment –

<u>Payee</u>	<u>For</u>	<u>Amount</u>
<u>Accounts to be Paid</u>		
R W & S Dew	Secretarial Service October 2021 to March 2022	2,051.26
	TOTAL (including GST)	<u><u>\$2,051.26</u></u>

#### **RECOMMENDATION**

That the accounts as listed above, totalling \$2,051.26 be passed for payment.

#### **RESOLUTION**

**Rosemary Madacsi moved and Ross Chappell seconded –**

**That the accounts as listed above, totalling \$2,051.26 be passed for payment.**

**CARRIED**

### **11.10 Bank Signatures**

The Group's Rules (Rule 19.1) provide that the all cheques and other negotiable instruments of the Group and all electronic payments must be signed, made or authorised (as applicable) by any two Executive Committee members or one Executive Committee member and the Administrator.

The current persons authorised to operate the banks accounts are Mr Lawrie Short, Cr Tony Sachse and the Executive Officer (as Administrator).

With the change in officer holders following this year's elections, the Group's bank will require a resolution to authorise the new persons to operate the bank accounts. It is also recommended that online banking arrangements be set up.

#### **RECOMMENDATION**

- (a) That the signatories authorised to operate the Group's bank accounts be Cr Tony Sachse (President), Cr \_\_\_\_\_ (Deputy President), Mr Lawrie Short (Executive Committee Member) and Robert Dew (Administrator); and
- (b) That online banking arrangements for the Group's Westpac Bank Accounts be setup.

#### **RESOLUTION**

**Rosemary Madacsi moved and Mark Crees seconded –**

- (a) **That the signatories authorised to operate the Group's bank accounts be Cr Tony Sachse (President), Cr Ross Chappell (Deputy President), Mr Lawrie Short (Executive Committee Member) and Robert Dew (Administrator); and**
- (b) **That online banking arrangements for the Group's Westpac Bank Accounts be setup.**

**CARRIED**

### **11.11 Membership Renewal**

The Shire of Gingin has advised that at its 16 November 2021 meeting Council resolved to cease membership to the Rural Water Council. In the report to Council, it was noted –

*The Shire of Gingin is impacted by a number of serious water-related issues, including (but not limited to), groundwater allocations for rural properties and the effects of water usage and a drying climate on natural water courses such as the Gingin Brook and the Moore River. However, the Minutes of meetings indicate that Council membership primarily consists of representatives from inland local governments, that tend to experience a different range of issues. Whilst meetings certainly provide a forum for discussion of those issues it is debatable as to whether the Shire of Gingin benefits to any great degree from participating.*

*It is recommended that Council not renew its membership of the RWCWA. However, if Council wishes to remain a member, then it will be necessary to appoint a representative.*

Cr Frank Johnson, the Shire of Gingin's delegate, advised that he would not be renominating for the Group's Executive Committee, commented that he had thoroughly enjoyed his time being involved with the Group and thanked everyone for their kindness and assistance during the past two years. A letter of thanks has been sent to Cr Johnson, also pointing out that he was welcome to continue with the Group as an individual member.

The Shire of Dandaragan has not renewed its membership for 2020 or 2021. The President has spoken with the Shire and has been informally advised that the Shire will not be continuing its membership of the Group.

**NOTED**

### **11.12 Other**

No other matters were brought forward.

<b>12 DATE, TIME AND PLACE OF NEXT MEETING</b>
--

Future meetings are scheduled for –

- Friday 8 July 2022
- Friday 21 October 2022

The last meeting requested that the venue for the July 2022 meeting be listed for discussion at this meeting.

### **RECOMMENDATION**

That the next ordinary meeting of the Rural Water Council be held Friday 8 July 2022 and, subject to COVID-19 safe requirements, be hosted by \_\_\_\_\_.

Ms Shannon Arnott confirmed that the Water Corporation's Cunderdin office is set up for video conferencing and would be available for meetings of the Group.

Cr Rosemary Madacsi advised that the Shire of Toodyay was available to host the July meeting.

### **RESOLUTION**

**Rosemary Madacsi moved and Ross Chappell seconded –**

**That the next ordinary meeting of the Rural Water Council be held Friday 8 July 2022 and, subject to COVID-19 safe requirements, the venue be considered by the Executive Committee.**

**CARRIED**

**13 CLOSURE**

There being no further business the Chair thanked delegates and observers for their attendance, the Executive Officer for running the meeting and declared the meeting closed at 10:30 pm.

The Executive Officer advised that to align with the financial year, invoices for membership will, as in previous years, be sent out after 1 July.

**CERTIFICATION**

These Minutes were confirmed by the meeting held on .....

Signed: .....  
*(Chairman of meeting at which the Minutes were confirmed)*

## ANNUAL REPORT

What an extraordinary twelve months we have experienced. As we commenced the year, we continued in the Covid-19 pandemic with various factors inhibiting overseas labour being available for seeding and harvesting programs and yet we continued to receive good rains resulting in a great season. North Miling had the best season in 40 years. Some world situations may have further pressure on preparations for the coming season, such as rising costs of fuel and fertiliser.

Unfortunately, some of the bad effects of such a season have been washouts of roads and even extending to undermining of Water Corporation pipelines necessitating unbudgeted repair expenditure. On the upside The Farmlands Project gratefully received an additional \$20 m to continue the appreciated works ensuring a great service to all in the Wheatbelt. Some of the anomalies we observed was that prior to the overall good rains I believe Salmon Gums was still requiring townsite water services to be supplementarily topped up with trucked in water.

Given what has been a good season for on farm water storage and the rock capture of waters, which has been made available through the Department of Water and Environmental Regulations (DWER) and Local Government funding. An example of this has been Denmark, water reserves only a short number of years ago who had been without an adequate supply, which on top of a good season they had a large forest fire, with plenty of water. It has also been interesting that early stubble fires have got out of control in parts of the wheatbelt, due to unforeseen strong winds which seemed to bypass regulatory awarding of "permits to burn". The stubble appears to have been greater in volume and unfortunately the low number of stock in some areas has led to a bigger build up. Though North Miling still has enough stock to take advantage of the situation.

It has been good to see the Coastal Plains West of the Darling Scarp emerge as the Western Wheatbelt plus attractive to intensive horticulture, allied Rural Industry. DWER ensure Development Applications are correctly endorsed with suitable conditions to protect contained aquifers and superficial waters when applicable, however they have to also be aware that some uses of "Stock and Domestic" have a liberal use of their water supply. I also realise like most government agencies they have to watch their expenditure against their effective work outcomes, for which I applaud them.

In conclusion I thank all Agency delegates, Local Government delegates and unattached delegates who have so assisted this Council during my tenure as President. I will continue to attend as I am able. Thank you to Executive Officer Robert Dew particularly for your attendance to all issues of this very interesting Council.

Lawrie Short  
President

**STATEMENT OF RECEIPTS AND PAYMENTS  
 FOR PERIOD 1 JANUARY 2021 TO 31 DECEMBER 2021**

	<u>Actual For Year</u>	<u>Estimate For Year</u>
<b>RECEIPTS</b>		
Membership		
Associations (16 @ \$300)	4,800.00	4,800
Individuals (2 @ \$150)	<u>300.00</u>	300
Membership (Previous Year)		
Associations (3 @ \$300)	900.00	0
Interest Earned	<u>0.00</u>	0
<b>TOTAL RECEIPTS</b>	<u><u>\$6,000.00</u></u>	<u>5,100</u>
<b>PAYMENTS</b>		
Meeting Expenses		
Teleconference	<u>301.31</u>	200
Secretarial Service	<u>2,806.32</u>	5,000
<b>TOTAL PAYMENTS</b>	<u><u>\$3,107.63</u></u>	<u>5,200</u>
<b>CASH SUMMARY</b>		
Opening Balance	3,073.26	3,073
Plus Receipts	<u>6,000.00</u>	5,100
	9,073.26	8,173
Less Payments	<u>3,107.63</u>	5,200
<b>Closing Balance</b>	<u><u>\$5,965.63</u></u>	<u>2,973</u>
<b>BANK RECONCILIATION</b>		
Cheque Account Balance (as at 31/12/2021) (Westpac)	6,266.94	
Plus Deposits made but not shown on Statement	<u>0.00</u>	
	6,266.94	
Less Cheques issued but not shown on Statement	<u>301.31</u>	
<b>Balance as per Cash Book</b>	<u><u>\$5,965.63</u></u>	



.....  
 Robert Dew  
 EXECUTIVE OFFICER

**ESTIMATED RECEIPTS AND PAYMENTS  
 FOR YEAR ENDED 31 DECEMBER 2022**

<b>RECEIPTS</b>	<u>Estimate</u>	<u>Actual Last Year</u>
Membership:		
Associations 16 @ \$300	4,800	4,800
Individuals 2 @ \$150	300	300
Previous Year	0	900
Interest Earned	<u>0</u>	<u>0</u>
<b>TOTAL RECEIPTS</b>	<u><u>\$5,100</u></u>	<u><u>\$6,000</u></u>
<b>PAYMENTS</b>		
Meeting Expenses	200	301
Bank Fees	0	0
Secretarial Service	5,000	2,806
<b>TOTAL PAYMENTS</b>	<u><u>\$5,200</u></u>	<u><u>\$3,108</u></u>
<b>CASH SUMMARY</b>		
Opening Balance	5,966	3,073
Plus Receipts	<u>5,100</u>	<u>6,000</u>
	11,066	9,073
Less Payments	<u>5,200</u>	<u>3,108</u>
<b>Closing Balance</b>	<u><u>\$5,866</u></u>	<u><u>\$5,966</u></u>

## REPORTS

### WATER CORPORATION

#### Farmlands Project

The total budget for financial year 2022 is \$6.2M, stage 7 and 8 projects are progressing well with first packages for stage 7 almost complete and stage 8 being tendered during January–February. Construction to be completed June 2022.

#### Stage 4

Remaining work;

- Trayning - 1 section of pipe totalling Approx. 1600m to be replaced on KN Main. Existing pipe sections replaced by new DN200 and DN150 PVC pipe from CH81.0-83.1km (a section across the Salt Lake has been deferred to dryer weather due to water table constraints) Latest rain closed this window, going back out to Tender Feb 2022.
- 1 site had been delayed across the Avon River due to weather, Drilling the Avon riverbed for Geotechnical data has been completed is being analysed. Possible construction this year awaiting DWER approvals.

Total budget to end of FY 2021 of \$4.6M

#### Stage 5

Complete

#### Stage 6

Complete

#### Stage 7

- 4 Packages equalling 17 sites
- Design Complete and under Construction expected to complete End of Feb
- To Include 4km pipe replacement KN Main, - Sth Trayning – 14 underlays - LD main Kellerberrin/ Bruce Rock and 2 underlays - CK main in Minnivale.
- 2 sites to be awarded to Aboriginal Contractors. 1 stand alone in Dowering and 1 package in Kellerberrin

Total Budget \$3.2m

#### Stage 8

- 5 Packages equalling 17 sites
- 4 packages out to Tender
- To Include 1.4km pipe replacement and 6 underlays - KN20 Main, Bencubbin. 3 Underlays - KN3/4 main Kellerberrin, 3 Underlays - KN main Trayning 2 Road crossings (lateral Drilling) MS20/20C mains in Narambeen and 2 sites totalling 7.5km pipe replacement in Perenjori Bowgada Morowa.
- Several Stand-alone sites to be awarded to Aboriginal Contractors
- We have 6 local contractors and 6 Aboriginal contractors tendering for Farmlands Projects.

Total Budget \$3.2m

#### WaterSmart Farms Update – Formerly On-Fam Desalination Project

- A program of work under the WaterSmart Farms banner is working towards tapping into the currently under-utilised local water sources on farms to deploy decentralised (on-farm) desalination treatment technologies at least four purpose-built desalination units. These have been purchased and have or will soon be installed in different areas of the Wheatbelt to meet various needs. This project will push the technology and explore the potential to use more saline water in desalination units.
- This component of WaterSmart Farms Project Carry out full-scale trial for water supply based on a brackish groundwater resource and focus on Operating, maintenance costs and reliability under real conditions for a period of approximately 2-3 years.
- The project will also engage with the various stakeholders, including farmers and the business community, to build support for the solutions and outcomes.

- We have surveyed over two dozen farmers who have invested in desalination units throughout the wheatbelt to gather intelligence on decision making, operations, costs and typical groundwater characteristics to help drive future decision making and help farmers understand limitations and opportunities that exist with this technology. The findings from this will be published later this year.

Also, WaterSmart Farms has a project working with Wongutha Christian Aboriginal School located approximately 50km North of Esperance

WaterSmart Farms - Wongutha Christian Aboriginal School

- As part of WaterSmart Farms, Water Corporation, DPIRD and Murdoch University are currently working with Wongutha Christian Aboriginal School (90km NE of Esperance) to install a trial brackish groundwater desalination unit at the site to enable the school to facilitate further irrigation and agricultural teaching.
- A grant of \$520K has been successful through the National Water Grid Authority, Small Water Infrastructure Projects. The fund requires an infrastructure project to be planned and delivered within 2 years and co-contributions are required (both cash and in kind).
- This will enable WaterSmart Farms to trial a groundwater desalination plant using renewable energy, an extension to the rainwater harvesting, research irrigation of saltbush for pasture and provide further educational opportunities in water and irrigation for the school.
- The groundwater and the desalination unit are currently being installed and commissioned. The bore drilling has been successful and further bores have been drilled for the purpose of putting the reject water back into salter aquifers on the site. These will be monitored by Murdoch University to determine if it is a future sustainable option of disposing of reject water.



## DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION

### Rural Water Planning Update

The Rural Water Planning program targets the State's dryland agricultural regions which receive less than 600 millimetres of annual rainfall. Those without access to a reticulated water service are given priority as these areas are the most vulnerable to serious water deficiencies.

### Water Deficiency Declarations

Despite above average rainfall across most of the dryland agricultural area, hot and windy conditions in the south eastern (Esperance) area have depleted on-farm water supplies for livestock needs. As of March 1 2022, Salmon Gums and Grass Patch were declared water deficient by the Minister for Water. All Strategic supplies including the Salmon Gums quarry do not have sufficient water to meet livestock drinking demands. Water is being carted to tanks at Salmon Gums quarry and Grass Patch local town dam site for 12 registered farmers in Salmon Gums and 5 in Grass Patch to meet livestock drinking water needs.

Standpipe swipe card systems have been installed to monitor and control water access. All registered farmers have unique fobs to enable access.

WDD procedures are currently being reviewed and changes to Water Deficiency Declaration management will be communicated with all Shires and grower groups (including WAFarmers and WALGA) in coming months.

### Community Water Supply program 2020/21 Round - In Progress (All expected)

<p><b>The Shire of Merredin</b>  <b>Near Completion</b></p>	<p>\$75,120</p>	<p>Improve their extensive stormwater reuse network to provide water for irrigation of public open spaces. The non-potable piping system will be extended to the town cemetery site and a new 362 kilolitre capacity storage tank has been installed. Extending the non-potable supply network will replace scheme water to irrigate the gardens. Annual scheme cost savings will result in approximately \$8,000. Near completion. An evaporation trial was also undertaken using a polymer spray over one of the town dams. Two open tanks were used as a control. One tank with no polymer and one with polymer spray. While the technique maybe successful to a certain extent the observed water loss between the two tanks was minimal.</p>
<p><b>The Shire of Mukinbudin</b>  <b>Progressing</b></p>	<p>\$100,000</p>	<p>Lay 15 kilometres of pipe from the 200,000 kilolitre capacity Barbalin Dam to the town of Mukinbudin. The dam, fed by a large rock catchment has been recently handed over from Water Corporation and will reliably provide an additional 90,000 kilolitres to irrigate the sporting facilities and public open spaces.</p> <p>Pipe has been purchased and Shire and Water Corporation confirming water access agreements.</p>
<p><b>The Shire of Wyalkatchem</b>  <b>Project completed</b></p>	<p>\$100,000</p>	<p>This project component aims to address poor drainage issues associated with the 693,603 square metre eastern catchment that flows to the town's non-portable community dam that is in poor condition with ineffective channel gradients. Works include channel reconstruction and realignment to optimise runoff into the town dam. Gamble street has been reconstructed with new curbing and drains rock pitched. The project will avoid problematic flooding of the town's shops and facilities in high rainfall events and redirect water to optimise the towns non-potable water supply for townscape irrigation.</p>

<p><b>The Shire of Wyalkatchem</b> <b>Project completed.</b></p>	<p>\$79,759</p>	<p>This project component aims to also address poor catchment drainage issues including flooding in sections of Railway Terrace recontouring channels to the town's non-potable community dam. The catchment channels will be upgraded and realigned to optimise runoff into the town dam.</p>
<p><b>The Shire of Chapman Valley</b> <b>Project completed.</b></p>	<p>\$100,000</p>	<p>Upgrade the 30 year old pump and pipe infrastructure from the Rockwell bore to improve supply of non-potable water to the Yuna townsite. Twelve kilometres of new pipework will be installed from the bore to Yuna and fitted with a new submersible pump system. Additional solar panels will be installed to increase the capacity of the network to deliver more water to Yuna. A new 132 kilolitre capacity tank will be installed at the sporting facilities.</p>
<p><b>The Shire of Toodyay</b> <b>Project completed.</b></p>	<p>\$79,818</p>	<p>This project builds on the Shire's previous works undertaken to enhance storage and access to emergency firefighting water across the Shire.</p> <p>The project will focus on four fire brigade sites and boost the stormwater harvesting systems. Storage capacity will be enhanced at each site where combined storage capacity will increase by 775 kilolitres.</p> <p>The additional water storage and pump system upgrades will secure an emergency non-potable source for firefighting and reduce the reliance on the Shire's limited scheme water supplies.</p>
<p><b>The Shire of Jerramungup</b> <b>Project near completion est March 2022.</b></p>	<p>\$87,174</p>	<p>Project will boost the non-potable emergency water supplies in the Boxwood Hill area of the Shire which in recent years has experienced well below average rainfall. A new 15,000 kilolitre capacity dam on the old rock quarry site at Boxwood Hill. The supply will provide an important non-potable water supply to supplement the existing irrigation dam that is becoming increasingly unreliable due to salt seepage.</p> <p>The source will also boost the emergency water supply network in the Gairdner area that has experienced water deficiencies and provide a back-up emergency livestock drinking water.</p>
<p><b>The Shire of Plantagenet</b> <b>Project completed.</b></p>	<p>\$94,031</p>	<p>Project will further boost their non-potable supplies in Mount Barker to irrigate the expansive Sounness Park Recreation Precinct and Frost Park Oval.</p> <p>A new 35,000 kilolitre capacity dam will be constructed at the turf club training track. The dam will be linked to the existing 30,000 kilolitre capacity dam through a new pump and pipe system.</p>
<p><b>The Shire of Gnowangerup</b> <b>Project Completed</b></p>	<p>\$100,000</p>	<p>Project will build a 12,000 kilolitre capacity dam at the Gnowangerup airstrip.</p> <p>There is an existing 10,000 kilolitre dam that captures water off the runway and surrounding reserve however this is inaccessible and regularly overflows. Connection between the two dams will increase total capacity to 22,000 kilolitres.</p> <p>A solar pump system will be installed to transfer water between dams and a generator will serve as a backup power system.</p> <p>Two 250 kilolitre capacity tanks will be installed and a road created for farmers and the fire brigade to access the tanks.</p>

<b>The Shire of Lake Grace Project Completed</b>	\$100,000	Project will upgrade two Agricultural Area dams north of Newdegate town. Recently handed over to the Shire from the Water Corporation, the Lake Bidy dams will be desilted, the dam batters and inlets will be upgraded and stabilised with rock pitching. Half of the large 44 hectare catchment will be upgraded to optimise runoff to both dams and the system will be equipped with a 250 Kilolitre capacity tank and solar pump system.
<b>Total</b>	<b>\$926,656</b>	

**2020/21 AA Dams and Strategic Community Water Supplies Program of Works (as at 28 June 2021)**

Department of Water and Environmental Regulation - Rural Water Planning undertakes works to provide strategic off-farm water supplies for general farm use in areas of the dry land agricultural region of the south-western Australia that receives less than 600mm of annual rainfall.

The focus of the program of works is to maintain, develop and upgrade Strategic Community Water Supplies in areas with a history of water deficiency or where on-farm and non-potable community water supplies are unreliable and unable to meet the needs of local landholders or the community.

The 2020/21 Program of Works invested in 31 sites/projects across 11 shires

2018/19	\$427,558.39
2019/20	\$1,061,079.60
2020/21	\$623,103.21
2021-22	\$114,773.98
<b>Total</b>	<b>\$2,226,515.18</b>

2021/22 financial year - A number of projects are underway including (final expenditure will be reported at next RWC meeting):

- Upgrades to Allen Rocks (Shire of Kulin) strategic bore supply where a new tank has been installed. Salinity and groundwater level monitors will soon be installed.
- Installation of 3 new tanks at King Rocks dam (Shire of Kondinin) to boost storage (adds to the three existing tanks).
- Egg Rock (Shire of Westonia) – Engineer assessment of tank leakage and test of water proofing material. Now seeking quotes to seal the inside of the tank to stop leakage.
- Various other jobs include purchasing 2 new mobile swipe card systems.

**National Water Grid Connections Funding Projects (2 year projects to be finalised June 2023)**

**1. 2021/22 Community Water Supply Partnership Program**

**NOTE:** (Please contact Renae Thorpe [renae.thorpe@dwer.wa.gov.au](mailto:renae.thorpe@dwer.wa.gov.au) or Bonny Dunlop-Heague [bonny.dunlop-heague@dwer.wa.gov.au](mailto:bonny.dunlop-heague@dwer.wa.gov.au) if you are interested in applying for a Community Water Supply Grant or require further information).

The Community Water Supplies Partnership Program Partnership with Local Government is one of nine successful Western Australian State Government water infrastructure projects under \$5 million.

The project will focus on partnering with Shires in the dryland agricultural area of Western Australia that receive less than 600mm annual average rainfall. The project will run several project rounds/expressions of interest over the two year project period.

**The project \$3.2 million 50% co-funding contribution between the State and Commonwealth Governments.** Up to \$100,000 is available for each project that requires a further 30% co-contribution of the total project value from the partnering Shire.

### Outputs

- Build the water security of rural communities and towns now and into the future;
- Improve emergency water supplies for farmers and firefighting;
- Provision of standalone emergency firefighting is becoming more important as a result of continued drying conditions and the occurrence of more frequent wild fires. Non-potable water infrastructure projects will reduce the reliance on potable scheme water that is often compromised by power outages.
- Contribute to public and social amenity and boost rural community wellbeing through provision of water to irrigate and maintain green public open spaces;
- Build resilience in farming communities to combat climate change; and
- Assist during periods of drought, especially where farmers experience on-farm livestock and agricultural water deficiencies.

### Approved Projects 2021/22 Round 1

Year	Shire	Project Description	Total Grant Value (co-funded)	Project status
2021/22	Boyup Brook	<p>The Shire of Boyup Brook has applied for funding to build drought resilience and security by installing 5.6km of 75mm pipe to connect an unused Water Corporation town dam reservoir to the non-potable community water storage dam.</p> <p>The pipeline will transfer 100 kilolitres per day of non-potable water from the old town supply dam via gravity flow which will deliver approximately 20 000 kilolitres per year. The non-potable water will be used to irrigate ovals, tennis courts, Flax Mill caravan park, recreation areas, parks and gardens.</p> <p>This will increase public amenity and water storage capacity in the town of Boyup Brook. It is estimated the project will reduce scheme water use by about 9 500 kilolitres per year resulting in annual cost savings of \$25 000.</p>	\$100,000	Commenced
2021/22	Brookton	<p>The Shire of Brookton has applied for funding to reduce the reliance on scheme water and derive as much benefit as possible from their licenced non-potable bore.</p> <p>A new 200 kilolitre water tank will be installed as well as motorised valves linked to sensors to remotely control water transfer. The new tank will double the current bore water storage capacity. A new pump will connect the existing main tanks to deliver stored water to the network and an overflow control system will be connected.</p> <p>Once completed the Shire will have a system that allows better control of water distribution from the Happy Valley non-potable bore. The extra storage will ensure water is available at all times specifically in situations of emergency such as bushfires and extended dry periods.</p>	\$54 840	Commenced

2021/22	Dumbleyung	<p>The Shire of Dumbleyung has applied for funding to improve the stormwater runoff into the main Dumbleyung 33 megalitre capacity town dam. Works will include repairs to the inlet to the dam and upgrade and repairs to sections of the inflow channel. Stormwater capture will be optimised further by raising the overflow level in the rock and cement bunding which will increase the water holding capacity of the 10 megalitre stormwater capture dam that feeds the main town dam.</p> <p>The project will reduce the Shire's scheme water use and result in annual cost savings of approximately \$20,800. A 305 kilolitre capacity tank will also be installed to provide a backup emergency water supply for livestock and firefighting needs.</p>	\$72,746	Commenced
2021/22	Kulin	<p>The Shire of Kulin has applied for funding to enhance, protect and monitor non-potable water supplies in the Kulin Shire.</p> <p>The project will include the installation of standpipe controllers and card readers at three strategic community water supplies including Dudinin dam, Kulin dam and Henderson Road bore. The project will also include reconstruction of Pingaring East dam and include upgrades to the catchment and the installation of a 120,000 kilolitre capacity tank. The Dudinin dam catchment will also be upgraded and the Henderson Road bore will be fenced off to provide added security.</p>	\$86,286	Commenced
2021/22	Narrogin	<p>The Shire of Narrogin has applied for funding to capture storm water off Narrogin's 171.3 hectare townsite catchment area which will harvest up to 147.7 megalitres of water per year.</p> <p>The project will divert stormwater flows to a new storm water harvesting catchment dam.</p>	\$100,000	Commenced
2021/22	Perenjori	<p>The Shire of Perenjori has applied for funding to develop two bore sites to provide water sources for rural fire fighting services and rural road maintenance works. The work will include the construction of two bores, installation of a 200 kilolitre capacity water tank and pump at each site, on the eastern side of the Perenjori Shire.</p> <p>The water will also irrigate the local campground and be made available for livestock in in dry periods.</p>	\$99,987	Commenced

2021/22	Trayning	The Shire of Trayning has applied for funding to reduce the Shire's reliance on scheme use making the Shire more self-sufficient. Works will include realignment and upgrades to the 645 hectare catchment that feeds the Trayning town site twin dams that have a combined capacity of approximately 42 megalitres. Both dams will be refurbished that feeds to two existing 200 kilolitre capacity tanks that were installed with standpipe facilities under a previous Community Water Supply Project.	\$50,000	Commenced
2021/22	Williams	The Shire of Williams has applied for funding to provide a permanent source of non-potable water for community use. The project includes connection to an existing bore that is estimated to deliver 50 kilolitres per day of non-potable for emergency livestock drinking water.  Two 250 kilolitre capacity tanks will be installed and connected to the bore for the farming community to access. The Shire have established an agreement with the Williams Golf Club Inc. that owns the land to allow general community access to this water supply into the future.	\$49,025	Commenced
2021/22	Albany	The City of Albany has applied for funding to optimise capture of rainfall runoff off the Albany Leisure and Aquatic Centre 6,200 square metre roof to provide fit-for-purpose water for irrigation of sporting ovals and the centres toilet flushing systems.  The project will install two 250 kilolitre capacity tanks and associated pipework infrastructure. This fit-for-purpose water supply will provide a number of benefits to the community, while reducing the dependence on towns pressured scheme water supply.  It is estimated the project will reduce scheme water use by 3,120 kilolitres per year resulting in annual cost savings of \$19,000.	62,000	Commenced
<b>Total</b>			<b>\$674,884</b>	

A further nine projects (grant value \$588, 175) are with the Minister for Water and are expected to be announced in coming weeks (Round 2). Details of these projects will be provided once approval process is complete.

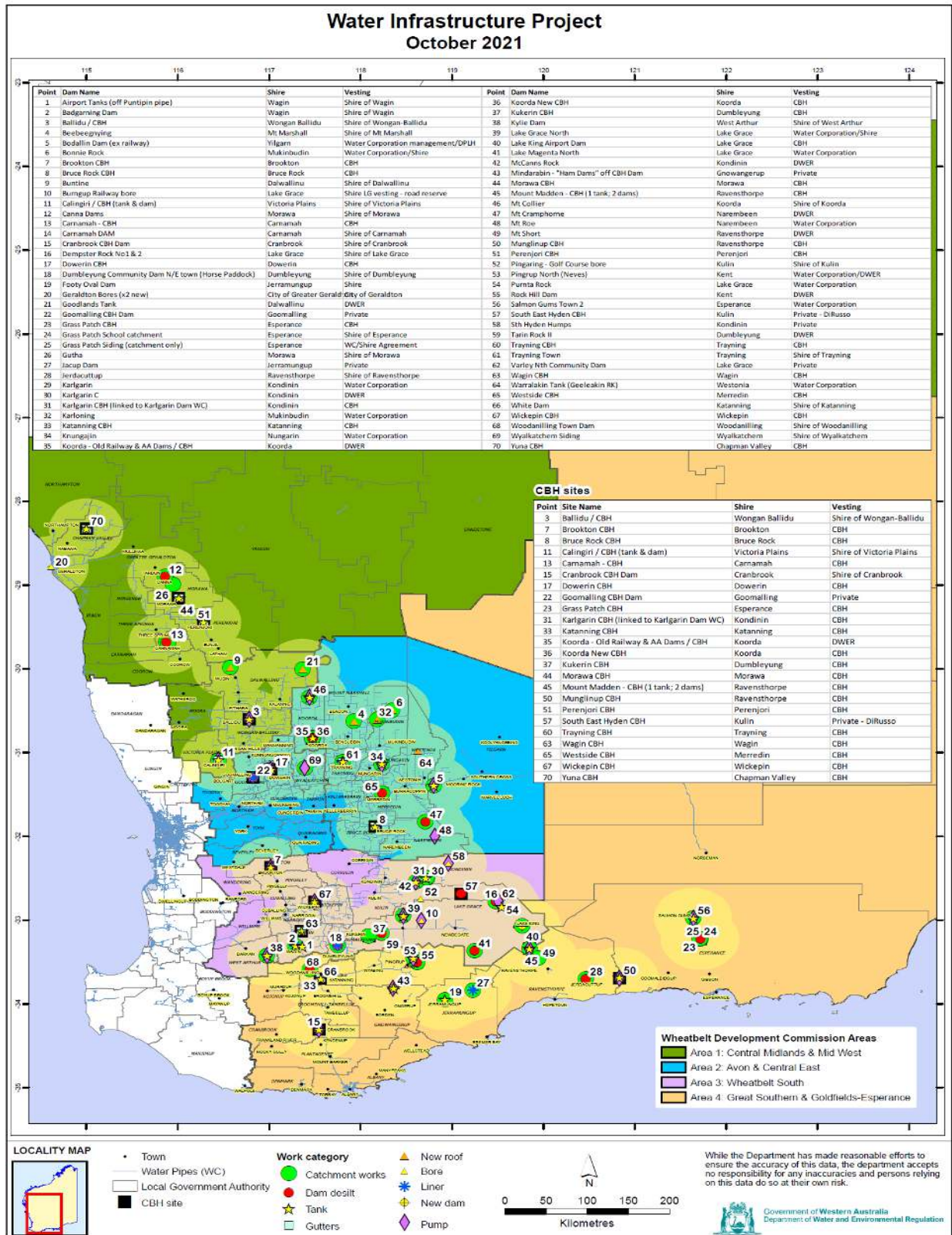
## 2. National Water Grid Connections Fund – Agricultural Area & Strategic Community Dams Project

The State Government has been successful in securing funding through the Connections funding round of the National Water Grid Authority National Water Grid Authority Connections Fund. The \$7.3 million (co-funded) Agricultural Area and Strategic Community Dams Project is one of nine successful Western Australian State Government water infrastructure projects under \$5 million.

The Agricultural Area and Strategic Community Dams Project is located in the dryland agricultural area of the South West of Western Australia. 70 sites have been selected in priority rural areas covering 37 Regional Shires.

The two year project will provide water security and build resilience in farming communities in the dryland (South West) agricultural region of Western Australia.

- Procurement process is progressing.
- 53 project tasks are underway (outside of procurement process)
- Agreements and approvals including vegetation clearing progressing.



**SHIRE OF DOWERIN**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 MAY 2022**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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\* Indicates report is required by Legislation.



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.06 M	\$1.28 M	\$1.28 M	\$0.00 M
Closing	\$0.00 M	\$0.14 M	\$1.00 M	\$0.86 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$3.60 M	% of total
Unrestricted Cash	\$1.22 M	33.8%
Restricted Cash	\$2.38 M	66.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.66 M	% Outstanding
Trade Payables	\$0.64 M	
Over 30 Days		67.9%
Over 90 Days		1.7%

Refer to Note 5 - Payables

Receivables

	\$0.31 M	% Collected
Rates Receivable	\$0.16 M	89.9%
Trade Receivable	\$0.31 M	
Over 30 Days		98.5%
Over 90 Days		71.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.09 M)	\$0.44 M	\$1.30 M	\$0.86 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.45 M	% Variance
YTD Budget	\$1.45 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$6.50 M	% Variance
YTD Budget	\$5.74 M	13.3%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.46 M	% Variance
YTD Budget	\$0.44 M	5.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.03 M)	(\$1.43 M)	(\$1.43 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.06 M	%
Adopted Budget	\$0.16 M	(62.2%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$2.62 M	% Spent
Adopted Budget	\$3.01 M	(12.9%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	\$1.13 M	% Received
Adopted Budget	\$1.82 M	(37.7%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.06 M	(\$0.14 M)	(\$0.14 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.14 M
Interest expense	\$0.03 M
Principal due	\$1.31 M

Refer to Note 9 - Borrowings

Reserves

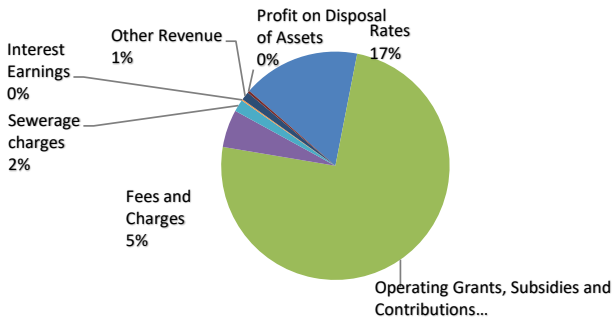
Reserves balance	\$2.28 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

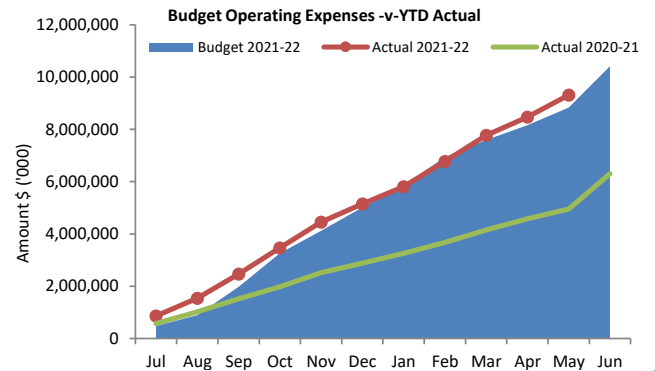
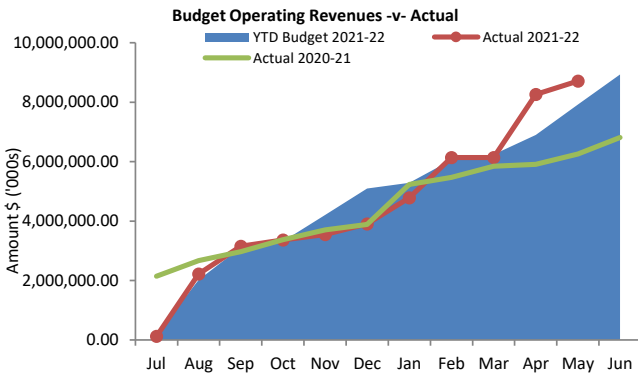
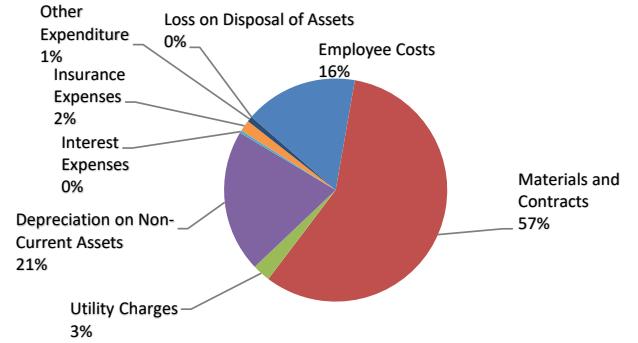
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

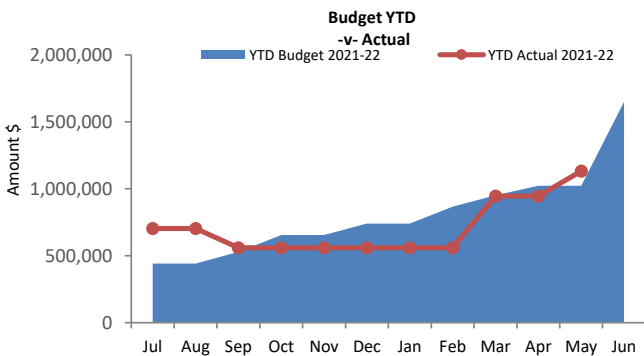


**OPERATING EXPENSES**

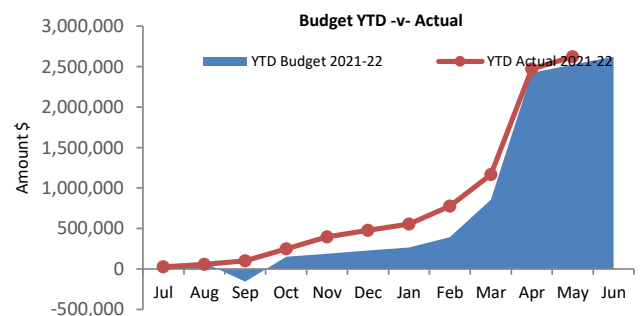


**INVESTING ACTIVITIES**

**Non-operating grants, subsidies and contributions**



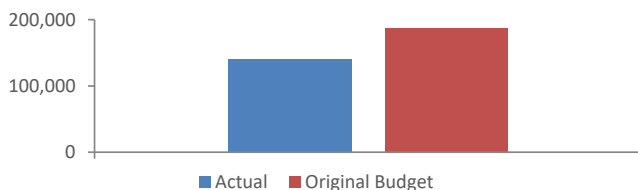
**Payments for property, plant and equipment and infrastructure**



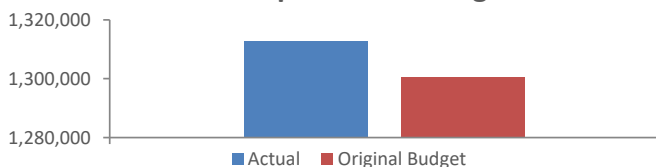
**FINANCING ACTIVITIES**

**BORROWINGS**

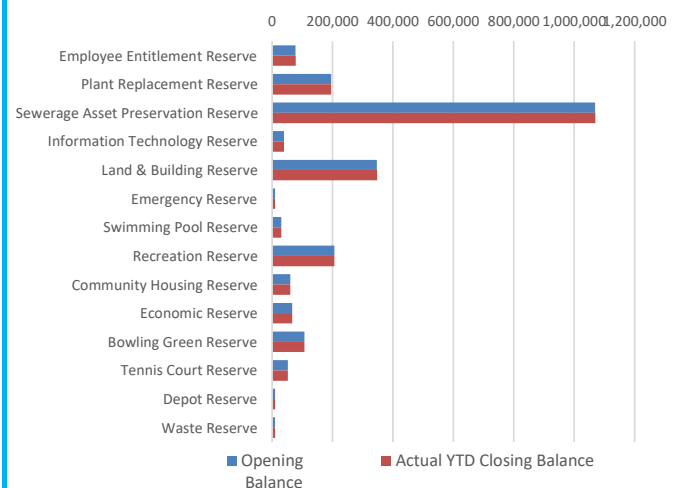
**Principal Repayments**



**Principal Outstanding**



**RESERVES**



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	1,275,417	1,275,417	<b>1,275,417</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Governance		8,000	4,425	385	<b>427</b>	42	10.91%	
General purpose funding		2,404,226	2,533,889	2,320,244	<b>3,456,427</b>	1,136,183	48.97%	😊
Law, order and public safety		40,700	40,840	37,748	<b>31,858</b>	(5,890)	(15.60%)	
Health		1,600	4,000	3,663	<b>3,594</b>	(69)	(1.88%)	
Education and welfare		546,658	540,158	512,230	<b>406,187</b>	(106,043)	(20.70%)	😞
Housing		150,000	150,000	137,489	<b>134,758</b>	(2,731)	(1.99%)	
Community amenities		287,152	263,426	261,405	<b>266,763</b>	5,358	2.05%	
Recreation and culture		50,950	48,382	44,851	<b>41,668</b>	(3,183)	(7.10%)	
Transport		4,600,773	5,048,416	4,317,741	<b>4,049,554</b>	(268,187)	(6.21%)	
Economic services		182,300	187,313	182,726	<b>217,479</b>	34,753	19.02%	😊
Other property and services		54,832	111,058	104,046	<b>101,656</b>	(2,390)	(2.30%)	
		<b>8,327,191</b>	<b>8,931,908</b>	<b>7,922,528</b>	<b>8,710,371</b>	787,843		
<b>Expenditure from operating activities</b>								
Governance		(436,496)	(442,375)	(360,955)	<b>(327,137)</b>	33,818	9.37%	
General purpose funding		(221,485)	(227,568)	(168,743)	<b>(176,842)</b>	(8,099)	(4.80%)	
Law, order and public safety		(131,300)	(141,806)	(130,514)	<b>(126,915)</b>	3,599	2.76%	
Health		(49,572)	(49,975)	(22,858)	<b>(22,659)</b>	199	0.87%	
Education and welfare		(602,795)	(594,782)	(471,948)	<b>(396,306)</b>	75,642	16.03%	😊
Housing		(265,816)	(268,926)	(246,887)	<b>(247,034)</b>	(147)	(0.06%)	
Community amenities		(471,723)	(437,502)	(390,446)	<b>(354,359)</b>	36,087	9.24%	
Recreation and culture		(948,054)	(986,646)	(909,634)	<b>(883,104)</b>	26,530	2.92%	
Transport		(7,312,861)	(6,561,504)	(5,574,062)	<b>(5,720,794)</b>	(146,732)	(2.63%)	
Economic services		(514,251)	(559,388)	(478,575)	<b>(469,714)</b>	8,861	1.85%	
Other property and services		(8,268)	(144,325)	(84,157)	<b>(588,863)</b>	(504,706)	(599.72%)	😞
		<b>(10,962,621)</b>	<b>(10,414,797)</b>	<b>(8,838,779)</b>	<b>(9,313,727)</b>	(474,948)		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,502,672	1,356,127	<b>1,899,150</b>	543,023	40.04%	😞
<b>Amount attributable to operating activities</b>		<b>(1,090,933)</b>	<b>19,783</b>	<b>439,876</b>	<b>1,295,794</b>	855,918		
<b>Investing Activities</b>								
Non-operating grants, subsidies and contributions	13	1,815,757	1,648,724	1,022,196	<b>1,131,712</b>	109,516	10.71%	😊
Proceeds from disposal of assets	7	161,000	60,909	60,909	<b>60,909</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(2,619,996)	(2,511,341)	<b>(2,621,244)</b>	(109,903)	(4.38%)	
<b>Amount attributable to investing activities</b>		<b>(1,032,155)</b>	<b>(910,363)</b>	<b>(1,428,235)</b>	<b>(1,428,623)</b>	(388)		
<b>Financing Activities</b>								
Transfer from reserves	10	459,521	266,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	(139,859)	<b>(139,859)</b>	0	0.00%	
Transfer to reserves	10	(212,962)	(463,649)	(2,858)	<b>(2,858)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>59,372</b>	<b>(384,836)</b>	<b>(142,717)</b>	<b>(142,717)</b>	0		
Closing funding surplus / (deficit)	1(c)	<b>0</b>	<b>1</b>	<b>144,341</b>	<b>999,871</b>	855,529		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MAY 2022

## STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

### PROGRAM NAME AND OBJECTIVES

### ACTIVITIES

#### GOVERNANCE

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

#### HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Provision and maintenance of all Shire responsible housing.

#### COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

#### RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

#### OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**BY NATURE OR TYPE**

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	1,275,417	1,275,417	<b>1,275,417</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Rates	6	1,447,970	1,452,150	1,452,150	<b>1,452,241</b>	91	0.01%	
Operating grants, subsidies and contributions	12	6,078,134	6,711,800	5,735,156	<b>6,496,570</b>	761,414	13.28%	😊
Fees and charges		485,700	462,721	440,763	<b>464,820</b>	24,057	5.46%	
Sewerage charges		167,928	149,526	149,526	<b>149,526</b>	0	0.00%	
Interest earnings		36,078	17,600	16,115	<b>16,325</b>	210	1.30%	
Other revenue		99,000	110,669	101,376	<b>103,448</b>	2,072	2.04%	
Profit on disposal of assets		12,381	27,442	27,442	<b>27,442</b>	0	0.00%	
		<b>8,327,191</b>	<b>8,931,908</b>	<b>7,922,528</b>	<b>8,710,372</b>	787,844		
<b>Expenditure from operating activities</b>								
Employee costs		(1,586,612)	(1,575,757)	(1,411,910)	<b>(1,525,199)</b>	(113,289)	(8.02%)	
Materials and contracts		(7,219,361)	(6,698,717)	(5,557,704)	<b>(5,360,195)</b>	197,509	3.55%	
Utility charges		(152,050)	(219,074)	(200,321)	<b>(241,782)</b>	(41,461)	(20.70%)	😞
Depreciation on non-current assets		(1,516,549)	(1,509,533)	(1,383,569)	<b>(1,926,495)</b>	(542,926)	(39.24%)	😞
Interest expenses		(39,613)	(39,613)	(38,834)	<b>(34,550)</b>	4,284	11.03%	
Insurance expenses		(129,540)	(151,255)	(145,151)	<b>(151,255)</b>	(6,104)	(4.21%)	
Other expenditure		(299,150)	(220,848)	(101,290)	<b>(74,252)</b>	27,038	26.69%	😊
Loss on disposal of assets		(19,746)	0	0	<b>0</b>	0	0.00%	
		<b>(10,962,621)</b>	<b>(10,414,797)</b>	<b>(8,838,779)</b>	<b>(9,313,728)</b>	(474,949)		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,502,672	1,356,127	1,899,150	543,023	40.04%	😊
<b>Amount attributable to operating activities</b>		<b>(1,090,933)</b>	<b>19,783</b>	<b>439,876</b>	<b>1,295,794</b>	855,918		
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	13	1,815,757	1,648,724	1,022,196	<b>1,131,712</b>	109,516	10.71%	😊
Proceeds from disposal of assets	7	161,000	60,909	60,909	<b>60,909</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(2,619,996)	(2,511,341)	<b>(2,621,244)</b>	(109,903)	(4.38%)	
<b>Amount attributable to investing activities</b>		<b>(1,032,155)</b>	<b>(910,363)</b>	<b>(1,428,235)</b>	<b>(1,428,623)</b>	(388)		
<b>Financing Activities</b>								
Transfer from reserves	10	459,521	266,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	(139,859)	<b>(139,859)</b>	0	0.00%	
Transfer to reserves	10	(212,962)	(463,649)	(2,858)	<b>(2,858)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>59,372</b>	<b>(384,836)</b>	<b>(142,717)</b>	<b>(142,717)</b>	0		
Closing funding surplus / (deficit)	1(c)	<b>0</b>	<b>1</b>	<b>144,341</b>	<b>999,871</b>	<b>855,529</b>		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 00 January 1900

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Actual
<b>Non-cash items excluded from operating activities</b>			
		\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	7	(12,381)	(27,442)
Movement in liabilities associated with restricted cash		20,583	97
Add: Loss on asset disposals	7	19,746	0
Add: Depreciation on assets		1,516,549	1,926,495
<b>Total non-cash items excluded from operating activities</b>		<b>1,544,497</b>	<b>1,899,150</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

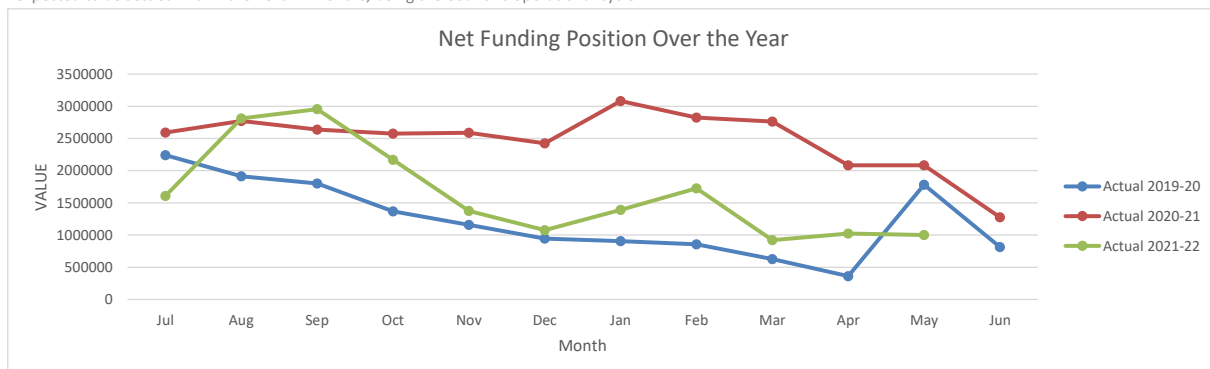
	Adopted Budget	Last Year Audited Actual 30 June 2021	This Time Last Year 31 May 2021	Year to Date 31 May 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(2,280,140)	(2,280,140)	(2,282,998)
Add: Borrowings	9	187,187	187,197	47,338
Add: Provisions funded by Reserve		77,767	77,767	77,864
<b>Total adjustments to net current assets</b>		<b>(2,015,186)</b>	<b>(2,015,176)</b>	<b>(2,157,796)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>					
Cash and cash equivalents	2	4,229,066	4,240,541	2,882,751	3,598,306
Rates receivables	3	133,185	133,185	129,275	160,742
Receivables	3	358,730	395,906	159,226	306,956
Stock on Hand	4	11,455	14,605	(5,881)	27,127
<b>Total Current Assets</b>		<b>4,732,436</b>	<b>4,784,237</b>	<b>3,165,371</b>	<b>4,093,131</b>
<b>Less: Current liabilities</b>					
Payables	5	(184,245)	(430,589)	(112,325)	(663,634)
Borrowings	9	(187,187)	(187,197)	(52,702)	(47,338)
Contract liabilities	11	(90,000)	(704,013)	0	(52,648)
Provisions	11	(192,102)	(171,845)	(192,102)	(171,845)
<b>Total Current Liabilities</b>		<b>(653,534)</b>	<b>(1,493,644)</b>	<b>(357,129)</b>	<b>(935,465)</b>
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(2,015,186)</b>	<b>(2,015,176)</b>	<b>(2,146,602)</b>	<b>(2,157,796)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,063,716</b>	<b>1,275,417</b>	<b>661,640</b>	<b>999,871</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.





Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	1,219,020	0	1,219,020	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	13	0	13	0	NAB	0.05%	At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		100,444	100,444	0	NAB	0.03%	At Call
<b>Term Deposits</b>								
Reserve 95-525-1072	Financial assets at amortised cost		2,282,998	2,282,998	0	NAB	0.05%	25.06.22
<b>Total</b>		<b>1,219,433</b>	<b>2,383,443</b>	<b>3,602,876</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,219,433	100,445	1,319,878	0			
Financial assets at amortised cost		0	2,282,998	2,282,998	0			
		<b>1,219,433</b>	<b>2,383,443</b>	<b>3,602,876</b>	<b>0</b>			

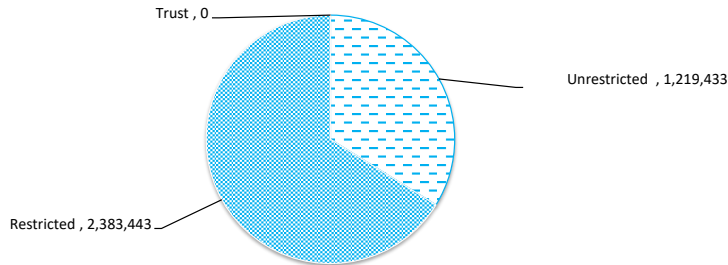
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

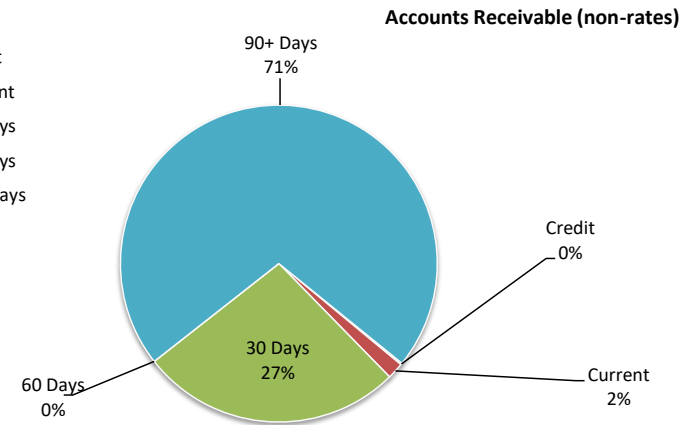
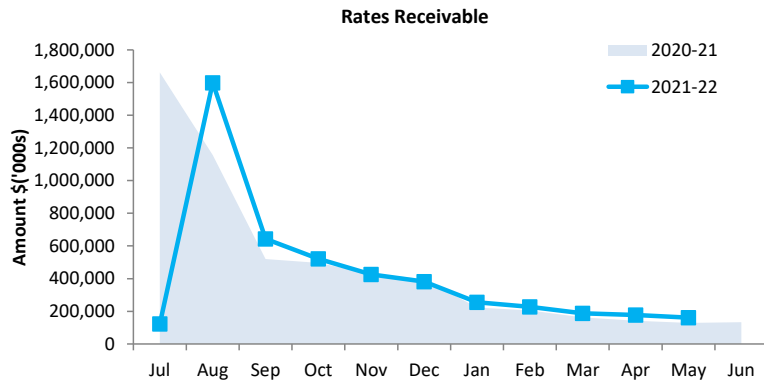
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2021	31 May 2022
	\$	\$
Opening arrears previous years	118,037	133,185
Levied - Rates revenue	1,402,771	1,452,241
Less - collections	(1,387,623)	(1,424,684)
Equals current outstanding	<b>133,185</b>	<b>160,742</b>
<b>Net rates collectable</b>	<b>133,185</b>	<b>160,742</b>
% Collected	91.2%	89.9%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(502)	4,971	79,142	0	211,493	295,104
Percentage	(0.2%)	1.7%	26.8%	0%	71.7%	
<b>Balance per trial balance</b>						
Sundry receivable	(502)	4,971	79,142	0	211,493	295,104
Allowance for impairment of receivables	0	(59,920)	0	0	0	(59,920)
Accrued Income	0	31,368	0	0	0	31,368
<b>Total receivables general outstanding</b>						<b>306,956</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2021	Asset Increase/(Decrease)	Closing Balance 31 May 2022
	\$	\$	\$
<b>Inventory</b>			
Stock On Hand	14,605	12,522	27,127
<b>Total other current assets</b>	<b>14,605</b>	<b>12,522</b>	<b>27,127</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

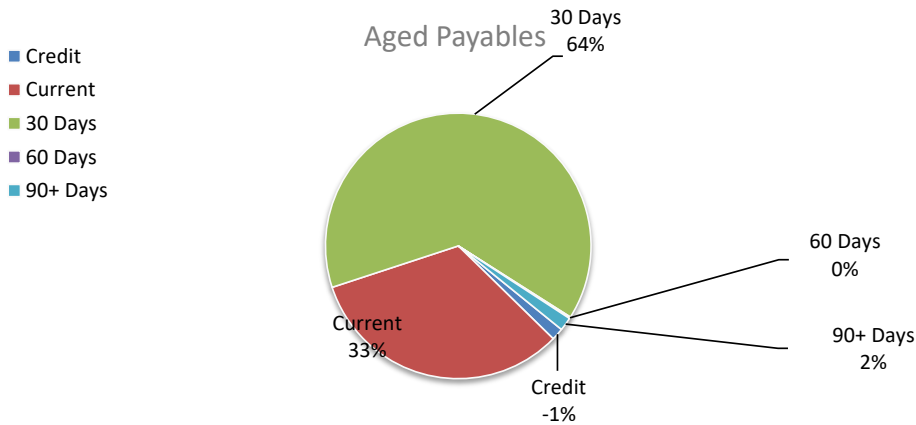
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(10,200)	223,154	438,165	1,367	11,148	663,634
Percentage	-1.5%	33.6%	66%	0.2%	1.7%	
<b>Balance per trial balance</b>						
Sundry creditors	0	190,230	438,165	1,367	11,148	640,910
ATO liabilities	0	3,694	0	0	0	3,694
Excess Rates	0	2,703	0	0	0	2,703
PAYG TAX	0	24,648	0	0	0	24,648
Other Payables	0	1,146	0	0	0	1,146
Payroll Creditors	(10,200)	0	0	0	0	(10,200)
Accrued Loan Interest	0	7,731	0	0	0	7,731
<b>Total payables general outstanding</b>						<b>663,634</b>

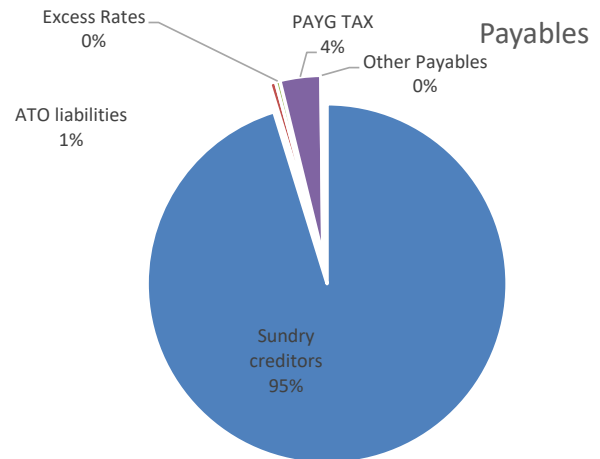
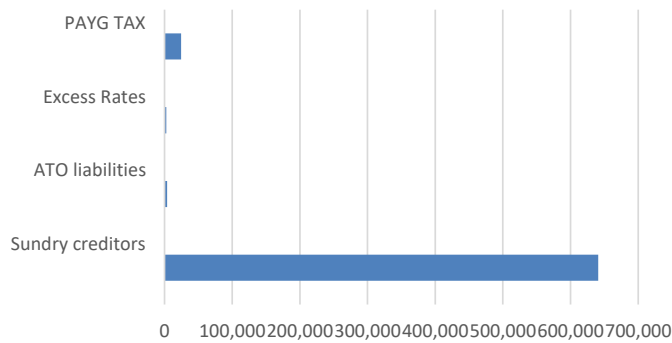
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



Payables

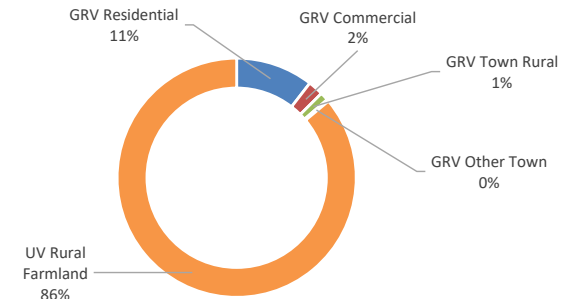
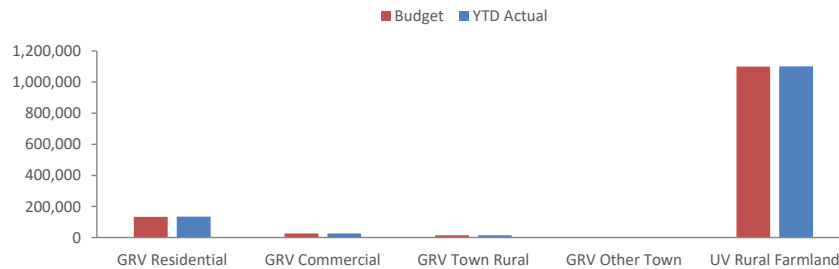


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

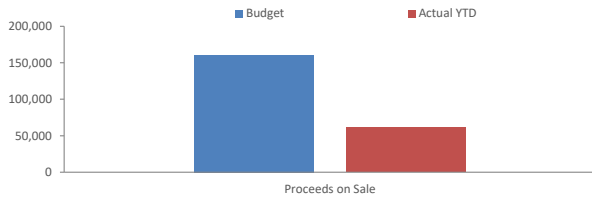
**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.10300	134	1,292,744	133,153	0	0	133,153	133,153	883	0	134,036
GRV Commercial	0.10300	15	256,479	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,888	14,305	0	0	14,305	14,305	0	0	14,305
GRV Other Town	0.10300	8	33,386	3,439	0	0	3,439	3,439	0	0	3,439
<b>Unimproved value</b>											
UV Rural Farmland	0.00780	221	141,021,718	1,099,969	0	0	1,099,969	1,100,393	350	0	1,100,743
<b>Sub-Total</b>		<b>390</b>	<b>142,743,215</b>	<b>1,277,284</b>	<b>0</b>	<b>0</b>	<b>1,277,283</b>	<b>1,277,707</b>	<b>1,233</b>	<b>0</b>	<b>1,278,940</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	793	44	268,898	34,896	0	0	34,896	34,892	0	0	34,892
GRV Commercial	793	17	65,465	13,483	0	0	13,483	13,481	0	0	13,481
GRV Town Rural	793	15	36,979	11,897	0	0	11,897	11,895	0	0	11,895
GRV Other Town	232	19	7,807	4,404	0	0	4,404	4,408	0	0	4,408
<b>Unimproved value</b>											
UV Rural Farmland	793	66	3,733,182	52,345	0	0	52,345	52,338	0	0	52,338
UV Commercial	793	4	400	3,172	0	0	3,172	3,172	0	0	3,172
UV Town Rural	793	4	92,000	3,172	0	0	3,172	3,172	0	0	3,172
UV Mining	232	10	57,675	2,318	0	0	2,318	2,320	0	0	2,320
<b>Sub-total</b>		<b>179</b>	<b>4,262,406</b>	<b>125,687</b>	<b>0</b>	<b>0</b>	<b>125,687</b>	<b>125,678</b>	<b>0</b>	<b>0</b>	<b>125,678</b>
<b>Amount from general rates</b>							<b>1,402,970</b>	<b>1,403,385</b>	<b>1,233</b>	<b>0</b>	<b>1,404,618</b>
Ex-gratia rates							45,000				47,623
<b>Total general rates</b>							<b>1,447,970</b>				<b>1,452,241</b>

**KEY INFORMATION**



Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>												
	<b>Transport</b>												
	Ride On Mower - Cox 9008E (P042)	0	1,000	1,000	0	0	0	0	-	0	0	0	0
	Dual Cab 4x2; D002; Team Leader	23,000	18,000	0	(5,000)	0	0	0	-	0	0	0	0
	Single Cab - Light Utility - 1GIL668	951	12,000	11,049	0	0	0			0	0	0	0
	<b>Other property and services</b>												
	Passenger Vehicle; MWA	41,100	40,000	0	(1,100)	0	0	0	-	0	0	0	0
	Passenger Vehicle; CEO	50,955	50,000		(955)	33,467	60,909	27,442	-	33,467	60,909	27,442	0
	Passenger Vehicle; MCCS	39,668	40,000	332	0	0	0	0	-	0	0	0	0
		<b>155,674</b>	<b>161,000</b>	<b>12,381</b>	<b>(7,055)</b>	<b>33,467</b>	<b>60,909</b>	<b>27,442</b>	<b>0</b>	<b>33,467</b>	<b>60,909</b>	<b>27,442</b>	<b>0</b>



\*Ride on Mower is under Asset Threshold. Sale proceeds are include as Other revenue.

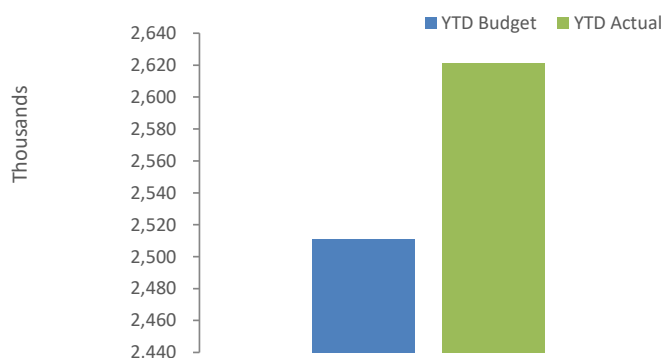
**NOTES TO THE STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 31 MAY 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	267,000	123,687	123,102	173,664	50,561
Plant and equipment	396,500	108,784	98,284	73,911	(24,373)
Infrastructure - roads	1,978,412	1,848,100	1,838,467	1,874,686	36,219
Infrastructure - other	367,000	539,425	451,488	498,983	47,496
<b>Payments for Capital Acquisitions</b>	<b>3,008,912</b>	<b>2,619,996</b>	<b>2,511,341</b>	<b>2,621,244</b>	<b>109,903</b>
<b>Total Capital Acquisitions</b>	<b>3,008,912</b>	<b>2,619,996</b>	<b>2,511,341</b>	<b>2,621,244</b>	<b>109,903</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	1,815,757	1,648,724	1,022,196	1,131,712	109,516
Other (disposals & C/Fwd)	161,000	161,000	60,909	60,909	0
Cash backed reserves					
Plant Replacement Reserve	120,000	120,000	0	0	0
Sewerage Asset Preservation Reserve	47,000	47,000	0	0	0
Land & Building Reserve	150,000	150,000	0	0	0
Emergency Reserve	10,000	10,000	0	0	0
Swimming Pool Reserve	40,521	40,521	0	0	0
Recreation Reserve	92,000	92,000	0	0	0
Contribution - operations	572,634	350,751	1,428,236	1,428,623	387
<b>Capital funding total</b>	<b>3,008,912</b>	<b>2,619,996</b>	<b>2,511,341</b>	<b>2,621,244</b>	<b>109,903</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
<b>Land and Buildings</b>							
BC001	Administration Office - Building (Capital)	45,000	51,687	51,687	51,754	(66)	Project Complete - Over budget
BC044	Sports Recreation Centre - Building (Capital)	72,000	72,000	71,415	59,637	11,778	In progress
BC074	Dowerin Community Club Function Centre - Building (Capital)	0	0	0	62,273	(62,273)	Urgent Repairs to DCC are included in a report elsewhere in this agenda
BC058	Building - Building (Capital)	150,000	0	0	0	0	Project not proceeding
<b>Total</b>		<b>267,000</b>	<b>123,687</b>	<b>123,102</b>	<b>173,664</b>	<b>(50,561)</b>	
<b>Plant &amp; Equipment</b>							
PE201	Cemetery Grave Shoring Box	10,000	10,000	10,000	0	10,000	Still Progressing (C/Fwd may be required)
PE109	Modifications to D004 Mitsubishi Truck	15,000	0	0	0	0	
PE111	Side Tipper	103,000	0	0	0	0	Waiting on Council decision on Plant
PE206	Ride On Mower	5,000	10,500	0	0	0	Mower ordered and on its way
PE207	Mower Digga - Refurbishment	5,000	6,770	6,770	6,770	0	Complete
PE208	Fuel Tank Trailer - 2,000 Litre Size	6,500	6,500	6,500	4,008	2,492	In progress
PE106	Light Vehicle CEO	60,000	62,383	62,383	62,383	(0)	Complete
PE205	Light Vehicle - MCCS	52,500	0	0	0	0	Waiting on Council decision on Plant
PE100	Diesel Fuel Bowser - Shire Depot	10,000	12,631	12,631	750	11,881	Still Progressing (C/Fwd may be required)
PE104	Utility Tipper 4x2 Construction	35,000	0	0	0	0	PO Raised - Delivery Aug 2022
PE105	Dual Cab 4x2 Team Leader	42,000	0	0	0	0	PO Raised - Delivery Aug 2022
PE204	Light Plant Vehicle - Manager Works & Assets	52,500	0	0	0	0	To be carried forward to FY23
<b>Total</b>		<b>396,500</b>	<b>108,784</b>	<b>98,284</b>	<b>73,911</b>	<b>24,373</b>	
<b>Infrastructure - Roads</b>							
R2R004	Hindmarsh Road (R2R)	141,724	153,803	152,143	156,775	(4,632)	Project Complete
R2R025	Dowerin-Koordra Road (R2R)	85,505	85,500	78,364	50,082	28,282	Project Complete
R2R046	Sanders Road (R2R)	119,700	141,793	141,793	142,150	(358)	Project Complete
RRG183	Dowerin-Meckering Road (RRG) SLK11.36 to SLK13.44	82,535	87,535	87,535	91,852	(4,317)	Project Complete
RRG183A	Dowerin-Meckering Road (RRG) SLK13.82 to SLK16.13	382,032	392,387	391,550	377,795	13,755	Project Complete
WFN182A	WSFN Dowerin-Kalannie Road SLK27.28 to SL41.70 - Preliminary Works Including Geotechnical	50,314	11,520	11,520	11,520	0	Project Complete
WFN182B	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Maintenance Clearing of Vegetation - \$212,150	212,150	18,829	18,829	32,767	(13,938)	Project Complete
WFN182C	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Preliminary Works - Clearing Permit	126,802	43,677	43,677	43,667	10	Project Complete
WFN182D	WSFN Dowerin-Kalannie Road SLK0.00 to SLK25.68 - Construction Works	777,650	913,056	913,056	968,078	(55,022)	Project Complete
<b>Total</b>		<b>1,978,412</b>	<b>1,848,100</b>	<b>1,838,467</b>	<b>1,874,686</b>	<b>(36,219)</b>	
<b>Infrastructure - Other</b>							
OC002	Waste Facility Perimeter Fencing	0	2,226	2,226	2,434	(208)	
OC014	Dowerin Waste Facility - CELL	10,000	12,868	11,781	17,611	(5,830)	Works this FY complete. Project to continue next year due to increased scope of work
OC043	Swimming Pool - Repair Leaks - Infrastructure Other	45,000	44,000	40,315	27,935	12,380	
OC003	Town Oval Reticulation Upgrade (Inc Dam)	285,000	401,430	367,961	425,367	(57,406)	Final completion by 30 June 2022
OC010	Tin Dog Walk Stage 2	9,000	9,000	8,239	1,500	6,739	To be completed in Q4 2022
OC004	Entrance/Streetscape Project - SSA & DCC	18,000	22,901	20,966	24,136	(3,170)	Project Complete
OC008	Street Lighting LED Upgrade	0	25,000	0	0	0	Stewart Street Lighting Upgrade Stage 2 LCRIP Phase 3
OC015	Lighting Upgrades	0	22,000	0	0	0	Carpark and Park Lighting LCRIP Phase 3
<b>Total</b>		<b>367,000</b>	<b>539,425</b>	<b>451,488</b>	<b>498,983</b>	<b>(47,496)</b>	
<b>TOTALS</b>		<b>3,008,912</b>	<b>2,619,996</b>	<b>2,511,341</b>	<b>2,621,244</b>	<b>(109,903)</b>	



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>														
Government Regional Officer Housing	100	254,839	0	0	0	10,704	10,704	10,704	244,135	244,135	244,135	9,003	9,003	9,003
<b>Recreation and culture</b>														
Dowerin Community Club	97	75,905	0	0	0	37,579	75,916	75,916	38,326	(11)	(11)	0	2,337	2,337
Dowerin Swimming Pool	101	162,815	0	0	0	9,506	18,497	18,497	153,309	144,318	144,318	0	4,801	4,801
DEM Interest Free Swimming Pool Loan	LP000	45,000	0	0	0	10,000	10,000	10,000	0	35,000	35,000	0	0	0
<b>Transport</b>			0											
Multi Tyre Roller	103	150,618	0			20,722	20,723	20,723	129,896	129,895	129,895	1,289	926	1,289
Smooth Drum Tyre Roller	104	150,000	0			18,284	18,284	18,284	131,716	131,716	131,716	1,137	793	1,137
<b>Economic services</b>														
Short Stay Accommodation	99	648,580	0	0	0	33,063	33,063	33,063	615,517	615,517	615,517	20,108	20,108	20,108
<b>Total</b>		<b>1,487,757</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,859</b>	<b>187,187</b>	<b>187,187</b>	<b>1,312,898</b>	<b>1,300,570</b>	<b>1,300,570</b>	<b>31,537</b>	<b>37,968</b>	<b>38,675</b>
Current borrowings		187,187							47,338					
Non-current borrowings		1,300,570							1,265,560					
		1,487,757							1,312,898					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

The Budget did not provide for any new borrowing during the year.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

FINANCING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Employee Entitlement Reserve	77,767	20,583	20,583	97	0	0	0	98,350	98,350	77,864.00
Plant Replacement Reserve	195,176	51,206	301,893	245	(120,000)	0	0	126,382	497,069	195,421.00
Sewerage Asset Preservation Reserve	1,069,074	88,235	88,235	1,339	(47,000)	(256,000)	0	1,110,309	901,309	1,070,413.00
Information Technology Reserve	39,307	295	295	49	0	0	0	39,602	39,602	39,356.00
Land & Building Reserve	346,803	2,578	2,578	435	(150,000)	0	0	199,381	349,381	347,238.00
Emergency Reserve	10,000	0	0	13	(10,000)	(10,000)	0	0	0	10,013.00
Swimming Pool Reserve	30,294	10,227	10,227	38	(40,521)	0	0	0	40,521	30,332.00
Recreation Reserve	205,800	1,544	1,544	258	(92,000)	0	0	115,344	207,344	206,058.00
Community Housing Reserve	59,915	449	449	75	0	0	0	60,364	60,364	59,990.00
Economic Reserve	66,870	502	502	84	0	0	0	67,372	67,372	66,954.00
Bowling Green Reserve	107,084	10,803	10,803	134	0	0	0	117,887	117,887	107,218.00
Tennis Court Reserve	52,050	6,390	6,390	65	0	0	0	58,440	58,440	52,115.00
Depot Reserve	10,000	10,075	10,075	13	0	0	0	20,075	20,075	10,013.00
Waste Reserve	10,000	10,075	10,075	13	0	0	0	20,075	20,075	10,013.00
	<b>2,280,140</b>	<b>212,962</b>	<b>463,649</b>	<b>2,858</b>	<b>(459,521)</b>	<b>(266,000)</b>	<b>0</b>	<b>2,033,581</b>	<b>2,477,789</b>	<b>2,282,998</b>

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements		704,013	0	(651,366)	52,648
<b>Total unspent grants, contributions and reimbursements</b>		704,013	0	(651,366)	52,648
<b>Provisions</b>					
Annual leave		124,616	0	0	124,616
Long service leave		47,229	0	0	47,229
<b>Total Provisions</b>		171,845	0	0	171,845
<b>Total other current assets</b>		<b>875,858</b>	<b>0</b>	<b>(651,366)</b>	<b>224,493</b>
Amounts shown above include GST (where applicable)					

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee benefits

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

## OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue				
	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>					
<b>General purpose funding</b>					
GEN PUR - Financial Assistance Grant - General	471,225	415,415	453,188	18,037	1,156,418
GEN PUR - Financial Assistance Grant - Roads	314,310	261,580	285,363	28,947	794,563
GEN PUR - Grant Funding	99,443	141,511	289,043	(189,600)	0
<b>Law, order, public safety</b>					
ESL BFB - Operating Grant	31,200	30,096	32,840	(1,640)	24,883
<b>Education and welfare</b>					
AGED OTHER - Grant Funding - CHSP	222,917	222,917	222,917	0	228,663
WELFARE - Grants	8,000	1,188	1,300	6700	0
AGED OTHER - Grant Funding - HCP	304,365	279,004	304,365	0	166,076
<b>Recreation and culture</b>					
REC - Grants	0	55	64	(64)	64
OTH CUL - Grants - Other Culture	7,850	10,450	10,450	(2,600)	0
<b>Transport</b>					
ROADC - Other Grants - Flood Damage	4,428,724	4,152,501	4,881,225	(452,501)	3,881,048
ROADM - Direct Road Grant (MRWA)	143,000	143,999	143,999	(999)	143,999
ROADC - Other Grants - Roads/Streets	0	5,291	5,774	(5,774)	5,745
<b>Economic services</b>					
TOUR - Grants	2,500	0	0	2,500	0
<b>Other property and services</b>					
UNCLASS - Unclassified Income - GST Inclusive	0	143	160	(160)	161
ADMIN - Reimbursements	0	1,287	1,412	(1,412)	1,478
PWO - Other Reimbursements	0	1,936	2,113	(2,113)	2,159
POC - Reimbursements	0	858	931	(931)	932
SAL - Reimbursement - Parental Leave	0	22,913	25,000	(25,000)	24,160
	<b>6,033,534</b>	<b>5,691,144</b>	<b>6,660,144</b>	<b>(626,610)</b>	<b>6,430,348</b>
<b>Operating contributions and reimbursements</b>					
<b>Governance</b>					
MEMBERS - Contributions & Donations	4,000	0	4,000	0	0
MEMBERS - Reimbursements	4,000	385	425	3,575	427
<b>General purpose funding</b>					
<b>Law, order, public safety</b>					
OLOPS - Contributions & Donations	4,000	4,000	4,000	0	4,000
<b>Education and welfare</b>					
AGED OTHER - Contributions	500	451	500	0	136
WELFARE - Contributions & Donations	1,000	0	0	1,000	0
<b>Housing</b>					
OTH HOUSE - Rental Reimbursements	5,000	21,076	23,000	(18,000)	32,838
<b>Community amenities</b>					
ENVIRON - Reimbursements	0	1,276	1,400	(1,400)	1,500
<b>Recreation and culture</b>					
REC - Contributions & Donations	8,000	4,136	4,518	3,482	12,070
REC - Reimbursements - Other Recreation	6,000	5,000	6,000	0	(743)
LIBRARY - Other Grants	0	0	0	0	1,200
HERITAGE - Contributions & Donations	1,000	0	0	1,000	0
OTH CUL - Contributions & Donations - Other Culture	5,600	1,375	1,500	4,100	209
<b>Transport</b>					
ROADM - Street Lighting Subsidy	3,000	0	0	3,000	0
<b>Economic services</b>					
TOUR - Contributions & Donations	2,500	0	0	2,500	0
TOUR - Reimbursements	0	6,313	6,313	(6,313)	6,141
TOUR - Other Income Relating to Tourism & Area Promotion	0	0	0	0	0
<b>Other property and services</b>					
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	8,443
	<b>44,600</b>	<b>44,012</b>	<b>51,656</b>	<b>(7,056)</b>	<b>66,222</b>
<b>TOTALS</b>	<b>6,078,134</b>	<b>5,735,156</b>	<b>6,711,800</b>	<b>(633,666)</b>	<b>6,496,570</b>

		Non operating grants, subsidies and contributions revenue			
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
		\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>					
<b>Recreation and culture</b>					
	Rec - Contributions & Donations	70,000	70,000	70,000	70,000
<b>Transport Funding</b>					
RRG	Roadc - Regional Road Group Grants (Mrwa)	309,711	309,711	250,000	247,768
R2R	Roadc - Roads To Recovery Grant	346,928	346,928	260,196	378,297
WSFN	Roadc - Other Grants - Roads/Streets	1,089,118	922,085	442,000	435,647
<b>TOTALS</b>		<b>1,815,757</b>	<b>1,648,724</b>	<b>1,022,196</b>	<b>1,131,712</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14  
BUDGET AMENDMENTS**

There have been no amendments to original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available	Decrease in Available	Amended Budget Running Balance
					Cash	Cash	
				\$	\$	\$	\$
<b>Budget adoption</b>							
	Budgeted Opening surplus	OCM19/4/22 Item 11.3				(788,302)	0
3030120	RATES - Instalment Admin Fee Received	OCM19/4/22 Item 11.3	Operating Revenue			(500)	(788,302)
3030121	RATES - Account Enquiry Charges	OCM19/4/22 Item 11.3	Operating Revenue		1,345		(787,457)
3030122	RATES - Reimbursement of Debt Collection Costs	OCM19/4/22 Item 11.3	Operating Revenue		500		(786,957)
3030130	RATES - Rates Levied - SynergySoft	OCM19/4/22 Item 11.3	Operating Revenue		1,557		(785,400)
3030140	RATES - Ex-Gratia Rates (CBH, etc.)	OCM19/4/22 Item 11.3	Operating Revenue		2,623		(782,777)
3030210	GEN PUR - Financial Assistance Grant - General	OCM19/4/22 Item 11.3	Operating Revenue			(18,037)	(800,814)
3030211	GEN PUR - Financial Assistance Grant - Roads	OCM19/4/22 Item 11.3	Operating Revenue			(28,947)	(829,761)
3030214	GEN PUR - Grant Funding	OCM19/4/22 Item 11.3	Operating Revenue			189,600	(640,161)
3030245	GEN PUR - Interest Earned - Reserve Funds	OCM19/4/22 Item 11.3	Operating Revenue			(13,578)	(653,739)
3030246	GEN PUR - Interest Earned - Municipal Funds	OCM19/4/22 Item 11.3	Operating Revenue			(4,900)	(658,639)
3040101	MEMBERS - Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue			(3,575)	(662,214)
3050221	ANIMAL - Animal Registration Fees	OCM19/4/22 Item 11.3	Operating Revenue			(1,000)	(663,214)
3050235	ANIMAL - Other Fees & Charges	OCM19/4/22 Item 11.3	Operating Revenue			(500)	(663,714)
3050510	ESL BFB - Operating Grant	OCM19/4/22 Item 11.3	Operating Revenue		1,640		(662,074)
3070420	HEALTH - Health Regulatory Fees & Charges	OCM19/4/22 Item 11.3	Operating Revenue		2,200		(659,874)
3070421	HEALTH - Health Regulatory Licenses	OCM19/4/22 Item 11.3	Operating Revenue		200		(659,674)
3080635	AGED OTHER - Other Income	OCM19/4/22 Item 11.3	Operating Revenue		1,200		(658,474)
3080700	WELFARE - Contributions & Donations	OCM19/4/22 Item 11.3	Operating Revenue			(1,000)	(659,474)
3080710	WELFARE - Grants	OCM19/4/22 Item 11.3	Operating Revenue			(6,700)	(666,174)
3100120	SAN - Domestic Refuse Collection Charges	OCM19/4/22 Item 11.3	Operating Revenue			(3,224)	(669,398)
3100121	SAN - Domestic Services (Additional)	OCM19/4/22 Item 11.3	Operating Revenue			(500)	(669,898)
3100135	SAN - Other Income	OCM19/4/22 Item 11.3	Operating Revenue			(4,000)	(673,898)
3100325	SEW - Sewerage Rates	OCM19/4/22 Item 11.3	Operating Revenue			(8,448)	(682,346)
3100330	SEW - Sewerage Fixtures	OCM19/4/22 Item 11.3	Operating Revenue			(9,954)	(692,300)
3100501	ENVIRON - Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue		1,400		(690,900)
3100620	PLAN - Planning Application Fees	OCM19/4/22 Item 11.3	Operating Revenue			(500)	(691,400)
3100720	COM AMEN - Cemetery Fees (Burial)	OCM19/4/22 Item 11.3	Operating Revenue		2,500		(688,900)
3100722	COM AMEN - Cemetery Fees (Monuments)	OCM19/4/22 Item 11.3	Operating Revenue			(3,500)	(692,400)
3100735	COM AMEN - Other Income	OCM19/4/22 Item 11.3	Operating Revenue		2,500		(689,900)
3110120	HALLS - Town Hall Hire	OCM19/4/22 Item 11.3	Operating Revenue			(700)	(690,600)
3110220	SWIM AREAS - Admissions	OCM19/4/22 Item 11.3	Operating Revenue			(1,000)	(691,600)
3110300	REC - Contributions & Donations	OCM19/4/22 Item 11.3	Operating Revenue			(3,482)	(695,082)
3110301	REC - Reimbursements - Other Recreation	OCM19/4/22 Item 11.3	Operating Revenue		2,500		(692,582)
3110310	REC - Grants	OCM19/4/22 Item 11.3	Operating Revenue		64		(692,518)
3110600	HERITAGE - Contributions & Donations	OCM19/4/22 Item 11.3	Operating Revenue			(1,000)	(693,518)
3110700	OTH CUL - Contributions & Donations - Other Culture	OCM19/4/22 Item 11.3	Operating Revenue			(1,550)	(695,068)
3110710	OTH CUL - Grants - Other Culture	OCM19/4/22 Item 11.3	Operating Revenue		2,600		(692,468)
3120113	ROADC - Other Grants - Roads/Streets	OCM19/4/22 Item 11.3	Operating Revenue			(161,259)	(853,727)
3120130	ROADC - Other Grants - Flood Damage	OCM19/4/22 Item 11.3	Operating Revenue			452,501	(401,226)
3120200	ROADM - Street Lighting Subsidy	OCM19/4/22 Item 11.3	Operating Revenue			(3,000)	(404,226)
3120210	ROADM - Direct Road Grant (MRWA)	OCM19/4/22 Item 11.3	Operating Revenue		999		(403,227)
3120220	ROADM - Sale of Scrap	OCM19/4/22 Item 11.3	Operating Revenue		3,418		(399,809)
3120390	PLANT - Profit on Disposal of Assets	OCM19/4/22 Item 11.3	Non Cash Movement	(12,049)		0	(399,809)
3130200	TOUR - Contributions & Donations	OCM19/4/22 Item 11.3	Operating Revenue			(2,500)	(402,309)
3130201	TOUR - Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue		6,313		(395,996)
3130210	TOUR - Grants	OCM19/4/22 Item 11.3	Operating Revenue			(2,500)	(398,496)
3130320	BUILD - Fees & Charges (Licences)	OCM19/4/22 Item 11.3	Operating Revenue			(3,000)	(401,496)
3130335	BUILD - Other Income	OCM19/4/22 Item 11.3	Operating Revenue		10,000		(391,496)
3130835	OTH ECON - Other Income	OCM19/4/22 Item 11.3	Operating Revenue			(3,300)	(394,796)
3140120	PRIVATE - Private Works Income	OCM19/4/22 Item 11.3	Operating Revenue		2,500		(392,296)
3140201	ADMIN - Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue		1,412		(390,884)
3140290	ADMIN - Profit on Disposal of Assets	OCM19/4/22 Item 11.3	Non Cash Movement	27,110			(390,884)
3140301	PWO - Other Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue		1,113		(389,771)
3140401	POC - Reimbursements	OCM19/4/22 Item 11.3	Operating Revenue			(1,069)	(390,840)
3140502	SAL - Reimbursement - Parental Leave	OCM19/4/22 Item 11.3	Operating Revenue			25,000	(365,840)
3140735	UNCLASS - Unclassified Income - GST Inclusive	OCM19/4/22 Item 11.3	Operating Revenue		160		(365,680)
2030100	RATES - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(700)	(366,380)
2030117	RATES - Doubtful Debts Expense	OCM19/4/22 Item 11.3	Operating Expenses			(19,495)	(385,875)
2030118	RATES - Rates Write Off	OCM19/4/22 Item 11.3	Operating Expenses		19,545		(366,330)
2030141	RATES - Subscriptions & Memberships	OCM19/4/22 Item 11.3	Operating Expenses			(2,433)	(368,763)
2030211	GEN PUR - Bank Fees & Charges	OCM19/4/22 Item 11.3	Operating Expenses			(3,000)	(371,763)
2040104	MEMBERS - Training & Development	OCM19/4/22 Item 11.3	Operating Expenses		4,400		(367,363)
2040109	MEMBERS - Members Travel and Accommodation	OCM19/4/22 Item 11.3	Operating Expenses		2,000		(365,363)
2040112	MEMBERS - Deputy Mayors/Presidents Allowance	OCM19/4/22 Item 11.3	Operating Expenses			(225)	(365,588)
2040113	MEMBERS - Members Sitting Fees	OCM19/4/22 Item 11.3	Operating Expenses		5,000		(360,588)
2040116	MEMBERS - Election Expenses	OCM19/4/22 Item 11.3	Operating Expenses		3,000		(357,588)
2040121	MEMBERS - Information Systems	OCM19/4/22 Item 11.3	Operating Expenses			(136)	(357,724)
2040130	MEMBERS - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,245		(356,479)
2040141	MEMBERS - Subscriptions & Publications	OCM19/4/22 Item 11.3	Operating Expenses			(2,230)	(358,709)
2040152	MEMBERS - Consultants	OCM19/4/22 Item 11.3	Operating Expenses		10,000		(348,709)
2040220	OTH GOV - Communication Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(509)	(349,218)
2040221	OTH GOV - Information Systems	OCM19/4/22 Item 11.3	Operating Expenses			(114)	(349,332)
2040230	OTH GOV - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(21,120)	(370,452)
2040250	OTH GOV - Consultancy - Statutory	OCM19/4/22 Item 11.3	Operating Expenses			(10,000)	(380,452)
2040251	OTH GOV - Consultancy - Strategic	OCM19/4/22 Item 11.3	Operating Expenses			(2,000)	(382,452)
2040252	OTH GOV - Other Consultancy	OCM19/4/22 Item 11.3	Operating Expenses		5,000		(377,452)
2040287	OTH GOV - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(190)	(377,642)
2050100	FIRE - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(1,100)	(378,742)
2050112	FIRE - Fire Prevention/Burning/Control - recoverable	OCM19/4/22 Item 11.3	Operating Expenses			(100)	(378,842)
2050287	ANIMAL - Other Expenditure	OCM19/4/22 Item 11.3	Operating Expenses			(461)	(379,303)
2050387	OLOPS - Other Expenditure	OCM19/4/22 Item 11.3	Operating Expenses		240		(379,062)
2050507	ESL BFB - Clothing & Accessories	OCM19/4/22 Item 11.3	Operating Expenses			(654)	(379,716)
2050530	ESL BFB - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(5,700)	(385,416)
2050565	ESL BFB - Maintenance Plant & Equipment	OCM19/4/22 Item 11.3	Operating Expenses			(3,000)	(388,416)
2050566	ESL BFB - Maintenance Vehicles/Trailers/Boats	OCM19/4/22 Item 11.3	Operating Expenses		670		(387,746)
2050569	ESL BFB - Plant & Equipment <\$1,200 to \$5,000 per item	OCM19/4/22 Item 11.3	Operating Expenses		4,000		(383,746)
2050586	ESL BFB - Plant & Equipment <\$1,200 per item	OCM19/4/22 Item 11.3	Operating Expenses			(1,627)	(385,374)
2050587	ESL BFB - Other Goods and Services	OCM19/4/22 Item 11.3	Operating Expenses		1,000		(384,374)
2050588	ESL BFB - Utilities, Rates & Taxes	OCM19/4/22 Item 11.3	Operating Expenses			(657)	(385,031)
2050589	ESL BFB - Maintenance Land & Buildings	OCM19/4/22 Item 11.3	Operating Expenses			(3,116)	(388,147)
2070412	HEALTH - Analytical Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(390)	(388,537)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14  
BUDGET AMENDMENTS**

There have been no amendments to original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available	Decrease in Available	Amended Budget Running Balance
					Cash	Cash	
				\$	\$	\$	\$
2070487	HEALTH - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(13)	(388,550)
2080388	FAMILIES - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses		401		(388,149)
2080389	FAMILIES - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(560)	(388,709)
2080600	AGED OTHER - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(3,000)	(391,709)
2080665	AGED OTHER - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		3,000		(388,709)
2080753	WELFARE - Events	OCM19/4/22 Item 11.3	Operating Expenses		7,750		(380,959)
2080788	WELFARE - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses		212		(380,747)
2080789	WELFARE - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses		210		(380,537)
2090188	STF HOUSE - Staff Housing Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(4,792)	(385,329)
2090189	STF HOUSE - Staff Housing Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses		1,345		(383,984)
2090192	STF HOUSE - Depreciation	OCM19/4/22 Item 11.3	Operating Expenses		0		(383,984)
2090230	OTH HOUSE - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses		2,000		(381,984)
2090288	OTH HOUSE - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(5,561)	(387,545)
2090289	OTH HOUSE - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			3,897	(383,648)
2090292	OTH HOUSE - Depreciation	OCM19/4/22 Item 11.3	Operating Expenses			0	(383,648)
2100113	SAN - Waste Recycling	OCM19/4/22 Item 11.3	Operating Expenses			(200)	(383,848)
2100165	SAN - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(270)	(384,118)
2100188	SAN - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(500)	(384,618)
2100189	SAN - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(500)	(385,118)
2100192	SAN - Depreciation	OCM19/4/22 Item 11.3	Non Cash Movement	150			(385,118)
2100200	SAN OTH - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(878)	(385,996)
2100265	SAN OTH - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		551		(385,445)
2100289	SAN OTH - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses		510		(384,935)
2100292	SAN OTH - Depreciation	OCM19/4/22 Item 11.3	Non Cash Movement	6,070			(384,935)
2100299	SAN OTH - Administration Allocated	OCM19/4/22 Item 11.3	Operating Expenses		19,514		(365,421)
2100352	SEW - Consultants	OCM19/4/22 Item 11.3	Operating Expenses		12,000		(353,421)
2100365	SEW - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(1,788)	(355,209)
2100392	SEW - Depreciation	OCM19/4/22 Item 11.3	Non Cash Movement	2		0	(355,209)
2100652	PLAN - Consultants	OCM19/4/22 Item 11.3	Operating Expenses		3,000		(352,209)
2100711	COM AMEN - Cemetery Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(4,481)	(356,690)
2100787	COM AMEN - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,000		(355,690)
2100788	COM AMEN - Public Conveniences Operations	OCM19/4/22 Item 11.3	Operating Expenses		2,548		(353,142)
2100789	COM AMEN - Public Conveniences Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(2,505)	(355,647)
2110187	HALLS - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,000		(354,647)
2110188	HALLS - Town Halls and Public Bldg Operations	OCM19/4/22 Item 11.3	Operating Expenses		4,773		(349,874)
2110189	HALLS - Town Halls and Public Bldg Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(112)	(349,986)
2110192	HALLS - Depreciation	OCM19/4/22 Item 11.3	Non Cash Movement	(60)		0	(349,986)
2110265	SWIM AREAS - Grounds Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(21)	(350,007)
2110288	SWIM AREAS - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(1,023)	(351,030)
2110289	SWIM AREAS - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(1,585)	(352,615)
2110292	SWIM AREAS - Depreciation	OCM19/4/22 Item 11.3	Non Cash Movement	854		0	(352,615)
2110365	REC - Parks & Gardens Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(32,929)	(385,544)
2110366	REC - Town Oval Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		4,845		(380,699)
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(1,829)	(382,527)
2110368	REC - Playground Equipment Mtce	OCM19/4/22 Item 11.3	Operating Expenses			(141)	(382,668)
2110387	REC - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses			2,170	(380,498)
2110388	REC - Other Rec Facilities Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(892)	(381,390)
2110389	REC - Other Rec Facilities Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(13,818)	(395,208)
2110516	LIBRARY - Postage and Freight	OCM19/4/22 Item 11.3	Operating Expenses			(400)	(395,608)
2110521	LIBRARY - Information Technology	OCM19/4/22 Item 11.3	Operating Expenses			(100)	(395,708)
2110587	LIBRARY - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		500		(395,208)
2110588	LIBRARY - Library Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(100)	(395,308)
2110630	HERITAGE - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,133		(394,175)
2110665	HERITAGE - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		637		(393,538)
2110687	HERITAGE - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		8,678		(384,860)
2110711	OTH CUL - Australia Day	OCM19/4/22 Item 11.3	Operating Expenses			(1,239)	(386,099)
2110725	OTH CUL - Festival & Events	OCM19/4/22 Item 11.3	Operating Expenses			(10,204)	(396,303)
2110787	OTH CUL - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,270		(395,034)
2120211	ROADM - Road Maintenance - Built Up Areas	OCM19/4/22 Item 11.3	Operating Expenses		43,689		(351,345)
2120212	ROADM - Road Maintenance - Sealed Outside BUA	OCM19/4/22 Item 11.3	Operating Expenses		25,587		(325,758)
2120213	ROADM - Road Maintenance - Gravel Outside BUA	OCM19/4/22 Item 11.3	Operating Expenses		3,706		(322,052)
2120216	ROADM - Bridge Maintenance - Outside BUA	OCM19/4/22 Item 11.3	Operating Expenses			(4,000)	(326,052)
2120217	ROADM - Ancillary Maintenance - Built Up Areas	OCM19/4/22 Item 11.3	Operating Expenses			(7,070)	(333,122)
2120235	ROADM - Traffic Signs/Equipment (Safety)	OCM19/4/22 Item 11.3	Operating Expenses			(2,278)	(335,400)
2120252	ROADM - Consultants	OCM19/4/22 Item 11.3	Operating Expenses		695,678		360,278
2120286	ROADM - Workshop/Depot Expensed Equipment	OCM19/4/22 Item 11.3	Operating Expenses			(315)	359,964
2120287	ROADM - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		10,500		370,464
2120288	ROADM - Depot Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(37,452)	333,012
2120289	ROADM - Depot Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses		4,750		337,762
2120391	PLANT - Loss on Disposal of Assets	OCM19/4/22 Item 11.3	Non Cash Movement	17,691		0	337,762
2120665	AERO - Airstrip & Grounds Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(500)	337,262
2120699	AERO - Administration Allocated	OCM19/4/22 Item 11.3	Operating Expenses		1,371		338,633
2130200	TOUR - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(11,573)	327,060
2130215	TOUR - Printing and Stationery	OCM19/4/22 Item 11.3	Operating Expenses		4,000		331,060
2130240	TOUR - Public Relations & Area Promotion	OCM19/4/22 Item 11.3	Operating Expenses			(2,000)	329,060
2130241	TOUR - Subscriptions & Memberships	OCM19/4/22 Item 11.3	Operating Expenses			(641)	328,419
2130265	TOUR - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		2,600		331,019
2130266	TOUR - Caravan Park General Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(7,515)	323,504
2130288	TOUR - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses		2,537		326,041
2130289	TOUR - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(26,462)	299,579
2130350	BUILD - Contract Building Services	OCM19/4/22 Item 11.3	Operating Expenses			(3,000)	296,579
2130855	OTH ECON - Community Bus	OCM19/4/22 Item 11.3	Operating Expenses			(1,200)	295,379
2130865	OTH ECON - Standpipe Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses			(3,000)	292,379
2130887	OTH ECON - Other Expenditure	OCM19/4/22 Item 11.3	Operating Expenses		1,850		294,229
2130888	OTH ECON - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(418)	293,812
2130889	OTH ECON - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(316)	293,495
2140187	PRIVATE - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses			(6,000)	287,495
2140199	PRIVATE - Administration Allocated	OCM19/4/22 Item 11.3	Operating Expenses			(2,064)	285,431
2140204	ADMIN - Training & Development	OCM19/4/22 Item 11.3	Operating Expenses		4,750		290,181
2140205	ADMIN - Recruitment	OCM19/4/22 Item 11.3	Operating Expenses			(5,000)	285,181
2140209	ADMIN - Travel & Accommodation	OCM19/4/22 Item 11.3	Operating Expenses		2,000		287,181
2140210	ADMIN - Motor Vehicle Expenses	OCM19/4/22 Item 11.3	Operating Expenses		5,000		292,181
2140215	ADMIN - Printing and Stationery	OCM19/4/22 Item 11.3	Operating Expenses		2,000		294,181

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14  
BUDGET AMENDMENTS**

There have been no amendments to original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available	Decrease in Available	Amended Budget Running Balance
					Cash	Cash	
				\$	\$	\$	\$
2140221	ADMIN - Information Technology	OCM19/4/22 Item 11.3	Operating Expenses			(8,000)	286,181
2140227	ADMIN - Records Management	OCM19/4/22 Item 11.3	Operating Expenses		1,500		287,681
2140230	ADMIN - Insurance Expenses (Other than Bld and W/Co	OCM19/4/22 Item 11.3	Operating Expenses			13,336	301,017
2140240	ADMIN - Advertising and Promotion	OCM19/4/22 Item 11.3	Operating Expenses		2,000		303,017
2140252	ADMIN - Consultants	OCM19/4/22 Item 11.3	Operating Expenses			(17,000)	286,017
2140288	ADMIN - Building Operations	OCM19/4/22 Item 11.3	Operating Expenses			(190)	285,827
2140289	ADMIN - Building Maintenance	OCM19/4/22 Item 11.3	Operating Expenses			(19,650)	266,177
2140291	ADMIN - Loss on Disposal of Assets	OCM19/4/22 Item 11.3	Non Cash Movement	2,055		0	266,177
2140300	PWO - Employee Costs	OCM19/4/22 Item 11.3	Operating Expenses			(15,000)	251,177
2140304	PWO - Training & Development	OCM19/4/22 Item 11.3	Operating Expenses			(26,000)	225,177
2140305	PWO - Recruitment	OCM19/4/22 Item 11.3	Operating Expenses		200		225,377
2140316	PWO - Postage and Freight	OCM19/4/22 Item 11.3	Operating Expenses			(700)	224,677
	PWO - Insurance Expenses (Except Workers Comp)		Operating Expenses				
2140329		OCM19/4/22 Item 11.3				(3,940)	220,737
2140341	PWO - Subscriptions & Memberships	OCM19/4/22 Item 11.3	Operating Expenses			(118)	220,619
2140361	PWO - Engineering & Technical Support	OCM19/4/22 Item 11.3	Operating Expenses		63,360		283,979
2140365	PWO - Maintenance/Operations	OCM19/4/22 Item 11.3	Operating Expenses		2,700		286,679
2140387	PWO - Other Expenses	OCM19/4/22 Item 11.3	Operating Expenses		1,600		288,279
2140400	POC - Internal Plant Repairs - Wages & O/Head	OCM19/4/22 Item 11.3	Operating Expenses			(4,500)	283,779
2140411	POC - External Parts & Repairs	OCM19/4/22 Item 11.3	Operating Expenses			(92,520)	191,259
2140412	POC - Fuels and Oils	OCM19/4/22 Item 11.3	Operating Expenses			(15,000)	176,259
2140413	POC - Tyres and Tubes	OCM19/4/22 Item 11.3	Operating Expenses		1,300		177,559
2140416	POC - Licences/Registrations	OCM19/4/22 Item 11.3	Operating Expenses		500		178,059
2140417	POC - Insurance Expenses	OCM19/4/22 Item 11.3	Operating Expenses		2,324		180,383
2140505	SAL - Paid Parental Leave	OCM19/4/22 Item 11.3	Operating Expenses			(25,000)	155,383
	Land and Buildings	OCM19/4/22 Item 11.3	Investing Activities		143,313		298,696
	Plant & Equipment	OCM19/4/22 Item 11.3	Investing Activities		287,716		586,412
	Infrastructure - Roads	OCM19/4/22 Item 11.3	Investing Activities		130,312		716,724
	Infrastructure - Other	OCM19/4/22 Item 11.3	Investing Activities			(172,425)	544,299
	Proceeds on Disposal of Assets	OCM19/4/22 Item 11.3	Investing Activities			(100,091)	444,208
	Reserves Transfers In	OCM19/4/22 Item 11.3	Financing Activities			(250,687)	193,521
	Reserves Transfers out	OCM19/4/22 Item 11.3	Financing Activities			(193,521)	0
			<b>TOTALS</b>		<b>41,823</b>	<b>1,628,565</b>	<b>(1,628,565)</b>



The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	42	10.91%			Within Variance
General purpose funding	1,136,183	48.97%	😊	Timing	Approx. 75% of the Financial Assistance Grants allocated to the Shire for FY23 were paid in April.
Law, order and public safety	(5,890)	(15.60%)			Within Variance
Health	(69)	(1.88%)			Within Variance
Education and welfare	(106,043)	(20.70%)	😞	Timing	HCP Funding is \$110k lower than YTD budget. This is partially offset by lower expenditure in the Aged Other programs.
Housing	(2,731)	(1.99%)			Within Variance
Community amenities	5,358	2.05%			Within Variance
Recreation and culture	(3,183)	(7.10%)			Within Variance
Transport	(268,187)	(6.21%)			Within Variance
Economic services	34,753	19.02%	😊	Permanent	SSA Income \$31k higher than budgeted.
Other property and services	(2,390)	(2.30%)			Within Variance
<b>Expenditure from operating activities</b>					
Governance	33,818	9.37%			Within Variance
General purpose funding	(8,099)	(4.80%)			Within Variance
Law, order and public safety	3,599	2.76%			Within Variance
Health	199	0.87%			Within Variance
Education and welfare	75,642	16.03%	😊	Timing	HCP expenditure is \$62k lower than YTD budget. This is partially offset by lower revenue in the Aged Other programs. Other Welfare Events has no expenditure to date with a YTD budget of \$15k.
Housing	(147)	(0.06%)			Within Variance
Community amenities	36,087	9.24%			Within Variance
Recreation and culture	26,530	2.92%			Within Variance
Transport	(146,732)	(2.63%)			Within Variance
Economic services	8,861	1.85%			Within Variance
Other property and services	(504,706)	(599.72%)	😞	Timing	Private Works expenditure is \$35k higher than budget, most of this relates to standpipe charges used for the Shire's capital roadworks. These costs are to be allocated to road construction jobs. Public Works & Plant Overheads under recovered to YTD budget by \$402k, Admin Overheads under-recovered \$65k to YTD budget. These recoveries are currently being reviewed by staff.
Non-cash amounts excluded from operating activities	543,023	40.04%	😞	Permanent	Depreciation expense is higher than YTD and Budget. As this is a non-cash item there is no impact on the Shires funding position. Staff will review depreciation rates prior to EOFY to ensure they align with the recent years revaluations.
<b>Investing activities</b>					
Proceeds from non-operating grants, subsidies and contributions	109,516	10.71%	😊	Timing	Received R2R funding earlier than budgeted.
Proceeds from disposal of assets	0	0.00%			Within Variance
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for property, plant and equipment and infrastructure	(109,903)	(4.38%)			Within Variance
<b>Financing activities</b>					
Proceeds from new debentures	0	0.00%			Within Variance
Transfer from reserves	0	0.00%			Within Variance
Repayment of debentures	0	0.00%			Within Variance
Transfer to reserves	0	0.00%			Within Variance
<b>Brought Forward Surplus</b>					
Opening funding surplus / (deficit)	0	0.00%			Within Variance



**Shire of Dowerin**  
**List of Payments For The Period Ending 31 May 2022**

**Last EFT No: EFT9807**

Chq/EFT	Date	Name	Description	Amount
EFT9808	04/05/2022	Arrow Bronze	Cemetery - Niche Wall Plaque - Richards	\$ 318.40
EFT9809	04/05/2022	Avon Waste	REFUSE; Waste Collection - Rubbish & Recycling to 22 April 2022	\$ 2,572.31
EFT9810	04/05/2022	Advanced Traffic Management (Cashflow Finance)	WSFN Dowerin-Kalannie Road - Provide Traffic Management 20 April 2022 For Final Trim	\$ 2,996.46
EFT9811	04/05/2022	Courtney Begley	HCP Purchase - DA Service Provision & Travel - Various Clients (Covered by Funding)	\$ 710.40
EFT9812	04/05/2022	BOC Limited	Consumables - Oxygen & Acetylene Cylinder Rental 29 March to 27 April 2022	\$ 44.20
EFT9813	04/05/2022	Brooks Hire	WSFN Dowerin-Kalannie Road - Provide Dry Hire & Transport of Multi Tyre Roller and Smooth Drum Roller For Roadworks	\$ 4,457.20
EFT9814	04/05/2022	Bunnings Group Limited	SSA Laundry - Supply Materials for Renovation	\$ 2,899.68
EFT9815	04/05/2022	Commercial Hotel Dowerin	Refreshments for Council Meetings	\$ 80.00
EFT9816	04/05/2022	Dowerin Bulk Transport Pty Ltd	4 O'Loghlen Street & 1/18 Memorial Avenue - Supply 1x Gas Bottle	\$ 355.00
EFT9817	04/05/2022	Dowerin & Districts Farm Shed	March Materials to the Value of \$50 per Transaction	\$ 641.40
EFT9818	04/05/2022	Dowerin Community Club	Bring the Rain Event - Refreshments for Band	\$ 82.00
EFT9819	04/05/2022	Finishing WA	Governance - Binding of Official Council Meeting Minutes for Historical Purposes	\$ 1,574.10
EFT9820	04/05/2022	Holberton Earthmoving	WFN Dowerin-Kalannie Road - Supply Wet Hire of Grader and Semi Tipper and Float Transport for Smooth Drum and Multi Tyred Rollers, and Maintenance Grading of Nambling South, Cemetery, Sangers, Rifle Range & Ucarty South Roads	\$ 31,108.00
EFT9821	04/05/2022	Lloyd's Air-Conditioning and Refrigeration Services	3/13 Stacy Street, 11A & 11C Hilda Street - Clean Coil & Fan Scroll, Admin Office - Drop Down Filter and 19 Cottrell Street - Replace Material and Frame of Filter Media	\$ 1,535.00
EFT9822	04/05/2022	Lite N' Easy	HCP Purchase - Lite N' Easy Packs - G Begley (Covered by Funding)	\$ 102.93
EFT9823	04/05/2022	MMM (WA) Pty Ltd	Dowerin-Kalannie Road - Culvert Repairs	\$ 89,271.93
EFT9824	04/05/2022	5Rivers Plumbing & Gas	2/18 Memorial Avenue - Cut Floor to Access Shower Waste, Fit Shower Waste, Shower Mixer & Alter Basin Spuds, Connect Basin and Fit Off Shower, SSA Unit 6 - Re-program HWU Settings and SSA Common Area - Check BBQ & Adjust Spark Electrodes to Allow Ignition	\$ 1,502.87
EFT9825	04/05/2022	Roadside Products Pty Ltd	Consumables - Supply Universal Post Driver & Freight To Dowerin	\$ 742.50
EFT9826	04/05/2022	Rural Ranger Services	Relief Ranger Services April 2022	\$ 792.56



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

**Shire of Dowerin**  
**List of Payments For The Period Ending 31 May 2022**

EFT9827	04/05/2022	Telstra	Telephone Usage & Service Charges April 2022 - MCCS, MWA & CEO Mobiles & Tablets, PWO, Pool & SSA Mobiles, Irrigation and Fire Shed Night Hawk	\$	655.89
EFT9828	04/05/2022	Telly's Auto Electrical & Air-Conditioning	CAT Grader 120M - Supply and Fit New Flashing Beacons & Repair Air Conditioning	\$	597.14
EFT9829	04/05/2022	Tin Dog General Store	Gentle Gym - Milk	\$	4.30
EFT9830	04/05/2022	WA Local Government Association	WALGA Training - Meeting Practices for Good Governance Outcomes (EGO)	\$	578.00
EFT9831	04/05/2022	Westrac Equipment	CAT Grader 120M - Carry Out Repair Works, CAT Grader 12M - Conduct Onsite 2,500hr Service and 938H Loader - Carry out Repairs	\$	30,789.10
EFT9832	04/05/2022	Wheatbelt Engineering & Crane Hire	Consumables - Supply 20 kg Tub Moly Grease & 2x Cartons of 450gm Canister Moly Grease for Various Vehicles and Water Cart - Supply Air Fitting	\$	569.40
EFT9833	04/05/2022	WA Country Chemist	HCP Purchase - Pull Ups for Various Clients (Covered by Funding) and Employee Expenses - Flu Vaccination	\$	1,067.55
EFT9834	04/05/2022	Xenex Systems Pty Ltd	Admin Office - Telephone Usage & Service Charges April 2022	\$	453.86
EFT9835	18/05/2022	S & K Avery	AGRN903 Flood Damage Repairs - 5,100m2 Gravel for Amery-Benjaberring. Fifty Four Gate West & Rabbit Proof Fence Roads	\$	11,220.00
EFT9836	18/05/2022	B.G. Antenna Services	4 O'Loghlen Street - Replacement Dish, Decoder Box & Cabling Replacement, Travel and Labour	\$	1,050.00
EFT9837	18/05/2022	Courtney Begley	HCP Purchase - DA Service Provision & Travel for Multiple Clients (Covered by Funding)	\$	885.20
EFT9838	18/05/2022	Brooks Hire	WSFN Dowerin-Kalannie Road - Provide Dry Hire, Environmental Levy & Damage Waiver of Multi Tyre Roller for Roadworks	\$	3,413.34
EFT9839	18/05/2022	BriJarCass Security Pty Ltd	Contract Cleaning Services 18 April to 1 May 2022	\$	4,818.00
EFT9840	18/05/2022	Competent Solutions Pty Ltd	PWO Training & Development - Provide Training For Skid Steer and Roller for 3x Employees	\$	3,900.00
EFT9841	18/05/2022	C & F Building Approvals	Provision of Building Services (as per SA01-2020) April 2022 - Monthly reporting to DMIRS	\$	440.00
EFT9842	18/05/2022	Dowerin Community Resource Centre	Provision of Visitor Centre Service as per MOU - Annual Fee 2021-2022	\$	3,000.00
EFT9843	18/05/2022	Dowerin Tyre and Exhaust	Case Mower - Replacement Bosch Battery	\$	210.00
EFT9844	18/05/2022	Dowerin & Districts Farm Shed	Short Stay Accommodation Cleaning Restock, April Materials Under \$50 per Transaction, SSA Ablutions - 3x Floor Squeegee Mops, 18 O'Loghlen Street - 5x Keys Cut, Consumables - Supply Konvoy Super Wash 20L for Depot, Sewerage Maintenance - 38mm by 30m Hose, Main Street Scaping - 12x Petunia Trays and Town Parks & Gardens - Everlasting Seeds	\$	2,888.70
EFT9845	18/05/2022	Digga West & Earthparts WA	Mustang Skid Steer - Supply Tungsten Teeth and Pilot For Auger	\$	250.58



**Shire of Dowerin**  
**List of Payments For The Period Ending 31 May 2022**

EFT9846	18/05/2022	Direct Trades Supply Pty Ltd	Consumables - Supply Megapoxy PM 20L Epoxy Paste	\$	419.00
EFT9847	18/05/2022	Dowerin Mens Shed	Refuse Site Maintenance - Management of Tip Site as per Agreement Sundays April 2022	\$	1,000.00
EFT9848	18/05/2022	Directories of Australia Pty Ltd	Dowerin Home Care - Annual Subscription for CHSP & HCP Advertising in the Aged Care Directory	\$	975.00
EFT9849	18/05/2022	Dowerin Diesel & Mechanical Pty Ltd	D003 Fuso Truck - Service & Repairs to DFT Outlet & Gearbox, D009 Hino Truck - Conduct 230,000km Service and d005 Hino Truck - Conduct Alternator Repairs	\$	3,393.56
EFT9850	18/05/2022	Elite Concrete Protection & Repair	Recreation Centre Capital - Repair Concrete Cancer	\$	15,011.22
EFT9851	18/05/2022	GHD Pty Ltd	AGRN903 Flood Damage Repairs - Project Management/Supervision, Technical/Administration Support, On-site Supervision of Civic Works, Travel, Meals & Accommodation	\$	46,002.88
EFT9852	18/05/2022	G & C Glass	SSA Unit 1 - Remove Glass Panel to Access Room due to Dead Lock Issue	\$	110.00
EFT9853	18/05/2022	Holberton Earthmoving	AGRN903 Flood Damage Repairs - Cunderdin-Minnivale, Dowerin-Kalannie & Dowerin-Koorda Road and Winter Maintenance Grading	\$	171,996.00
EFT9854	18/05/2022	Koorda Ag Parts	HCP Purchase - Garden Home Maintenance April 2022 - Mrs E McWha	\$	324.50
EFT9855	18/05/2022	Lloyd's Air-Conditioning And Refrigeration Services	2/18 Memorial Avenue - Attempted Repairs at Unit - Unable to Fix/Requires Replacement, Admin Office - Repairs to Office Cassette and 4 O'Loghlen Street - Aircon Repairs	\$	539.40
EFT9856	18/05/2022	Lite N' Easy	HCP Purchase - Lite N' Easy Packs Various Clients (Covered by Funding)	\$	258.98
EFT9857	18/05/2022	Local Government Professional	LG Professionals Annual Membership - A. Wooldridge	\$	265.51
EFT9858	18/05/2022	Moore Stephens	Admin - 2022 Annual Budget Documentation	\$	825.00
EFT9859	18/05/2022	Natasha Jade PT	Gym - 10 Inductions @ \$20 per Induction	\$	200.00
EFT9860	18/05/2022	Ningerin Farms	AGRN903 Flood Damage Repairs - 3,984m2 Gravel for Cunderdin-Minnivale, Metcalf & Rabbit Proof Fence Road	\$	8,764.80
EFT9861	18/05/2022	Northam Florist	ANZAC Day - Shire of Dowerin ANZAC Wreath	\$	100.00
EFT9862	18/05/2022	Workwear Group Pty Ltd	Dowerin Home Care Corporate Uniform order - L O'Neill and Councillor Uniforms	\$	456.10
EFT9863	18/05/2022	Perth Laundry Equipment	SSA - Washing Machine & Dryer Hire 22 May to 21 June 2022	\$	419.46
EFT9864	18/05/2022	R B Motors Pty Ltd	D00 DHC Hyundai - Conduct 75,000km Service & Wheel Alignment	\$	616.58
EFT9865	18/05/2022	Resonline Pty Ltd	SSA - Monthly Room Manager Fee April 2022	\$	220.00
EFT9866	18/05/2022	Telstra	Telephone Usage & Service Charges May 2022 - TIMS Fire Mobile	\$	14.41
EFT9867	18/05/2022	Mark Traynor	Refund - Gym Membership 1 Month Fee & Induction/Card Fee	\$	75.00
EFT9868	18/05/2022	Tin Dog General Store	Refreshments for May 2022 Council Meeting and Depot & Admin - Milk, Coffee and Butter	\$	133.53
EFT9869	18/05/2022	VinylTech Cabinet Systems Pty Ltd	Community Resource Centre - Various Cabinetry Payment 2 of 2	\$	4,470.00



**Shire of Dowerin**  
**List of Payments For The Period Ending 31 May 2022**

EFT9870	18/05/2022	Wesfarmers Kleenheat Gas	SSA BBQ Area - 375.2kg PG Delivered	\$ 479.58
EFT9871	18/05/2022	Work of Art Picture Framing	Admin Expenses - Framing of Office Art Work	\$ 1,720.40
EFT9872	18/05/2022	Westrac Equipment	Grader D007 - Supply & Deliver 3 Sets Cutting Edges	\$ 1,633.13
EFT9873	18/05/2022	Wheatbelt Engineering & Crane Hire	D007 Grader 12m - Supply 2x Split Pins	\$ 5.28
EFT9874	18/05/2022	Wallis Computer Solutions	Admin IT - Additional Engineering Hours Required for Managed IT Services	\$ 246.40
EFT9875	30/05/2022	BriJarCass Security Pty Ltd	Contract Cleaning Services 2 May to 15 May 2022	\$ 4,653.00
EFT9876	30/05/2022	Emergency ID Australia	HCP Purchase - Emergency ID Bracelet for 2 Clients (Covered by Funding)	\$ 189.88
EFT9877	30/05/2022	GHD Pty Ltd	AGRN903 Flood Damage Repairs - Project Management/Supervision, Technical/Administration Support, On-Site Supervision of Civic Works, Travel, Accommodation & Meals	\$ 33,261.09
EFT9878	30/05/2022	HBP Services WA	EHO Service Provision April 2022	\$ 1,115.40
EFT9879	30/05/2022	Patient Handling Pty Ltd	HCP Purchase - Mobility Assisted Kettle & Freight - A Bergeron (Covered by Funding)	\$ 151.20
EFT9880	30/05/2022	Shire of Merredin	Central Wheatbelt Visitor Centre Membership 2021-2022	\$ 193.00
EFT9881	30/05/2022	Yleena Farm	AGRN903 Flood Damage Repairs - 1,080m3 Gravel for Cunderdin-Minnivale, Dowerin-Kalannie & Rabbit Proof Fence Road	\$ 2,376.00
				<b>\$ 511,193.29</b>
<b>Last Cheque No: 10978</b>				
10979	04/05/2022	Shire of Dowerin	Payroll Deductions/Contributions	\$ 100.00
10980	04/05/2022	LGRCEU	Payroll Deductions/Contributions	\$ 88.00
10981	04/05/2022	Synergy	Electricity Usage & Service Charges - Street Lighting & SSA	\$ 4,263.69
10982	30/05/2022	Synergy	Electricity Usage & Service Charges - SSA, Op Shop, Men's Shed, Residential Properties, Park Lights, Recycling Shed, Rec Centre and Ovals, Stewart Street Gardens & Toilets and Admin Office	\$ 5,500.72
10983	30/05/2022	Water Corporation	Water Usage & Service Charges 28 March to 26 May 2022 - Standpipe on Turriff Road, Dowerin-Kalannie Road and Hewitt Street, MOTT House Old Koorda Road and Reserve at Hewitt Street Minnivale	\$ 5,885.77
				<b>\$ 15,838.18</b>
<b>Last Direct Debit No: 11670</b>				
DD11679.1	04/05/2022	Shire of Dowerin - Visa Card Payments	NAB Business Visa - April 2022	\$ 2,507.88
DD11685.1	23/05/2022	Puma Energy	Petrol Usage April 2022	\$ 178.28
DD11683.1	11/05/2022	Precision Administration Services Pty Ltd	Superannuation - PPE 10.05.2022	\$ 6,569.76
DD11696.1	25/05/2022	Precision Administration Services Pty Ltd	Superannuation - PPE 24.05.2022	\$ 6,645.00



**Shire of Dowerin**  
**List of Payments For The Period Ending 31 May 2022**

DD11690.1	10/05/2022	Western Australian Treasury Corporation	Loan No. 103 Principal & Interest Payment - Multi Tyred Roller	\$ 11,005.52
DD11691.1	10/05/2022	Western Australian Treasury Corporation	Loan No. 102 Principal & Interest Payment - Smooth Drum Roller	\$ 9,710.75
DD11687.1	09/05/2022	Department of Mines, Industry Regulation & Safety	Bond Administrator - 1/13 Stacy Street - M Bauer	\$ 1,060.00
130892	02/05/2022	Bank Fee	Merchant Fee	\$ 362.53
130892	31/05/2022	Bank Fee	Bank Fee	\$ 52.50
130892	31/05/2022	Bank Fee	BPAY Charge	\$ 21.41
130892	31/05/2022	Bank Fee	NAB Connect Fee	\$ 40.24
				<b><u>\$ 38,153.87</u></b>

**\$ 565,185.34**

\$ 511,193.29	EFT9808 to EFT9881
\$ 15,838.18	Cheque 10979 to 10983
\$ 2,507.88	Direct Debit 11679: Credit Card Payment: April 2022
\$ 178.28	Direct Debit 11685: Puma Energy: Fuel: April 2022
\$ 13,214.76	Direct Debits 11683 & 11696: Superannuation Payments
\$ 20,716.27	Direct Debits 11690 & 11691: WATC Loan Principal & Interest Repayments
\$ 1,060.00	Direct Debit 11687: Bond Payment
\$ 476.68	Direct Debit 130892: Bank Fees
<b><u>\$ 565,185.34</u></b>	

\$ 46,112.74	PPE 11 May 2022 - Wages of Dowerin Home Care Partially Funded
\$ 46,709.16	PPE 25 May 2022 - Wages of Dowerin Home Care Partially Funded
<b><u>\$ 92,821.90</u></b>	

**\$ 658,007.24** Total Payments for May 2022 Including Payroll x3





Statement for  
**NAB Business Visa**  
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 668  
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE  
PO BOX 111  
DOWERIN WA 6461

Statement Period 29 April 2022 to 27 May 2022  
Company Account No: 4557 0498 0002 7159  
Facility Limit: \$16,000

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**Your Account Summary**

Balance from previous statement	\$2,507.88 DR
Payments and other credits	\$2,507.88 CR
Purchases, cash advances and other debits	\$2,952.78 DR
Interest and other charges	\$28.47 DR
<b>Closing Balance</b>	<b>\$2,981.25 DR</b>

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**YOUR DIRECT DEBIT PAYMENT OF \$2,981.25 WILL BE  
CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
02/06/2022 AS PER OUR AGREEMENT.**

147/04/18/M14537/S025422/060843

see reverse for transaction details



## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 May 2022	\$2,507.88 CR	DIRECT DEBIT PAYMENT	74557042123
16 May 2022	\$10.47	NAB INTNL TRAN FEE - (SC)	74557042136
<b>Total for this Period:</b>	<b>\$2,497.41 CR</b>		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billor Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

## Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3794-2934	MRS REBECCA LOUISE M	\$10,000	\$0.00	\$2,071.47	\$9.00	\$2,080.47
4557-0455-3822-0801	MR AARON GARTH WOOLD	\$5,000	\$0.00	\$881.31	\$9.00	\$890.31
<b>4557-0498-0002-7159</b>	<b>BILLING ACCOUNT</b>	<b>\$0</b>	<b>\$2,507.88 CR</b>	<b>\$0.00</b>	<b>\$10.47 DR</b>	<b>\$2,497.41 CR</b>
			\$2,507.88 CR	\$2,952.78 DR	\$28.47 DR	\$473.37 DR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%



Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MRS REBECCA LOUISE MCCALL  
Account No: 4557 0455 3794 2934  
Statement Period: 29 April 2022 to 27 May 2022  
Cardholder Limit: \$10,000

**Transaction record for: MRS REBECCA LOUISE MCCALL**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 May 2022	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet Recurring Monthly Charge			2140220	74564722122
10 May 2022	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC-Monthly Software Subscription CDO			2130241	74069882128
16 May 2022	\$349.09	SurveyMonkey 0035315920752	Advantage Annual Plan-Subscription Renewal Charge			2140241	74987502135
18 May 2022	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC Monthly Software Subscription EGO			2140241	74069882136
24 May 2022	\$229.90	BUNNINGS 317000 MELVILLE	Field Days Info Office Refurb-15L Interior Paint			BC044-298	74940522142
25 May 2022	\$433.50	PAYPAL *KMARTAUSTRALIA 4029357733	SSA - Chopping Boards, Kitchen Tongs, Wooden Spoons & Shells			2130286	74585702143
25 May 2022	\$240.00	PAYPAL *TARGET ONLI 4029357733	SSA - 15x Towels			2130286	74585702143
27 May 2022	\$9.00	CARD FEE	NAB Visa Card Fee - R. McCall			2030211	74557042147
<b>Total for this period</b>	<b>\$2,080.47</b>		<b>Totals</b>				

147/04/18/M14538/S025423/1050845

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature

*Rebecca R. McCall*

Date:

8/6/22

Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
 AEDT Saturday and Sunday  
 Fax 1300 363 658  
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MR AARON GARTH WOOLDRIDGE  
 Account No: 4557 0455 3822 0801  
 Statement Period: 29 April 2022 to 27 May 2022  
 Cardholder Limit: \$5,000

**Transaction record for: MR AARON GARTH WOOLDRIDGE**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
24 May 2022	\$881.31	QUAY PERTH PERTH	Accommodation, meals & parking for MCS training			2140209	74940522142
27 May 2022	\$9.00	CARD FEE	NAB Visa Card Fee - A. Wooldridge			2030211	74557042147
<b>Total for this period</b>	<b>\$890.31</b>		<b>Totals</b>				

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature:

*A. Wooldridge*

Date: 8.6.22

147/04/18/M/14536/5025424/1050847

2022/2023 Fees and Charges							
GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
<b>Administration</b>							
3140220	Photocopying/Printing Per Page (A4 1 sided) B&W	Per Page	0.85	0.85	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A3 1 sided) B&W	Per Page	1.00	1.00	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A4 1 sided)	Per Page	2.00	2.00	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A3 1 sided)	Per Page	2.50	2.50	Y	C	LG Act 1995 Section 6.16
3140220	Scanning to File (Per Sheet A3 & A4)	Per Page	1.00	1.00	Y	C	LG Act 1995 Section 6.16
3030221	Electoral Roll		30.00	30.00	Y	C	LG Act 1995 Section 6.16
3030221	Printed Copy of Council Agenda or Minutes		25.00	25.00	Y	C	LG Act 1995 Section 6.16
<b>Freedom of Information</b>							
3040235	Personal Information	Per Application	No Fee	No Fee	N	S	
3040235	Amending Personal Information	Per Application	No Fee	No Fee	N	S	
3040235	Application Fee for Non-Personal Information	Per Application	30.00	30.00	N	S	WA FOI Act 1992
3040235	Access Time Supervised by Staff	Per Hour or Pro Rata	37.00	37.00	N	S	LG Act 1995 Section 6.16
3040235	Dealing With Applications	Per Hour or Pro Rata	35.00	35.00	N	S	WA FOI Act 1992
3040235	Photocopying	Per Copy	0.85	0.85	N	C	LG Act 1995 Section 6.16
3040235	Delivery, Packaging & Postage	Actual Cost	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
<b>Property Enquiries</b>							
3030121	Single Property Enquiry	Per Enquiry	Nil	Nil	Y	C	LG Act 1995 Section 6.16
3030121	Settlement Agents & Real Estate Agents	Full Requisitions	115.00	115.00	Y	C	LG Act 1995 Section 6.16
3030121	Settlement Agents & Real Estate Agents	Rates Enquiry Only	37.00	37.00	Y	C	LG Act 1995 Section 6.16
<b>Finance</b>							
3140235	Dishonoured Cheque Fee	Cost Recovery	Cost Recovery		Y	C	LG Act 1995 Section 6.16
3140235	Re-Issuing Cheque Administration Fee		15.00		Y	C	LG Act 1995 Section 6.16
<b>Rates, Debtors &amp; ESL Levies</b>							
3030120	Administration Fee	Per Instalment Notice	5.00	5.00	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030146	Instalment Payment Plan Interest	Local Govt Regs	5%	5%	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030145	Rates; Overdue Interest	Per Annum	5%		N	S	\$6.45 LG Act 1995 - Will need to be adjusted accordingly
3030122	External Debt Collection Administration Fee	Administration Fee	20.00	20.00	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030145	ESL; Overdue Interest	Per Annum	8%		N	S	\$6.45 LG Act 1995 - Will need to be adjusted accordingly
3030123	Rates Payments by Special Arrangements	Per Assessment	20.00	20.00	N	C	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030135	Duplicate Copies of Notices/Advice Previously Issued		5.00	5.00	Y	C	LG Act 1995 Section 6.16
2030114	Debt Recovery/Legal Action	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
<b>Fire Prevention</b>							
3140120	Installation of Fire Breaks	Per Application	Cost Recovery	Cost Recovery	Y	C	Bushfires Act 1954
3050140	Infringements	Per Infringement	Per Act	Per Act	N	S	Bush Fires Infringement (Regulations) 1978
<b>Animal Control</b>							
3050235	Replacement Tag Fee; Dog & Cat	Per Tag	2.50	2.50	Y	C	\$6.16 LG Act 1995
3050221	Dog Annual Registration; Sterilised Dog/Bitch	Per Year	20.00	20.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Annual Registration; Unsterilised Dog/Bitch	Per Year	50.00	50.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Three Year Registration; Sterilised Dog/Bitch	Per Three Years	42.50	42.50	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Three Year Registration; Unsterilised Dog/Bitch	Per Three Years	120.00	120.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Life Registration; Sterilised	Life	100.00	100.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Life Registration; Unsterilised	Life	250.00	250.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Concession; Working Dogs	Per Year	25% of fee	25% of fee	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Concession; Pensioners	Per Year	50% of fee	50% of fee	N	S	Dog Regulations 2013 (Reg 17)
3050221	Registration; Service Dog	Per Year	No charge	No charge	N	S	Dog Regulations 2013 (Reg 17)
3050235	Dog Surrender Fee	Per Dog	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3050220	Impound Fees; Dogs & Cats	Per Impound	100.00	120.00	Y	C	LG Act 1995 Section 6.16

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
3050235	Sustenance Fee	Per Day	25.00	25.00	Y	C	LG Act 1995 Section 6.16
3050235	Release of Dog or Cat Outside Facility Opening Hours	Per Animal	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3050235	First Aid Treatment of Any Impounded Animal	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050235	Microchipping Fee	Per Dog	45.00	45.00	Y	C	LG Act 1995 Section 6.16
3050235	Dog Yard Inspection; Restricted & Dangerous Dog Only	Per Inspection	50.00	50.00	Y	S	Dog Regulations 2013 (Reg 17)
3050235	Application of Licence as Approved Kennel Establishment	Per Application	200.00	200.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Approved Kennel Establishment Licence & Annual Renewal	Per Licence	200.00	200.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Application to Keep More Than The Prescribed Number of Dogs	Per Application	100.00	100.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Ranger Inspection Fee	Per Application	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3050235	Hire of Animal Trap	Bond	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050221	Cat Annual Registration; Sterilised Cat	Per Year	20.00	20.00	N	S	Cat Act 2011
3050221	Cat Three Year Registration; Sterilised Cat	Per Year	42.50	42.50	N	S	Cat Act 2011
3050221	Cat Life Registration	Life	100.00	100.00	N	S	Cat Act 2011
3050221	Cat Concession; Pensioners	Per Year	50% of fee	50% of fee	N	S	Cat Act 2011
3050235	Application for Approval to Breed Cat	Per Application	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Annual Renewal of Cat Breeding Licence	Per Year	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Application for Licence as Approved Cattery	Per Application	200.00	200.00	N	C	LG Act 1995 Section 6.16
3050221	Registration of Breeding Cat	Per Year	100.00	100.00	N	S	Cat Act 2011
3050235	Application Fee; Keep Any Birds/Livestock in Town Site	Per Application	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; Livestock; Wethers, Ewes, Lambs, Goats; Between 6pm-6am	Per Head	30.00	30.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; Livestock; Wethers, Ewes, Lambs, Goats; Between 6am-6pm	Per Head	15.00	15.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; All Other Livestock; Between 6pm-6am	Per Head	75.00	75.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; All Other Livestock; Between 6pm-6am	Per Head	35.00	35.00	N	C	LG Act 1995 Section 6.16
3050235	Sustenance Fee; All livestock Per Head	Per Day	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050235	Infringements	Per Infringement	Per Act	Per Act	N	S	R35 Dog Regulations 2013 & S62 Cat Act 2011
<b>Abandoned Vehicles/Parking Control</b>							
3050335	Removal of Vehicle	Cost	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050340	Storage of Vehicle Per Week or Part Thereof	Per Week	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3050320	Parking Infringement	Per Infringement	Cost Recovery	Cost Recovery	N	S	As per prescribed offence in Local Law
3050320	Impound Fees; Vehicles	Per Vehicle	200.00	200.00	Y	C	LG Act 1995 Section 6.16
<b>Commercial Rents</b>							
3130335	Pop up Shop; 28 Stewart Street (Annual Membership provides for 6 full days)	Annual Membership Fee	100.00		Y	C	LG Act 1995 Section 6.16
3130335	Pop up Shop; 28 Stewart Street	Daily Rate	30.00	35.00	Y	C	LG Act 1995 Section 6.16
3130834	Pop up Shop; 28 Stewart Street - Weekly Window Display (Member as per Conditions)		No Charge	No Charge	Y	C	LG Act 1995 Section 6.16
3130335	Pop up Shop; 28 Stewart Street - Weekly Window Display (Non-Member as per Conditions)		10.00		Y	C	LG Act 1995 Section 6.16
3130834	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
<b>Refuse Collection</b>							
3100120	First Weekly Service & Recycling	Per Annum	344.00		N	C	S.67 WARR Act 2007
3100121	Additional Weekly Service	Per Annum	172.00		Y	C	S.67 WARR Act 2007
3100120	Minnivale Residential Collection (Excluding Recycling)	Per Annum	172.00		N	C	S.67 WARR Act 2007
3100135	Replacement Bins	Per Bin	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
<b>Sanitation</b>							
3100220	Disposing Liquid Waste in Shire Ponds (per litre 90 cents)	Per Litre	0.90	0.90		C	LG Act 1995 Section 6.16
<b>Landfill Collection</b>							
3100220	Asbestos Disposal Including Digging & Burial Rounded up to Full m3; Unit Charged by Cubic Metre	Per Cubic Metre	65.00		Y	C	LG Act 1995 Section 6.16
3100220	Commerical Bulk Waste/Builders Demolition Waste	Per Cubic Metre	65.00		Y	C	LG Act 1995 Section 6.16
3100220	Commercial Liquid Waste Disposal (Controlled)	Per Litre	0.30		Y	C	LG Act 1995 Section 6.16
3100220	Open Landfill Out of Hours (Minimum Charge)	As per staff & vehicle charge out rates	0.00		Y	C	LG Act 1995 Section 6.16

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
3100220	Vehicle Disposal	Per drop off	Cost Recovery		Y	C	LG Act 1995 Section 6.16
3100220	Other Including but not Limited to: Whitegoods; Animals	Per drop off	30.00		Y	C	LG Act 1995 Section 6.16
N/A	Tyres (not accepted)	Not Accepted			Y	C	LG Act 1995 Section 6.16
3100220	Additional Tip Pass	Per Tip Pass	25.00			C	LG Act 1995 Section 6.16
3100125	Green Waste & Recyclables Free	No Charge	No Charge			C	LG Act 1995 Section 6.16
3100220	Tip Fee - General Putrescible Waste	Per Cubic Metre	20.00		Y	C	LG Act 1995 Section 6.16
3100220	Tip Fee - Commercial Putrescible Waste	Per Cubic Metre	25.00		Y	C	LG Act 1995 Section 6.16
<b>Health</b>							
<b>Septic Fees (Statutory)</b>							
3070420	Septic System Application	Per Application	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	Septic System Inspection (Permit to Use)	Per Inspection	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	Septic System Re-Inspection	Per Inspection	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	WA Health Department Administration Fee	Per Application	72.00	79.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
<b>Public Trading Licence Fees</b>							
3070421	Stall-holders, Food, Trading in Public Places, Hawkers; Application Fee	Per Application	52.00	52.00	N	C	LG Act Consolidated Local Law 12.11
3070421	Stall-holders, Trading in Public Places, Hawkers; Licence Fee	Annual Fee	156.00	156.00	N	C	LG Act Consolidated Local Law 12.11
3070421	Stall-holders, Food, Trading in Public Places, Hawkers;	Per Day	20.00	20.00	N	C	LG Act Consolidated Local Law 12.12
3070421	Food Vendors, Trading in Public Places, Hawkers; Annual Fee	Annual Fee	156.00	156.00	N	C	Food Act Section 140
3070421	Mobile / Itinerant Food Vendors	Per Application	75.00	75.00	N	C	Food Act Section 140
3070421	Mobile / Itinerant Food Vendors (Charity, Local Sporting, Community Groups Exempt)	Per Application	0.00	0.00	N	C	Food Act Section 140
3070421	Festival or Market Stalls (Community Groups Free)	Per Application	20.00	20.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Public Liability	Per Application	10.00	10.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Provision of Power	Per Application	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Provision of Tables & Chairs	Per Application	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3070421	Registration of Accommodation	Per Registration	53.00	53.00	N	S	Health Act Section 344C
3070421	Alfresco Dining; Application Fee	Per Application	53.00	53.00	N	C	LG Act 1995 Section 6.16
3070421	Alfresco Dining; Renewal & Transfer Fee	Per Renewal/Transfer	53.00	53.00	N	C	LG Act 1995 Section 6.16
<b>Food Act 2008 Section 110</b>							
3070720	Food Business Surveillance Fee (High Risk Food Premises)		200.00	200.00	N	S	Food Act 2008 Section 110
3070720	Food Business Surveillance Fee (Med Risk Food Premises)		150.00	150.00	N	S	Food Act 2008 Section 110
3070720	Food Business Surveillance Fee (Low Risk Food Premises)		100.00	100.00	N	S	Food Act 2008 Section 110
3070720	Food Business Registration Fee		53.00	53.00	N	S	Food Act 2008 Section 110
3070720	Transfer of Food Business Registration		53.00	53.00	N	S	Food Act 2008 Section 110
3070720	Request for Inspection/Service/Advice			100.00	N	C	LG Act 1995 Section 6.16
<b>Offensive Trades:</b>							
3070320	Slaughterhouse/Piggeries/Knackereries/Poultry Processing Establishments/Poultry Farming/Rabbit Farming	Per Application	298.00	298.00	N	S	Offensive Trades Regs 1976
3070320	Offensive Trade License	Per Annum	300.00	300.00	N	S	Offensive Trades Regs 1976
<b>Caravan Park &amp; Camping Grounds Regulations 1997 - Application Fees</b>							
3130221	Application for Grant or Renewal of Licence (Regulation 45)	Per Application	200.00	200.00	N	S	Caravan Park Regulations 1997
<b>Or Amount Calculated by Multiplying the Relevant Amount set out Below by the Maximum Number of Sites:</b>							
3130221	Long Stay Sites	Per Site; Per Night	6.00	6.00	N	S	Caravan Park Regulations 1997
3130221	Short Stay Sites and Sites in Transit Parks	Per Site; Per Night	6.00	6.00	N	S	Caravan Park Regulations 1997
3130221	Camp Sites	Per Site; Per Night	3.00	3.00	N	S	Caravan Park Regulations 1997
3130221	Overflow Sites	Per Site; Per Night	1.50	1.50	N	S	Caravan Park Regulations 1997
3130221	Additional fee by way of Penalty for Renewal After Expiry	Per Application	20.00	20.00	N	S	Caravan Park Regulations 1997
3130221	Temporary Licence (pro rate amount of the fee payable for the period of time for which the licence is to be in force)	Per Application	100.00	100.00	N	S	Caravan Park Regulations 1997

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
3130221	Transfer of Licence	Per Application	100.00	100.00	N	S	Caravan Park Regulations 1997
<b>Cemetery</b>							
3100720	Single Interment (Grave Burial Fee)	Per Internment	1,200.00	1,200.00	Y	C	Cemeteries Act 1986
3100720	Double Interment; Extra 600mm depth (Grave Burial Fee)	Per Internment	1,310.00	1,310.00	Y	C	Cemeteries Act 1986
3100720	Ashes Interment into Grave Site	Per Internment	250.00	250.00	Y	C	Cemeteries Act 1986
3100720	Grant of Right of Burial Fee	Per Application	71.00	71.00	Y	C	Cemeteries Act 1986 Section 25
3100720	Niche Wall; Single Niche (Ashes)	Per Application	144.00	144.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Double Niche	Per Application	250.00	250.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Plaques	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Installation of Plaques	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	Cemeteries Act 1986
3100720	Grave Site Reservation	Per Application	35.00	35.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall Reservation	Per Application	35.00	35.00	Y	C	Cemeteries Act 1986
3100720	Erect Monument Fee	Per Application	45.00	45.00	Y	C	Cemeteries Act 1986-Section 30
3100720	Reopening (Exhumation) of Grave & Reinterment	Per Application	1,200.00	1,200.00	Y	C	Cemeteries Act 1986
<b>Hairdressing Premises (incl Mobile Hairdressing)</b>							
3070420	Notification of new establishment (unless planning approval is required)	Per Application	160.00	120.00	Y	C	LG Act 1995 Section 6.16
<b>Skin Penetration Premises</b>							
3070420	Notification of new establishment (unless planning approval is required)	Per Application	160.00	120.00	Y	C	LG Act 1995 Section 6.16
<b>Community Bus Hire</b>							
3100735	Ordinary Hire Plus Fuel	Per Km	0.85	0.85	Y	C	LG Act 1995 Section 6.16
3100735	Seniors Hire Plus Fuel	Per Km	0.60		Y	C	LG Act 1995 Section 6.16
3100735	Cleaning Fee - if required - includes staff time & materials	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3100735	Refueling Fee	Cost Recovery plus staff time	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
<b>Building Hire</b>							
3040220	Council Chambers	Per Hour	12.00		Y	C	LG Act 1995 Section 6.16
3040220	Council Chambers	Full Day	24.00		Y	C	LG Act 1995 Section 6.16
3040220	Council Meeting Room	Per Hour	12.00		Y	C	LG Act 1995 Section 6.16
3040220	Council Meeting Room	Full Day	24.00		Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Hourly; excluding kitchen	Per Hour	12.00		Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Hourly; including kitchen	Per Hour	22.00		Y	C	LG Act 1995 Section 6.17
3110120	Lesser Hall; Full Day; excluding kitchen	Full Day	24.00		Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Full Day; including kitchen	Full Day	40.00		Y	C	LG Act 1995 Section 6.17
3110120	Lesser Hall; Fitness Classes; excluding kitchen	Per Day	12.00		Y	C	LG Act 1995 Section 6.18
3110120	Town Hall; Hourly; excluding kitchen	Per Hour	35.00		Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Hourly; including kitchen	Per Hour	45.00		Y	C	LG Act 1995 Section 6.17
3110120	Town Hall; Full Day; excluding kitchen	Full Day	70.00		Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Full Day; including kitchen	Full Day	100.00		Y	C	LG Act 1995 Section 6.17
3110120	Town & Lesser Hall; Hourly; excluding kitchen	Per Hour	50.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Hourly; including kitchen	Per Hour	70.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Full Day; excluding kitchen	Full Day	90.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Full Day; including kitchen	Full Day	150.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function	Per Event	350.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function; Local Groups	Per Event	90.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function; School Groups	Per Event	0.00		Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function Bond	Per Event	200.00		N	C	LG Act 1995 Section 6.16
3110120	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery		Y	C	LG Act 1995 Section 6.16
3110120	Set Up Fee - includes staff time & vehicle charge out rates	As per staff & vehicle charge out rates			Y	C	LG Act 1995 Section 6.16
3110120	Pack Up Fee - includes staff time & vehicle charge out rates	As per staff & vehicle charge out rates			Y	C	LG Act 1995 Section 6.16

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
<b>Recreation</b>							
3110320	Badminton	Per Hour	10.00		Y	C	LG Act 1995 Section 6.16
3110320	Badminton	Per Day	40.00		Y	C	LG Act 1995 Section 6.16
3110320	Marshall's Room	Per Hour	20.00		Y	C	LG Act 1995 Section 6.16
3110320	Marshall's Room	Per Day	100.00		Y	C	LG Act 1995 Section 6.16
3110320	Indoor Courts (Lifestyle Shed)	Per Hour	15.00		Y	C	LG Act 1995 Section 6.16
3110320	Indoor Courts (Lifestyle Shed)	Per Day	50.00		Y	C	LG Act 1995 Section 6.16
3110320	Exhibition Hall - no kitchen	Per Day	25.00		Y	C	LG Act 1995 Section 6.16
3110320	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery		Y	C	LG Act 1995 Section 6.16
3110320	Camping Site; RV Friendly (Self Contained) (Field Days & Minnivale)	Per 48 Hours	Donation		n/a	C	LG Act 1995 Section 6.16
<b>Seasonal Sporting Club Fees</b>							
<i>Sporting Club Fees based on Per Player Fee Per Season</i>							
3110320	Player (Senior)	Per Season	30.00		Y	C	LG Act 1995 Section 6.16
3110320	Player (Junior)	Per Season	0.00		Y	C	LG Act 1995 Section 6.16
<b>Swimming Pool Charges</b>							
3110220	Adults	Per Visit	4.00		Y	C	LG Act 1995 Section 6.16
3110220	Children	Per Visit	4.00		Y	C	LG Act 1995 Section 6.16
3110220	Family Visit (2 Adults & 2 Children)	Per Visit	15.00		Y	C	LG Act 1995 Section 6.16
3110220	Season Tickets; Family (Max 4 people of Immediate Family)	2 adults & 2 children	140.00		Y	C	LG Act 1995 Section 6.16
3110220	- Additional Children	Per Child	30.00		Y	C	LG Act 1995 Section 6.16
3110220	Season Tickets; Single	Per Season	80.00		Y	C	LG Act 1995 Section 6.16
3110220	Half Season Ticket; Family (1 January each year)	2 adults & 2 children	70.00		Y	C	LG Act 1995 Section 6.16
3110220	- Additional Children	Per Child	15.00		Y	C	LG Act 1995 Section 6.16
3110220	Half Season Ticket; Single (1 January each year)	Per Half Season	40.00		Y	C	LG Act 1995 Section 6.16
3110220	Adult; Non Swimmer	Per Visit	2.00		Y	C	LG Act 1995 Section 6.16
3110220	Hire of Swimming Pool	Per Hour	50.00		Y	C	LG Act 1995 Section 6.16
3110220	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery		Y	C	LG Act 1995 Section 6.16
3110220	Senior / Concession Adult	Per Visit	2.00		Y	C	LG Act 1995 Section 6.16
3110220	Season Ticket - Senior / Concession Adult	Per Season	60.00		Y	C	LG Act 1995 Section 6.16
<b>All Hours Gym Membership Fees</b>							
3110320	New Gym Joining Fee	One Off	35.00	35.00	Y	C	LG Act 1995 Section 6.16
3110320	Replacement Card; All Hours Gym Access	Per Card	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; One Year	Per Annum	210.00	230.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; One Year	Per Annum	110.00	130.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; One Year	Per Annum	110.00	130.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 6 Months	Per 6 Months	140.00	150.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 6 Months	Per 6 Months	75.00	85.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 6 Months	Per 6 Months	75.00	85.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 3 Months	Per 3 Months	90.00	100.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 3 Months	Per 3 Months	50.00	60.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 3 Months	Per 3 Months	50.00	60.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 1 Month	Per Month	40.00	50.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 1 Month	Per Month	20.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 1 Month	Per Month	20.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Family Annual Gym Pass (Two Adults & 2 Children over 14 years)	Per Annum	580.00	600.00	Y	C	LG Act 1995 Section 6.16
3110320	Hire of Gym Facilities (Exclusive Use Not Permitted;)	Per Day	12.00	12.00	Y	C	LG Act 1995 Section 6.16
<b>Vehicle Number Plates</b>							
3120535	Special Series Issues Plates (Includes \$200 DoT Fee)	Per Pair	250.00	250.00	Y	C	LG Act 1995 Section 6.16



## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
<b>Private Works</b>							
3140120	Standard Crossover Installation	50% contribution by Council	1,000.00	1,000.00	Y	C	LG Act 1995 Section 6.16
3140120	Standpipe Water Fee; Local Government Projects	Per kl	6.50	6.50	N	C	LG Act 1995 Section 6.16
3140120	Standpipe Water Fee; Farming and/or Commercial Use	Per kl	9.00	9.00	N	C	LG Act 1995 Section 6.16
3140120	Bond; Per Standpipe Key	Refundable upon return	200.00	200.00	N	C	LG Act 1995 Section 6.16
3140120	Replacement Rural Street Number Signs with Star Picket (excludes installation)	Per Sign	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3140120	Replacement Rural Street Number Signs with Star Picket (includes installation)	Per Sign	75.00	75.00	Y	C	LG Act 1995 Section 6.16
<b>Plant Hire; Wet</b>							
3140120	Grader	Per Hour	210.00	210.00	Y	C	LG Act 1995 Section 6.16
3140120	Front End Loader	Per Hour	185.00	185.00	Y	C	LG Act 1995 Section 6.16
3140120	Skid Steer - Caterpillar	Per Hour	155.00	155.00	Y	C	LG Act 1995 Section 6.16
3140120	Skid Steer - Mustang	Per Hour	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3140120	Tip Truck; 3 tonne or 6 tonne	Per Hour	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3140120	Tip Truck; 10 tonne	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Water Truck	Per Hour	140.00	140.00	Y	C	LG Act 1995 Section 6.16
3140120	Multi-tyre Roller	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Smooth Drum Roller	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Low Loader (Trailer)	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3140120	Street Sweeper	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3140120	Jetter (Sewer)	Per Hour	150.00	150.00	Y	C	LG Act 1995 Section 6.16
3140120	Jet Patcher (exclusive of emulsion & aggregate)	Per Hour & Materials	200.00	200.00	Y	C	LG Act 1995 Section 6.16
<b>Plant Hire; Dry</b>							
3140120	Tree Planter Hire - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	150.00	200.00	Y	C	LG Act 1995 Section 6.16
<b>Materials &amp; Supplies - All Prices Quoted are for Pick Up Only</b>							
3140120	Sand & Gravel (ex Depot) (pick up)	Per Cubic Metre	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3140120	Rock Dust (pick up)	Per Cubic Metre	41.00	41.00	Y	C	LG Act 1995 Section 6.16
3140120	Blue Metal (pick up)	Per Cubic Metre	44.00	45.00	Y	C	LG Act 1995 Section 6.16
3140120	Sale of Mulch (pick up)	Per Cubic Metre	0.00	0.00	Y	C	LG Act 1995 Section 6.16
3140120	Provision & delivery of materials & supplies	Costed via staff hours & materials			Y	C	LG Act 1995 Section 6.16
<b>Labour Hire</b>							
3140120	Manager Works & Assets	Per Hour	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3140120	Manager Corporate & Community Services	Per Hour	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3140120	Plant Operator	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140120	Works Labour Hire	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140120	Cleaning Fee (Includes Staff Time & Materials)	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140120	Administration Labour Hire	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
<b>Short Term Accommodation</b>							
3130221	One Bedroom Unit	Per Night	145.00	155.00	Y	C	LG Act 1995 Section 6.16
3130221	Studio Room	Per Night	125.00	135.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Adult (Unit Only)	Per Night	20.00	25.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Child (Unit Only) (2 Years Old +)	Per Night	10.00	15.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camper Site with Hardstand; fully serviced (2 person)	Per Night	20.00	30.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camper Site on gravel; fully self-contained (2 person) (use of ablutions & camp kitchen)	Per Night	10.00	15.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camp Site on gravel; with power, no water (2 persons) (use of ablutions & camp kitchen)	Per Night	15.00	25.00	Y	C	LG Act 1995 Section 6.16
3130221	Powered Tent Site (gazebos, tents, swags) (2 person)	Per Night	10.00	20.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Person (Caravan, Camper or Tent)	Per Person, Per Night	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3130221	Use of Washing Machine	Per Load	4.00	5.00	Y	C	LG Act 1995 Section 6.16
3130221	Use of Dryer	Per Load	4.00	5.00	Y	C	LG Act 1995 Section 6.16

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
3130221	Administration Postage Fee for Lost Property	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3130221	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3130221	SSA Administration Cancellation Fee - SSA Rooms & Units	Per Booking	30.00	30.00	N	C	LG Act 1995 Section 6.16
3130221	SSA Cancellation Reimbursement - more than 7 days notice	Per Booking	Full Refund less Cancellation Fee		Y	C	LG Act 1995 Section 6.17
3130221	SSA Cancellation Reimbursement - less than 7 days notice	Per Booking		No Refund	Y	C	LG Act 1995 Section 6.18
3130221	SSA Cancellation Reimbursement - less than 7 days notice (special circumstances at the discretion of the CEO)	Per Booking	Full Refund less Cancellation Fee		Y	C	LG Act 1995 Section 6.19
3130221	SSA Administration Cancellation Fee - Caravan & Camping Sites	Per Booking	10.00	10.00	N	C	LG Act 1995 Section 6.16
3130221	SSA Invoicing Fee	Per Booking		30.00	N	C	LG Act 1995 Section 6.17
3130221	SSA Invoice Cancellation Fee	Per Booking		50.00	N	C	LG Act 1995 Section 6.18
<b>Town Planning Fees</b>							
3100620	Minor Scheme Amendment (50% refundable if not advertised)	Per Application	3,500.00		N	C	LG Act 1995 Section 6.16
<b>Professional Services</b>							
3130320	Building Licence Search Fee Per Hour	Per Hour	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3130335	Property Building Enquiries Per Hour	Per Hour	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3130320	Building Inspection Fee, Per Hour, plus \$0.91 per kilometre	Per Hour	80.00	140.00	Y	C	LG Act 1995 Section 6.16
3130320	Staff Professional Services Health & Building Fee per Hour	Per Hour	110.00	140.00	Y	C	LG Act 1995 Section 6.16
3130320	Inspection of Pool Enclosures	Per Inspection		58.45	N	S	Building Act 2011 (s.16(1))
<b>Building Control - Building Permits</b>							
3130320	Building Permit Application Fee; Minimum	Per Application	96.00	110.00	N	S	Building Act 2011 (s.16(1))
3130302	CTF Levy	% of the total value of construction, for all works valued at more than \$20,000			N	S	Building Act 2011 (s.16(1))
3130302	BSL Fee; Minimum	Per Application	61.65	61.65	N	S	Building Act 2011 (s.16(1))
3130320	Class 1 or 10 - Uncertified Application	0.32% of estimated value not less than \$110.00			N	S	Building Act 2011 (s.16(1))
3130320	Class 1 or 10 - Certified Application	0.19% of estimated value not less than \$110.00			N	S	Building Act 2011 (s.16(1))
3130320	Class 2 to 9 - Certified Application	0.09% of estimated value not less than \$110.00			N	S	Building Act 2011 (s.16(1))
3130320	Application to amend a Building Permit (Uncertified)	0.32% of estimated value not less than \$110.00			N	S	Building Act 2011 (s.16(1))
3130320	Application for Demolition Licence of Class 1 and 10 Building	Per Application	105.00	110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application for Demolition Licence of Class 2 and 9 Building	Per Application	105.00	110 per storey	N	S	Building Act 2011 (s.16(1))
3130320	Application for Building Approval Certificate for Unauthorised Work	0.38% of Estimated Value not less than \$110.00			N	S	Building Act 2011 (s.16(1))
3130320	Application for Building Approval Certificate for Building with Authorisation (Class 1 and 10)	Per Application	105.00	110.00	N	S	Building Act 2011 (s.16(1))
3130320	Issuing of Certificate of Design Compliance Fee	Per Application		\$ 430.00	N	C	LG Act 1995 Section 6.16
<b>Building Control - Occupancy Applications</b>							
3130320	Application for Occupancy Permit for Completed Class 2 to 9 Building	Per Application	105.00	110.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit for Incomplete Building	Per Application	105.00	110.00	N	S	Building Act 2011
3130320	Application for Modification of Permit for Additional use on a Temporary Basis	Per Application	105.00	110.00	N	S	Building Act 2011
3130320	Application for Replacement of Permit for a Permanent Change use	Per Application	105.00	110.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit or Building Certificate of Strata Scheme or Subdivision	\$11.60 for each strata but but not less than \$115.00			N	S	Building Act 2011
3130320	Application for Occupancy Permit or Unauthorised Class 2 to 9 Building - Uncertified	0.18% if Estimated Value not less than \$110.00			N	S	Building Act 2011
3130320	Application for Occupancy Permit or Unauthorised Class 2 to 9 Building - Certified	Per Application	105.00		N	S	Building Act 2011
3130320	Application for Occupancy Permit for Building with Existing Authorisation	Per Application	105.00		N	S	Building Act 2011
<b>Planning &amp; Development Applications</b>							
<b>Non Extractive industry Applications:</b>							
3100620	Application < \$50,000		147.00	147.00	N	S	Planning and Development Regs 2009
3100620	Application \$50,000 up to \$500,000	0.32% of the estimated cost of development			N	S	Planning and Development Regs 2009
3100620	Application >\$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			N	S	Planning and Development Regs 2009
3100620	Application \$2.5 million to \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			N	S	Planning and Development Regs 2009
3100620	Application \$5 million to \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million			N	S	Planning and Development Regs 2009
3100620	More than \$21.5 million	Per Application		34,196.00	N	S	Planning and Development Regs 2009
3100620	Determination of a Development Application		65.00	160.00	N	S	Planning and Development Regs 2009

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
	<b>Extractive Industry Applications:</b>						
3100620	Development Applications - Extractive Industries		739.00	739.00	N	S	Planning and Development Regs 2009
3100620	Development Applications - Extractive Industries (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
	<b>Other Planning &amp; Development:</b>						
3100620	Home Occupation Application		222.00	222.00	N	S	Planning and Development Regs 2009
3100620	Home Occupation Application (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Home Occupation Annual Renewal (before expiry)		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Home Occupation Annual Renewal (after expiry)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Providing Subdivision Clearance for:					S	Planning and Development Regs 2009
3100620	a) not more than 5 lots		\$73 per lot	\$73 per lot	N	S	Planning and Development Regs 2009
3100620	b) more than 5 lots but not more than 195 lots	\$73.00 per lot for the first 5 lots then \$35.00 per lot	\$73.00 per lot	\$35.00 per lot		S	Planning and Development Regs 2010
3100620	Determining an Application for Change of use/Alteration/Extension or Change of Non-Confirming use		295.00	295.00	N	S	Planning and Development Regs 2009
3100620	Determining an Application for Change of use/Alteration/Extension or Change of Non-Confirming use (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Providing Zoning Certificate		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Replying to Property Settlement Questionnaire		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Providing Written Planning Advice		73.00	73.00	N	S	Planning and Development Regs 2009
	<b>Development Assessment Panel (DAP) Fees</b>						
3100620	(a) not less than \$2 million and less than \$7 million		3,609.00	5,701.00	N	S	Planning and Development Regs 2011
3100620	(b) not less than \$7 millions and less than \$10 million		5,572.00	8,801.00	N	S	Planning and Development Regs 2011
3100620	(c) not less than \$10 million and less than \$12.5 million		6,062.00	9,576.00	N	S	Planning and Development Regs 2011
3100620	(d) not less than \$12.5 million and less than \$15 million		6,235.00	9,849.00	N	S	Planning and Development Regs 2011
3100620	(e) not less than \$15 million and less than \$17.5 million		6,408.00	10,122.00	N	S	Planning and Development Regs 2011
3100620	(f) not less than \$17.5 million and less than \$20 million		6,582.00	10,397.00	N	S	Planning and Development Regs 2011
3100620	(g) \$20 million or more		6,754.00	10,670.00	N	S	Planning and Development Regs 2011
	<b>Dowerin Home Care</b>						
	<b>Level 1 Transport (Pensioners)</b>						
3080620	Level 1 Transport (Pensioners) - One Way	100 km outside of Dowerin townsite	50.00	70.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	1-10 kilometres - one way	7.00	9.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	11-30 kilometres - one way	10.00	12.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	31-60 kilometres - one way	12.00	14.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	61-99 kilometres - one way	17.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	CBDC or Group per Trip, per person	4.50	4.50	Y	C	LG Act 1995 Section 6.16
	<b>Level 1 Other Services (Pensioners)</b>						
3080620	Community Nursing	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Day Care	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Domestic Assistance	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Gardening Service	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Meals on Wheels (Includes Cost of Meal)	Cost Recovery plus transport costs	15.00	15.00 base rate and variable	Y	C	LG Act 1995 Section 6.16
3080620	Personal Care	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Respite Care	Per Hour	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Individual	12.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Group	12.00	15.00	Y	C	LG Act 1995 Section 6.16
	<b>Level 2 Transport (Self Funded Retirees)</b>						
3080620	Level 2 Transport (Self Funded Retirees) - One Way	100 km outside of Dowerin townsite	60.00	80.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	1-10 kilometres	10.00	15.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	11-30 kilometres	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	31-60 kilometres	20.00	25.00	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	61-99 kilometres	25.00	35.00	Y	C	LG Act 1995 Section 6.16

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
3080620	Level 2 Transport (Self Funded Retirees) - One Way	CBDC or Group per Trip, per person	6.00	10.00	Y	C	LG Act 1995 Section 6.16
	<b>Level 2 Other Services (Self Funded Retirees)</b>						
3080620	Community Nursing	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Day Care	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Domestic Assistance	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Gardening Service	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Meals on Wheels	Per Meal	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Personal Care	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Respite Care	Per Hour	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Individual	15.00	20.00	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Group	15.00	20.00	Y	C	LG Act 1995 Section 6.16
	<b>Gentle Gym</b>						
3080635	WAHACC; CHSP & HCP	Per Session	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3080635	Community Member	Per Session	7.00	7.00	Y	C	LG Act 1995 Section 6.16
	<b>Home Care Package; Level 1 to Level 4</b>						
3080610	Daily Fee	Per Day	N/A	N/A			
3080610	Domestic Care	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Personal Care	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Other Food Services	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Respite in Home	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Social Support Individual	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Social Support Group	Per Hour	60.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Travel	Per Km	0.80	1.10	Y	C	LG Act 1995 Section 6.16
3080610	Administration Fee	Fully Managed Funding			Y	C	LG Act 1995 Section 6.16
3080610	Administration Fee	Shared Managed Funding			Y	C	LG Act 1995 Section 6.16
3080610	Contractor Service	Contractor Cost + 5% Admin Fee			Y	C	LG Act 1995 Section 6.16
3080610	Exit Fee		250.00	250.00	Y	C	LG Act 1995 Section 6.16
3080610	Volunteer Assisted Transport	Per Trip Northam	25.00	30.00	Y	C	LG Act 1995 Section 6.16
3080610	Volunteer Assisted Transport	Per Trip Perth	30.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Staff Travel	Per Km	0.80	1.30	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 1 - One Hour	Administration Cost Per Fortnight	35.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 2 - Two Hours	Administration Cost Per Fortnight	61.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 3 - Four Hours	Administration Cost Per Fortnight	131.00	135.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 4 - Six Hours	Administration Cost Per Fortnight	200.00	205.00	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 1 - One Hour	Administration Cost Per Fortnight	17.50	20.00	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 2 - One Hour	Administration Cost Per Fortnight	30.50	32.50	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 3 - Two Hours	Administration Cost Per Fortnight	65.50	67.50	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 4 - Four Hours	Administration Cost Per Fortnight	100.00	102.50	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 1 - One hour	Administration Cost Per Fortnight	35.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 2 - Two hours	Administration Cost Per Fortnight	61.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 3 - Four Hours	Administration Cost Per Fortnight	131.00	135.00	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 4 - Six Hours	Administration Cost Per Fortnight	200.00	205.00	Y	C	LG Act 1995 Section 6.16
3080610	Staff Time (Engaged by Family or Support Worker)	Cost recovery + 10%			Y	C	LG Act 1995 Section 6.16

	<b>Negotiated discounts may be available for groups or as part of SSA Marketing Campaigns</b>
	SSA Marketing Campaigns; 10% Discount Per Person remove under delegations
	SSA Marketing Campaigns; 20% Discount Per Person
	SSA Marketing Campaigns; 25% Discount Per Person

## 2022/2023 Fees and Charges

GL No:	Description	Notes	Final	Final	GST	Statutory Or Council Fee	Act or Regulation
			Fee/Charge 2021/2022	Fee/Charge 2022/2023			
	SSA Marketing Campaigns; 30% Discount Per Person						
	SSA Long Term Stays (8 days to 14 days); 10% Discount						
	SSA Long Term Stays (more than 14 days); 15% Discount						

## JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Our ref: 4128:16

12 May 2022

Cr Robert Trepp  
President  
Shire of Dowerin  
13 Cottrell Street, Dowerin WA 6461  
[crtrepp@dowerin.wa.gov.au](mailto:crtrepp@dowerin.wa.gov.au)

Dear President

**Shire of Dowerin Fencing Local Law 2022**

Thank you for providing the Explanatory Memorandum and supporting material for the above local law submitted to the Joint Standing Committee on Delegated Legislation on 30 March 2022.

The Committee considered the local law at its meeting today. It resolved to write to you about the following matter.

**Access to Australian Standards**

The local law refers to the following standards:

1. AS/NZS 3016:2002 Electrical installations—Electric security fences
2. AS/NZS 1170.0:2002 Structural design actions—General principles
3. AS 2870-2011 Residential slabs and footings.

In the Council meeting minutes for 15 February 2022, the Department of Local Government, Sport and Cultural Industries feedback states:

*The local law contains multiple references to Australian Standards, These documents are commercial in nature and not always publically accessible. While the Delegated Legislation Committee has allowed the use of Australian Standards in local laws, this is on the condition that:*

- (a) *Up to date references are used;*
- (b) *The full title of each standard must be used at least once, either in the applicable clause or in the interpretation area;*
- (c) *The local government's website should specify where these standards can be freely viewed.*

*It is suggested that the Shire should ensure these matters are addressed. It is possible the Committee may make inquires on these issues when the final local law is scrutinised.*

The Shire's response this feedback regarding access to standards was:

*All standards referred to with the local law are at this point all are current, with the full title of each standard referenced to being used.*

*The Shire should look implementing the suggestions made by the DLGSC's with respect to availability of standards.*

As these standards have been adopted as part of the local law, residents should be able to access them easily and without charge. This derives from the principle that citizens should be able to access the law. Any barriers to access, including cost and not being aware about the availability of free access, undermines the rule of law.

### **Typographical error**

The clause referred to under the headings of Schedules 5 and 6 should be clause 2.12(1)(a) and 2.12(1)(b), not 2.11(1)(a) and 2.11(1)(b).

### **Undertakings**

The following undertakings are sought:

1. Within six months, provide the Committee with information on how the standards referred to above (as amended from time to time) can be accessed by residents without charge.
2. When the local law is next reviewed and amended, correct the typographical error in the headings of Schedules 5 and 6 identified above.
3. Ensure any consequential amendments arising from undertaking 2 will be made
4. Where the local law is made publically available by the Shire, whether in hard copy or electronic form, ensure it is accompanied by a copy of the undertaking.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the Shire of Dowerin. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

The Committee requests the undertakings be provided after your Council meeting on 21 June 2022, by 27 June 2022.

Please also note that the fulfilment of the undertaking to correct the typographical errors must be by making a local law that complies with all mandatory procedural steps contained in section 3.12 of the *Local Government Act 1995*.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

### **Notice of motion to disallow**

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

Please provide your response by **27 June 2022**. If you have any queries in relation to this matter, please contact Mr Alex Hickman, Advisory Officer (Legal) on 9420 7633 or at [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au).

Yours sincerely



**Mr Geoff Baker MLA**  
Chair

Att: Rebecca McCall, Chief Executive Officer, [rmccall@dowerin.wa.gov.au](mailto:rmccall@dowerin.wa.gov.au)

*This correspondence including any attachments is confidential and privileged. Your local government may only discuss the content of this letter and any attachments with the Western Australian Local Government Association, the Department of Local Government and the Shire's legal advisors to the extent necessary to obtain information the Committee seeks. Each person to whom you distribute this material must be made aware of its confidential and privileged status.*



*The Council of the Shire of Dowerin resolves to undertake to the Joint Standing Committee on Delegated Legislation:*

1. Within six months, provide the Committee with information on how the standards referred to above can be accessed by residents without charge.
2. When the local law is next reviewed and amended, correct the typographical error in the headings of Schedules 5 and 6.
3. Ensure any consequential amendments arising from undertaking 2 will be made
4. Where the local law is made publically available by the Shire, whether in hard copy or electronic form, ensure it is accompanied by a copy of the undertaking.

## JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Our ref: 4128:18

12 May 2022

Cr Robert Trepp  
President  
Shire of Dowerin  
13 Cottrell Street, Dowerin WA 6461  
[crtrepp@dowerin.wa.gov.au](mailto:crtrepp@dowerin.wa.gov.au)

Dear President

**Shire of Dowerin Repeal Local Law 2022**

Thank you for providing the Explanatory Memorandum (EM) and supporting material for the above local law submitted to the Joint Standing Committee on Delegated Legislation on 30 March 2022.

The Committee considered the local law at its meeting today. It resolved to write to you about the Shire's failure to comply with section 3.12(3)(a) and (b) of the *Local Government Act 1995* (Act) when making the local law.

**Section 3.12 of the Act**

This section sets out the precise, mandatory procedures that must be followed when making a local law and the order in which they must be taken. A failure to substantially comply will invalidate a local law.

The EM states:

*Due to an administrative oversight the proposed local law was not advertised for community comment in accordance with s3.12(3)(a) of the Local Government Act 1995.*

*The Department of Local Government, Sport and Cultural Industries did not provide a response as the Minister for Local Government did not receive a copy of the Repeal Local Law.*

I also note the Statutory Procedures Checklist reflects this.

Accordingly, the local law is invalid and infringes the Committee's Term of Reference 10.6(a) as it is not within power of the Act.

The Committee requests the following undertakings to give the Shire an opportunity to rectify the error:

1. Within six months:
  - repeal the invalid local law gazetted on 17 March 2022

- make a new local law which follows all the mandatory steps in section 3.12.
2. The repeal local law will not be enforced contrary to undertaking 1.
  3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

The undertakings should be given in the form of a letter signed by you as President, not the Chief Executive Officer or other officer of the Shire of Dowerin. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

The Committee requests the undertakings be provided after your Council meeting on 21 June 2022, by 27 June 2022.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

Please also note that the fulfilment of the undertakings must be by making a local law that complies with all mandatory procedural steps contained in section 3.12 of the *Local Government Act 1995*.

#### **Notice of Motion to Disallow**

The Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

Please provide your response by **27 June 2022**. If you have any queries in relation to this matter, please contact Mr Alex Hickman, Advisory Officer (Legal) on 9420 7633 or at [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au).

Yours sincerely

A handwritten signature in blue ink that reads "Geoff Baker". The signature is written in a cursive, slightly slanted style.

**Mr Geoff Baker MLA**  
Chair

Att: Rebecca McCall, Chief Executive Officer, [rmccall@dowerin.wa.gov.au](mailto:rmccall@dowerin.wa.gov.au)

*This correspondence including any attachments is confidential and privileged. Your local government may only discuss the content of this letter and any attachments with the Western Australian Local Government Association, the Department of Local Government and the Shire's legal advisors to the extent necessary to obtain information the Committee seeks. Each person to whom you distribute this material must be made aware of its confidential and privileged status.*

**Suggested form of Council resolution to provide the undertakings**

The Council of the Shire of Dowerin resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

1. Within six months:
  - repeal the invalid local law gazetted on 17 March 2022
  - make a new local law which follows the mandatory steps in section 3.12.
2. The repeal local law will not be enforced contrary to undertaking 1.
3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

## Regional Subsidiary

### BUSINESS PLAN

**2022 - 2023**

**OPEN FOR PUBLIC COMMENT**

Member Local Governments:

*Shire of Dowerin*  
*Shire of Wyalkatchem*  
*Shire of Koorda*  
*Shire of Mt Marshall*  
*Shire of Trayning*  
*Shire of Mukinbudin*  
*Shire of Nungarin*

[www.newroc.com.au](http://www.newroc.com.au)  
E [caroline@newroc.com.au](mailto:caroline@newroc.com.au)  
M 0403 225 900

## 1. Forward

The NEWROC Regional Subsidiary will be formed under XX of the Local Government Act.

The current members of the NEWROC have been working together for over 25yrs as a voluntary organisation of Councils. Currently under the voluntary organisation of Council structure, one member is the lead for grant applications and regional services, with a rotating 'host' Council. This presents a number of challenges. The regional subsidiary will provide a formal governance structure for member local governments to help them achieve their strategic priorities and progress large scale projects that will benefits communities within the region.

The proposed Regional Subsidiary is required to have a Business Plan and Budget each financial year. The Business Plan continues in force for the period specified in the plan or until a new Plan is adopted. It must be reviewed annually.

The Business Plan of a Regional Subsidiary may be seen as similar in role to a Council's Strategic Plan and Corporate Business Plan combined.

The value of the NEWROC is in regional collaboration on services, events and infrastructure projects that benefit NEWROC communities, a united voice for member local governments keen to advocate and sharing of resources. There currently are a number of initiatives where member local governments are considering what type of governance and planning is required to assist them in meeting the priorities of their communities and this is where the NEWROC Regional Subsidiary can provide an entity to progress them.

### **NEWROC President**

*Cr Gary Shadbolt*

#### **Our Vision**

Enabling and creating progressive, healthy and prosperous communities.

#### **Our Mission**

Through regional collaboration to champion opportunities for our communities.

### **NEWROC Commitments**

- **Regional Commitment:** We will make decisions and deliver services that achieve regional goals that couldn't be achieved individually.
- **Community Focus:** We will ensure that everything we do benefits the people that live and work in our region.
- **Accountability:** We will be open and accountable in everything we do, by involving stakeholders in decisions that affect them and by using effective engagement and communication techniques.
- **Innovation:** We are committed to continually working together to improve the local government services we provide and projects we deliver by being prepared to share, listen, learn and use technology where this delivers positive outcomes for our communities.
- **Collaboration:** Councils will work together for the good of the region and encourage business and community groups to also work together to provide a supportive environment where our people prosper.

## Member Local Government Information:

Criteria	Dowerin	Koorda	Mt Marshall	Mukinbudin	Nungarin	Trayning	Wyalkatchem
Area (Sq km's)	1867	2662	10,134	3414	1145	1632	1743
Sealed Roads (km)	196	245	307	204	249	181	175
Unsealed Roads (km)	773	840	1440	732	390	594	508
Population	697	414	550	555	240	423	523
No of Dwellings	410	298	350	315	134	255	332
No of Employees	34	19	27	27	10	14	14

## Our History

Established in the early 90s, the NEWROC members have worked together on a number of initiatives. Some examples of the types of projects that have benefited member local governments are as follows:

- Shared resources in **natural resource management and tourism**
- Construction and marketing of the **\$1.9m Wheatbelt Way self-drive route**
- Construction of a **\$1m telecommunications service (internet)** across member communities
- Delivery of the **Kununoppin Bonded Medical Scholarship** to attract and retain 3 GPs in the member communities
- **Collective advocacy** on priority areas including health, agriculture, transport and education
- **Sharing** of templates, information and equipment
- **Mentoring** amongst the group members and member local government staff

The NEWROC currently meets every month, once as a group of CEOs and the following month as Presidents of the member local governments. As a Regional Subsidiary the NEWROC will continue to meet monthly but as a Board. Our longest serving NEWROC delegate was Cr Eileen O'Connell (Shire of Nungarin).

## **2. Regional Subsidiary Governance**

A regional subsidiary is designed to be a convenient way for local governments to pool their resources and cooperate more closely.

A regional subsidiary is:

- similar to a Voluntary Regional Association of Councils (VROC), but is more binding on the participants
- similar to a regional council but has more flexibility and fewer reporting requirements.

The regional subsidiary is predominantly governed by its Charter. Under its current voluntary organisation of Councils structure, the NEWROC experiences the following challenges:



- A lead local government is required for projects, shared resources and grant applications which is additional administration for the lead local government as well as compliance and financial management
- MoU guides the voluntary ROC but requires good faith as its underlying principle
- No legal entity to apply for grants
- Chair and CEO positions rotate every two years with a 'host' Council
- Regional shared equipment requires a 'host' Council to purchase the asset and for it to be shown on their asset management register
- NEWROC initiatives and projects are limited by the MoU and 'host' Council commitments

## 2.1 Our Purpose for forming a Regional Subsidiary

1. Provide a means for the member local governments, to assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economy, environment and governance, without the rationalisation of jobs
2. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance
3. Provide a means for the member local governments to attract specialist skills and create employment opportunities across the members
4. To take an active interest in all matters affecting the communities of the member local governments with the view to improving, promoting and protecting them
5. To develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community.

## 2.2 Membership and Fees

The Regional Subsidiary will include:

<b>Member local government</b>	<b>Annual membership fee (ex GST)</b>
Shire of Nungarin	\$11,000
Shire of Mukinbudin	\$11,000
Shire of Trayning	\$11,000
Shire of Koorda	\$11,000
Shire of Mt Marshall	\$11,000
Shire of Wyalkatchem	\$11,000
Shire of Dowerin	\$11,000

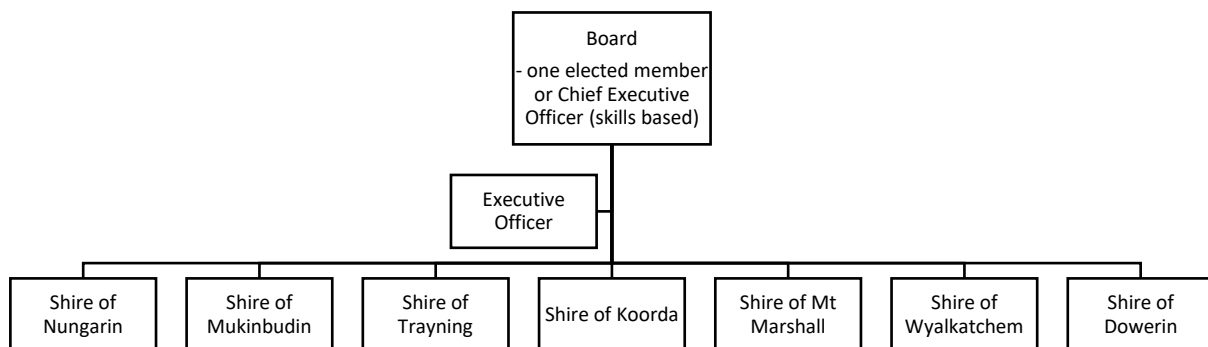
## 2.3 Proposed Function

The Regional Subsidiary shall have powers, functions and duties assigned to it under the Charter by the member local governments. They shall include:

- becoming a member of or co-operating with any other association or organisation whether or outside the area of the member local governments which have similar objects and purposes
- entering into contracts or arrangements with any Government agency or authority which are incidental or conducive to the attainment of the objects and exercise of the powers of the Regional Subsidiary

- appointing, employing, remunerating, removing or suspending officers, managers, employees and agents of the Regional Subsidiary
- entering into contracts for the acquisition of goods and services
- raising revenue through subscriptions and fees
- printing and publishing information
- establishing such committees as it deems necessary and to define the terms of reference of such committees which may include to steer projects or to pursue geographic or functional interests of the Regional Subsidiary
- acquiring goods and services relevant to the purpose for which the Regional Subsidiary is established
- opening and operating bank accounts
- establishing reserve accounts for future purposes
- doing all other things that are necessary or incidental or conducive to the attainment of the objects and purposes, the furtherance of the interests and the exercise, performance or discharge of the powers of the Regional Subsidiary.

## 2.4 Regional Subsidiary Organisation Structure

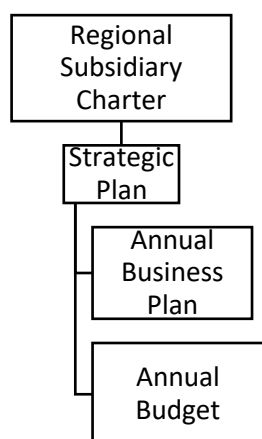


## 2.5 Business Plan Term

1 July 2022 – 30 June 2023.

A rolling business plan will be required on 1 July 2023 as per the Regional Subsidiary Charter. This Business Plan has been prepared in line with the Regional Subsidiary regulations.

## 2.6 Regional Subsidiary Hierarchy of Documents



## 2.7 Reporting

A report of actual achievements against the annual key actions will be presented at each Board meeting providing a progress report on the Regional Subsidiary's Strategic Plan.

The Board shall compare the Annual Business Plan against performance targets at least twice every operating year and in consultation with the member local governments review the contents of the Annual Business Plan. The Regional Subsidiary will also consult with the member local governments prior to amending the Annual Business Plan.

At least once in each operating year and prior to 31 August of the subsequent financial year, a report on the work and operations of the Regional Subsidiary shall be prepared, detailing achievement of the aims and objectives of its Strategic Plan, Business Plan and incorporating the audited Financial Statements of the Subsidiary and any other information or report as required by the member local governments.

## **3. Business Plan**

The major challenges for the region are identified as:

- Attracting and retaining transient and permanent populations
- Restricted Mobile Communications due to geography and the very slow rollout of new towers into the region
- Reliable energy supply and the drive to clean/alternative energy
- The growing impact of Climate change on communities and agribusinesses
- Health facilities and service provision in an aging population base
- Volunteer fatigue particularly for emergency services and local sports and service clubs
- Member local government reliance on Rates as the primary source of revenue

Key focus areas of the Regional Subsidiary in this Business Plan:

- i. Reliable power supply to NEWROC communities
- ii. Improved waste infrastructure and management
- iii. Activating town centres
- iv. Supporting local businesses
- v. Improving telecommunications

### 3.1 Annual Action Plan and Targets

Strategic Priority	Business Plan Actions	Target 1 July 2022 to 30 June 2023	To Be Measured By
Partner with NEWTRAVEL to promote the region as a great place to visit through effective planning and marketing of attractions and events	Regular engagement with NEWTravel	NEWTravel presentation to NEWROC	NEWROC is aware of NEWTravel priorities and projects
Identify opportunities and strategies for attracting new businesses and expanding existing businesses by promoting the availability of accessible land, the community spirit and high-speed communications network available within the region.	Implement the NEWROC Workforce Plan	BRRR Funding secured	Increased awareness of lifestyle and job / business opportunities in the district
	Efficiencies explored in local government procurement	Preferred suppliers list through the Wheatbelt Business Network Business Directory	Number of small business workshops delivered and attendance Adoption of NEWROC Procurement Policy
	Wheatbelt Town Team Builder	Trayning Do Over delivered One initiative delivered in each NEWROC community	Number of Town Teams and initiatives in each NEWROC community
	Investigation into a DAMA	Participation in a DAMA if it proceeds	NEWROC members, communities and businesses support the DAMA
Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	Collaboration with key stakeholders for solutions to mobile blackspots, power to mobile towers and internet services	Additional internet towers erected in Yorkrakine, North Gabbin, North Koorda, Talgominie	Improved internet services in NEWROC communities  Key stakeholders aware of black spots in the NEWROC communities
Attract and retain health professionals and aged care providers in a co-ordinated manner within the region.	Identify strategies in the NEWROC Health Plan	TBC	Retention of health services in the NEWROC communities
Advocate and seek funding for a renewable power / emergency power / micro-grid that will compliment current power supplies and improve sustainability within the region.	Solution identified for a NEWROC community	Successful acquittal of REDS grant	Solution pitched for further funding
Determine the best location and design for a regional waste facility or improved	Identify waste management infrastructure required across communities	External funding attracted to upgrade local waste facilities	Improved user experience

waste management services and local infrastructure.			
Work together to advocate on issues and opportunities that have an impact on our communities	Advocate and present the views of member local governments		The number of representations made on behalf of Member local governments
Review the delivery of Local Government services and projects across the region to identify opportunities to resource share, and attract and retain LG professionals	Member local governments support each other to deliver services and projects as required	Member local governments work together as required	Positive member to member relationships
Continue to review regional subsidiary legislation and prepare for the opportunity	Member Councillors are informed about Regional Subsidiary governance	Charter and Business Plan submitted to Minister	Regional Subsidiary instated

### 3.2 Calendar of Key Events

Every 2yrs, the Board will undertake a:

- i. Strategic Plan review
- ii. Regional Subsidiary Charter review

	ANNUAL
<i>July</i>	Committee Meeting Financials Presented Audit process commences Nominations for the Board called
<i>August</i>	Annual General Meeting Board Elections Chair Election Audit Presentation Annual Report Annual Financial Report
<i>September</i>	Committee Meeting Financials Presented Insurance renewals
<i>October</i>	Board Meeting Financials Presented Business Plan review against targets
<i>November</i>	Committee Meeting Financials Presented
<i>December</i>	Board Meeting Financials Presented
<i>January</i>	Committee Meeting Financials Presented
<i>February</i>	Board Meeting Financials Presented
<i>March</i>	Committee Meeting Financials Presented Business Plan review against targets and update, communication to members Budget Preparation and submission to members
<i>April</i>	Board Meeting Financials Presented EO Performance Review Business Plan adopted Budget adopted
<i>May</i>	Committee Meeting Financials Presented
<i>June</i>	Board Meeting Financials Presented

## 4. Finances

### 4.1 Annual Budget

The following budget is prepared using the framework of the current annual budget of NEWROC. The only amendment in the Regional Subsidiary budget below is the subsidiary establishment costs.

<b>NEWROC Budget</b>	
<b>North Eastern Wheatbelt Regional Organisation of Councils</b>	
<b>1 July 2022 - 30 June 2023</b>	
<b>Estimated Opening Balance (operations account) 1 July 2022</b>	<b>\$170,000.00</b>
<b>Opening Balance (TD)</b>	<b>\$195,371.00</b>
<b>Account</b>	<b>Total</b>
<b><i>Income</i></b>	
Grants received (057) - BBRF	\$20,000.00
Interest Received (076)	\$500.00
NEWROC Business Case / Project Work Subs (055)	\$14,000.00
NEWROC Subscriptions Received (054)	\$77,000.00
Special Projects Subscriptions Rec. (056)	\$0.00
Town Team Movement	\$30,000.00
Telecommunications	\$30,000.00
Sundry Income (067)	
<b>Total Income</b>	<b>\$171,500.00</b>
<b><i>Less Operating Expenses</i></b>	
Accounting/Audit fees (200)	\$2,200.00
Advertising (201)	\$10,000.00
Bank charges (203)	\$24.00
Catering (204)	\$200.00
Computer Software/Support (205)	\$0.00
Consultancy Fees (206)	
	Waste Project \$41,000.00
	Workforce \$10,000.00
Event / Ceremony Expenses (207)	\$500.00
Gifts (208)	\$400.00
Legal expenses (209)	\$5,000.00
Printing and Stationery (213a)	\$120.00
Regional Subsidiary Establishment	\$5,000.00
Records Storage (215)	\$70.00
Executive Officer Business Case/Project Work (105)	\$0.00
Executive Officer Contract Services (100)	\$40,000.00
Executive Officer Office Expenses (103)	\$3,000.00
Executive Officer Seminars/Conferences (101)	\$1,000.00
Executive Officer Travel (102)	\$6,000.00
Executive Officer Travelling Expenses (Accom) (104)	\$1,000.00
Grants distributed (300)	
Literary Luncheon (600)	\$600.00
Telecommunications Contractor/Services (400)	
Contract	\$45,000.00

Website and Database (700)

\$386.00

<b>Total Expenses</b>	<b>\$171,500.00</b>
<b>Net Profit</b>	<b>\$0.00</b>

### 4.3 Financial Reporting

The Regional Subsidiary must at each Board meeting have a statement of comprehensive income; Statement of financial position; A Cashflow statement; A Budget v Actuals; Statement of Changes in Equity

A proposed annual business plan and annual budget detailing the estimated revenues, costs and levies for the ensuing financial year shall be submitted by the Executive Officer to the Board by 30 June in each financial year and must comply with AAS

### 4.4 Income

*Membership fee* - local governments will contribute \$11,000 annually towards the Regional Subsidiary to achieve its objectives.

*Additional charges* - The Regional Subsidiary can pursue specific projects, programs or services which will be levied according to the number of members participating, financial projections etc. Additionally levies must be agreed upon my all member local governments.

## 5. Impact Assessment

### 5.1 Impact on Members

Member local governments of the NEWROC voluntary regional organisation of Councils currently contribute \$11,000 for membership and \$2,000 for business cases on an annual basis. This is unlikely to change moving into a Regional Subsidiary.

Participation in the Regional Subsidiary may deliver enhanced services to member local governments, achieved through collaboration and sharing of resources to attract skilled professionals e.g. ranger services, environmental health.

Participation in the Regional Subsidiary may assist members to attract external funding for services and facilities that they could otherwise not achieve individually.

It is unlikely that the establishment of the Regional Subsidiary and its ongoing operations will have a negative impact on member local governments. If additional fees or levies are imposed on member local governments by the Regional Subsidiary this must be by absolute majority and members can elect to participate or abstain.

<b>Member local government</b>	<b>Helps achieve our Strategic Plan goals.....</b>
Shire of Dowerin	3.1 Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage 4.1 Deliver a sustainable and progressive approach to natural resource and waste management 5.4 Advocate and lobby effectively on behalf of our community
Shire of Mt Marshall	Work with local business and other stakeholders to attract investment; create jobs and support business growth Encourage, promote, and deliver activities and events that promote our region and have a positive economic and social benefit Continue to work with regional partners to advocate for improved energy reliability and telecommunications coverage



	Deliver a sustainable and progressive approach to waste management including continued collaboration with neighbouring local governments
Shire of Wyalkatchem	4. Increase visitors to our region 5. Growth in business opportunity 6. Essential services and infrastructure are available to support the community and local economy 7. We have vibrant, active public open spaces and buildings with high levels of utilisation and functionality 12. Form strategic partnerships and advocate for the community
Shire of Koorda	1.2 Create an environment that provides for a caring and healthy community 2.1 Actively support and develop local and new business 2.2 Facilitate the development of local and regional tourism 3.1 Enhance the health and integrity of the natural environment 3.2 Build a sense of place through public infrastructure and facilities
Shire of Trayning	1. Our local economy continues to grow 2. Our community is connected, safe and healthy 4. Our natural environment is preserved
Shire of Nungarin	SCP in progress
Shire of Mukinbudin	1.2 - Health services which are accessible and meet the needs of the community 1.4 - A quality lifestyle 2.1 - A innovative, vibrant and entrepreneurial local economy 2.2 - Encourage greater levels of tourism activity 3.2 - Integrate resource management and sustainability

## 5.2 Risk Assessment

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Response / Mitigation</b>
Regional Subsidiary and amalgamation are misunderstood	Medium	Medium	Regional Subsidiary strengthens the collaboration between member local governments Charter will not allow for employee rationalisation Regional Subsidiary is seen as a way to protect individual local governments but achieve large scale projects and priorities
Decisions and actions of the Regional Subsidiary - liability on member local governments	Low	Medium	The Regional Subsidiary is directed, supervised and is accountable to its member local governments and they are ultimately liable. The Charter guides decision making and particularly the financial commitments of the Subsidiary Some specific items require member Council support rather than just the Regional Subsidiary Board To borrow money requires absolute majority support
The Regional Subsidiary borrows beyond its ability to repay	Low	Medium	Similar guidelines and constraints currently in place for local governments will be placed on the Regional Subsidiary if it is to borrow money Regional Subsidiary will be required to prepare a Business Case to borrow as well as supporting plans

			To borrow money requires absolute majority support and a presentation to each member Council
Lack of direction	Low	Medium	Charter requires the Regional Subsidiary to have a strategic plan, annual business plan and annual budget, regular reporting to member local governments
Annual membership fees increase beyond member capacity	Low	Medium	Setting fees requires simple majority Unlikely in short term that annual membership fees will rise
Levies beyond member capacity	Low	Low	A levy for a specific project, activities or activities must be agreed upon by an absolute majority of the member local governments Executive Officer is required to notify the member local governments individually before a levy is set
Member local government withdraws	Low	Medium	Charter contains a dispute resolution process Long lead time for the notification period to withdraw Any liabilities will need to be paid until the end of the program / project, not the end of the Regional Subsidiary
NEWROC would be the first regional subsidiary in WA and may encounter challenges	Medium	Medium	NEWROC has engaged with WALGA, the Minister and Department regarding forming a Regional Subsidiary for a number of years NEWROC has explored various other governance structures WALGA, the Department and Minister has provided advice and guidance to NEWROC in formulating the Charter



## **DRAFT Regional Subsidiary Charter**

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# 1. INTRODUCTION

## 1.1 Name

The name of the subsidiary is the *North Eastern Wheatbelt Regional Subsidiary*

## 1.2 Interpretation and Definitions

“*Absolute majority*” of the Participant Councils means a majority of the whole number of the Constituent Councils;

“*Act*” means the *Local Government Act 1995*;

“*Authorised institution*” means an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

“*Board*” means the Board of Management of the Subsidiary established under Clause 3;

“*Board Member*” means a person who has been appointed to the Board by a constituent Council in accordance with Clause 3;

“*Participant Council*” means those Councils named in Clause 1.3;

“*Constituent Council*” means the Councillors and Administration of the Participant Council

“*Elected Member*” means an elector Mayor or President, or Councillor of a Council who has been elected pursuant to the Local Government Act 1995;

“*Financial Year*” means a year beginning on 1 July in each year and ending on 30 June of the following year;

“*Foreign Currency*” means a currency except the currency of Australia;

“*Levy*” means a charge imposed by the Subsidiary on the Participant Councils in accordance with Clause 5.2.1

“*Meeting*” includes an ordinary and a special meeting of the Board;

“*Member*” means the Participant Council

“*Minister*” means the Minister of the Crown to whom the administration of the Act is for the time being committed by the Governor and includes a Minister of the Crown for the time being acting for or on behalf of the Minister;

“*Participant Council*” means the local government member of the regional subsidiary

“*region*” means the constituent Councils

“*regional subsidiary*” has a meaning given to it in [Section X of the Local Government Act 1995](#).

“*Subscription*” means those monies the Participant Councils are liable to contribute to the Subsidiary in accordance with Clause 6.2;

the term “*person*” shall include a corporate body;

“*Subsidiary*” means the *North Eastern Wheatbelt Regional Subsidiary*

the term “singular” includes the plural and vice versa;

a reference to the masculine includes the feminine and vice versa;

references to clauses are to clauses of the Charter.

### **1.3 Establishment, Structure and Membership**

The Subsidiary is a regional subsidiary established pursuant to Section 3.69 of the Act.

Members (Participant Council) of the regional subsidiary includes:

1.3.1 *Shire of Nungarin*

1.3.2 *Shire of Mukinbudin*

1.3.3 *Shire of Trayning*

1.3.4 *Shire of Koorda*

1.3.5 *Shire of Mt Marshall*

1.3.6 *Shire of Wyalkatchem*

1.3.7 *Shire of Dowerin*

Membership commences when the Constituent Council signs this Charter

The Subsidiary is a body corporate with perpetual succession and a common seal and is governed by its Charter

### **1.4 Local Government Act 1995**

This Charter must be read in conjunction with **Section \_ of the Act.**

The Subsidiary shall conduct its affairs in accordance with **Section \_ of the Act** except as modified by this Charter as permitted by **Section \_**

### **1.5 Objectives and Purpose for which the subsidiary is established**

1.5.1 The purpose of the subsidiary is to affirm the partnership and collaboration of the local governments under 1.3.

The objects of the subsidiary are to:

- a) Provide a means for the constituent Councils, to assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economy, environment and governance, without the rationalisation of jobs
- b) Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance

- c) Provide a means for the constituent Councils to attract specialist skills and create employment opportunities across the members
- d) To take an active interest in all matters affecting the communities of the constituent Councils with the view to improving, promoting and protecting them
- e) To develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;

## **1.6 Powers, Functions and Duties**

The powers, functions and duties of the Subsidiary are to be exercised in the performance and furtherance of the Subsidiary's purposes. The Subsidiary shall have those powers, functions and duties assigned to it under this Charter by the constituent Councils from time to time that include but are not limited to –

1.6.1 becoming a member of or co-operating with any other association or organisation whether or outside the area of the Participant Councils which are similar objects and purposes to the Subsidiary;

1.6.2 entering into contracts or arrangements with any Government agency or authority which are incidental or conducive to the attainment of the objects and exercise of the powers of the Subsidiary;

1.6.3 appointing, employing, remunerating, removing or suspending officers, managers, employees and agents of the Subsidiary;

1.6.4 entering into contracts for the acquisition of goods and services;

1.6.5 raising revenue through subscriptions and fees from Participant Councils by arrangements with sponsor organisations, by arrangement or contract with any other organisation or person and by any other means not inconsistent with the purposes of the Subsidiary;

1.6.6 printing and publishing any newspapers, periodicals, books, leaflets, or other like writing;

1.6.7 establishing such committees as it deems necessary and to define the terms of reference of such committees which may include to steer projects or to pursue geographic or functional interests of the Subsidiary, the Participant Councils or specific groups of the Participant Councils;

1.6.8 subject to Clause 1.8 and the Act delegating any of the Subsidiary powers and functions to the Executive Officer or any Committee established by the Subsidiary, and changing or revoking such delegations;

1.6.9 appointing any elected member, officer or employee of a Participant Council or any other person to be a member of any duly appointed committee;

1.6.10 subject to Clause 5.8 acquiring goods and services relevant to the purpose for which the Subsidiary is established;

1.6.11 opening and operating bank accounts;

1.6.12 establishing reserve accounts for future purposes;

1.6.13 doing all other things that are necessary or incidental or conducive to the attainment of the objects and purposes, the furtherance of the interests and the exercise, performance or discharge of the powers of the Subsidiary;

## **1.7 Property**

1.7.1 All property held by the Subsidiary is held by it on behalf of the Constituent Councils

1.7.2 No person may sell, encumber or otherwise deal with any property of the Subsidiary without the approval of the Board by way of majority resolution at a Board meeting.

## **1.8 Delegation by Subsidiary**

The Subsidiary may by resolution of the Board delegate any of its powers, functions and duties under this Charter to the Executive Officer but may not delegate

1.8.1 the power to impose charges including the power to impose a fee or subscriptions

1.8.2 the power to borrow money or obtain any other form of financial accommodation

1.8.3 the power to approve expenditure of money on the works, services or operations of the Subsidiary not set out or included in a budget approved by the Subsidiary or where required by this Charter approved by the Participant Councils

1.8.4 engage additional employees of the Subsidiary unless prior approval has been granted by the majority of Participant Councils

## **2. NATIONAL COMPETITION POLICY**

The Subsidiary must not undertake any commercial activities, which constitute a significant business activity of the Subsidiary, in accordance with the principles of competitive neutrality.

## **3. BOARD OF MANAGEMENT**

The Board is responsible for managing all activities of the Subsidiary and ensuring that the Subsidiary acts in accordance with this Charter.

### **3.1 Membership of the Board**

3.1.1 Each Participant Council is entitled to appoint one elected member with the necessary skills, of the Constituent Council to be a Board Member (1 vote) and may at any time revoke such appointment and appoint another member on behalf of that Constituent Council

3.1.2 Subject to Clauses 3.1.3, 3.1.7 a Board Member shall be appointed for a term specified in their instrument of appointment not exceeding the term that the Board Member continues as an elected member of the Constituent Council or until the conclusion of the next periodic Local Government Election following their appointment, whichever term is lesser, at which time they will be eligible for re-appointment by the Constituent Council;

3.1.3 Each Participant Council is to appoint a sufficient number of elected member(s) of the Constituent Council to act as a Deputy Board Member in place of that Board Member if the Board Member will be unable to be present at a meeting of the Board. The Participant



Council may revoke the appointment of a Deputy and appoint another elected member as Deputy at any time;

3.1.4 In the absence of a Board Member, a Deputy Board Member has all the rights and responsibilities of the Board Member

3.1.5 Each Participant Council must give notice in writing to the Subsidiary of the elected members it has appointed as a Board Member and Deputy Board Members and of any revocation of any of those appointments

3.1.6 A Subsidiary is to permit any elected member or CEO of a Constituent Council to attend meetings of the Board in the capacity of an observer

3.1.7 The provisions regarding terminating the appointment of an Elected Member as prescribed in the Act apply to all Board Members. In addition to those provisions, the appointment of a Board Member shall terminate –

- a) upon the Council who appointed him/her ceasing to be a Constituent Council; or
- b) if the Board member ceases to be an elected member of the Constituent Council which appointed him/her;
- c) upon the happening of any other event through which the Board Member would become ineligible to remain as a Board Member;
- d) upon their term expiring

3.1.8 The Board may by an absolute majority vote of the Board Members present make a recommendation to the relevant Constituent Council requesting that they terminate the appointment of a Board Member in the event of –

- a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
- b) serious neglect of duty in attending to the responsibilities of a Board Member;
- c) breach of fiduciary duty to the Subsidiary or the Constituent Council;
- d) breach of the duty of confidentiality to the Subsidiary or the Constituent Council;
- e) breach of the conflict of interest provisions of the Act; or
- f) any other behaviour that may, in the opinion of the Board, discredit the Subsidiary or the Constituent Council.

## **3.2 Membership – Subject Matter Expert**

3.2.1 The Board may consist of or include up to two (2) persons ('subject matter expert') not being elected members or employees appointed to the Board, by majority of the Participant Councils. In this context, 'subject matter expert' means a person is to have the abilities and attributes to provide expertise, skills and experience relevant to the purpose of the subsidiary.

3.2.2 The Board is to determine the selection and appointment process for subject matter expert positions.

## **3.3 Functions of the Board**

3.3.1 The formulation of strategic plans, annual business plans, financial plans and broad strategies aimed at achieving the purpose, objects and improving the activities of the Subsidiary

3.3.2 To provide input, direction, approval and monitoring of policies of the Subsidiary

3.3.3 Appointing, monitoring, overseeing and evaluating the performance of the Executive Officer of the Subsidiary

3.3.4 Ensuring all activities undertaken by the Subsidiary are in line with relevant legislation, regulations and policies;

3.3.5 Ensuring that the activities of the Subsidiary are undertaken in an open and transparent manner

3.3.6 Represent the interests of the Participant Councils in performing their roles and responsibilities

3.3.7 Participate in the decision-making process of the Subsidiary

3.3.8 Ensuring the Subsidiary has sound financial management policies and practices

3.3.9 Anticipating and reducing risks on the Subsidiary and Constituent Councils

3.3.10 Engaging in professional development to ensure the Board has the necessary skills to achieve the objectives of the subsidiary

### **3.4 Propriety of Members of the Board**

3.4.1 The provisions regarding conflict of interest prescribed in the Act apply to all Board Members in the same manner as if they were elected members of a Council.

3.4.2 Board Members must at all times act in accordance with their duties of confidence and confidentiality and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to the performance and discharge of official functions and duties.

### **3.5 Chairperson of the Board**

3.5.1 A Chairperson and Deputy Chairperson shall be elected at the Annual General Meeting by a majority of the Board members present

3.5.2 Where there is more than one nomination for the position of Chairperson or Deputy Chairperson, the election shall be decided by secret ballot.

3.5.3 Subject to legislation and any other provision in this Charter to the contrary, the Chairperson and Deputy Chairperson shall hold office from the Annual General Meeting at which they were elected until the next Annual General Meeting unless he/she resigns or is no longer eligible to act as a Board Member.

3.5.4 If the Chairperson should cease to be a Board member, the Deputy Chairperson shall act as Chairperson until the election of a new Chairperson at the next Annual General Meeting.

### **3.6 Powers of the Chairperson and Deputy Chairperson**

3.6.1 The Chairperson shall preside at all meetings of the Board and, in the event of the Chairperson being absent from a meeting, the Deputy Chairperson shall preside. In the event of the Chairperson and Deputy Chairperson being absent from a meeting, the Board shall appoint a member from amongst themselves, who shall preside for that meeting or until the Chairperson or Deputy Chairperson is present.

3.6.2 The Chairperson shall have a deliberate vote but no second or casting vote.

3.6.3 The Chairperson speaks on behalf of the Subsidiary.

3.6.4 The Chairperson is to liaise with the Executive Officer.

### **3.7 Meetings of the Board**

3.7.1 The Board may determine meeting procedures, in addition to but not inconsistent with those specified in this Charter, to apply at or in relation to its meetings.

3.7.2 Ordinary meetings of the Board must take place at such times and places as may be fixed by the Board or the Chairperson or Executive Officer of the Subsidiary from time to time, and in any event not less than four (4) times per financial year.

3.7.3 An ordinary meeting of the Board will constitute an ordinary meeting of the Subsidiary. The Board shall administer the business of the ordinary meeting.

3.7.4 For the purposes of this sub-clause, the contemporary linking together by telephone, audio-visual or other instantaneous means (“telecommunications meeting”) of the Board Members, provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the telecommunications meeting, must at all times during the telecommunications meeting be able to hear and be heard by each of the other board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A Board member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the Chairperson of the meeting.

3.7.5 Notice of ordinary meetings of the Board (including the Annual General Meeting) must be given by the Chairperson or Executive Officer of the Subsidiary at least two weeks prior to the holding of the meeting by email to Board Members and the CEOs of the Participant Councils

3.7.6 Notice of a meeting for the purpose of making a recommendation to the Participant Councils to wind up the Subsidiary will be sent to Board Members and the Chief Executive Officers of the Participant Councils at least eight (8) weeks before the date of the meeting.

3.7.7 Any one of the Participant Councils may by delivering a written request to the Executive Officer of the Subsidiary require a special meeting of the Board to be held. On receipt of the request, the Executive Officer shall send a notice of the special meeting to all Board Members and Chief Executive Officers of the Participant Councils at least seven (7) days prior to the date of the special meeting in the manner provided for in Clause 3.6.5. Such notice shall specify the date, time and place of the special meeting and be signed by the Executive Officer of the Subsidiary, and contain, or be accompanied by, the agenda for the meeting.

3.7.8 The request by any Participant Council to the Executive Officer of the Subsidiary requiring a special meeting to be held must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (and if the proposed agenda is not provided the request is of no effect).

3.7.9 The Chairperson may convene a special meeting of the Board at the Chairperson’s discretion without complying with the notice requirements prescribed by Clause 3.6.5 provided always that there is a minimum one (1) hour notice given to Board Members.

3.7.10 The Chairperson shall convene other meetings of the Board as the Board may direct.

### **3.8 Board Quorum**

Four Board Members will constitute a quorum at a meeting and no business will be transacted at a meeting unless a quorum is present.

### **3.9 Voting**

3.9.1 Each Board Member including the Chairperson, shall be entitled to make a deliberate vote and is to be conducted so that no voter's vote is secret. The Chairperson is to have a casting vote in the event of an equality of votes.

3.9.2 Questions arising for decision at ordinary meetings of the board will be decided by a simple majority of votes on the basis of one (1) vote per Board Member present at the meeting, providing the number of "for" votes is not less than the absolute majority of Constituent Councils.

3.9.3 A recommendation to Participant Councils to wind up the Subsidiary requires the votes of the Board Members of an absolute majority of the Constituent Councils.

3.9.4 Subject to conflicts of interest, each Board Member validly present at a meeting and entitled to a vote in accordance with Clause 3.7.12 (a) must vote on a question arising for decision at the meeting. Failure by any Board Member to vote other than in conflict of interest situations will be deemed to be a negative vote in relation to the question for decision.

3.9.5 Any decision on a significant change to the Subsidiary Charter requires the votes of the Board Members of an absolute majority of the Constituent Councils.

### **3.10 Board Meeting Procedures**

3.10.1 A majority of the Board Members present at a meeting of the Board may adjourn the meeting

3.10.2 Meetings of the Board must be conducted in a place open to the public.

3.10.3 All Board Members must at all times keep confidential all documents and any information provided to them on a confidential basis for their consideration prior to a meeting of the Board.

3.10.4 The Board may order that the public, Constituent Council observers and employees of the Subsidiary be excluded from attendance at any meeting when a confidential matter is under discussion.

This does not apply to:

- a) a Board Member not having a conflict of interest; or
- b) any person permitted by the Board to remain in the room.

3.10.5 Where the Board has considered any information or a matter in confidence it may subsequently resolve to keep minutes and/or any other documents considered during that part of the meeting confidential.

3.10.6 Where an order to close a meeting to the public is made, the minutes are to record the making of the order and the grounds on which it was made.

3.10.7 The Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board and present the minutes at the next meeting of the board for confirmation and adoption.

3.10.8 Where the Executive Officer is excluded from attendance at a meeting of the Board pursuant, the person presiding at the meeting shall cause the minutes to be kept.

3.10.9 A Board member, employee or Councillor of a participating Council is entitled to inspect, without payment of a fee:

- a) minutes of a Board meeting
- b) reports to the Board received at a meeting of the Board
- c) recommendations presented to the Board in writing and adopted by resolution of the Board.

3.10.10 Clause 3.10.9 does not apply in relation to a document or part of a document if the document or part of the document relates to a matter of a kind referred to in Clause 3.10.5; and the Board orders that the document or part of the document be kept confidential (provided that in so ordering the Board must specify the duration of the order or the circumstances in which it will cease to apply or a period after which it must be reviewed).

3.10.11 Subject to this Charter and to any direction of the Participant Councils the Board may determine its own procedures for voting, which must be fair and contribute to free and open decision making.

### **3.9 Annual General Meeting**

The Annual General Meeting will:

- a) be held on a day selected by the Subsidiary but not more than 60 days after the end of the financial year
- b) receive the Subsidiary's Annual Report which may incorporate reports from committees and any representatives reports from other organisations
- c) receive the audited financial statement for the preceding financial year
- d) acknowledge the appointment of Board Members
- e) elect the: Chairperson; and Deputy Chairperson
- f) appoint representatives to other organisations
- g) consider any other business requiring consideration by the Board members in general meeting.

### **3.9 Fees, Allowances and Reimbursements**

3.9.1 Meeting attendance fees or annual allowances; expenses and reimbursements are to be determined annually by the Subsidiary.

## **4. EXECUTIVE OFFICER**

4.1 The Board shall appoint an Executive Officer to manage the business of the Subsidiary on terms agreed between the Executive Officer and the Board. The Executive Officer may be an employee of the Subsidiary or a subcontractor.

4.2 The Executive Officer is responsible to the Board for the execution of decisions taken by the Board and for the efficient and effective management of the affairs of the Subsidiary

4.3 The Executive Officer shall cause records to be kept of all activities and financial affairs of the Subsidiary in accordance with this Charter, subsidiary policies and in addition to other duties provided for by this Charter and those specified in the terms and conditions of appointment.

4.4 The Executive Officer will ensure that there is compliance with relevant legislation, sound business and human resource management practices are applied in the efficient and effective management of the operations of the Subsidiary

4.5 The functions of the Executive Officer shall be specified in the terms and conditions of appointment and shall include but are not limited to:

- a) attendance at all meetings of the Board;
- b) ensuring that the decisions of the Board are implemented in a timely and efficient manner;
- c) providing information to assist the Board to assess the Subsidiary's performance against its Strategic and Business Plans;
- d) reporting regularly to the Constituent Councils;
- e) the employment, management, supervision, direction and dismissal of employees of the Subsidiary
- f) determining the conditions of employment of employees of the Subsidiary within budgetary constraints set by the Board;
- g) providing advice and reports to the Board on the exercise and performance of its powers and functions under this Charter or any Act;
- h) ensuring that the Subsidiary is at all times complying with this Charter or any other Act;
- i) coordinating and initiating proposals for the consideration of the Board including but not limited to continuing improvement of the operations of the Subsidiary;
- j) ensuring that the assets and resources of the Subsidiary are properly recorded, managed and maintained;
- k) ensuring that records required under the Act or any other legislation are properly kept and maintained;
- l) ensuring that the Subsidiary's Annual Report is distributed to the Participant Councils in time to be incorporated in their Annual Reports;
- m) exercising, performing or discharging other powers, functions, delegations or duties conferred on the Executive Officer by or under the Act or any other Act, and performing other functions lawfully directed by the Board; and
- n) achieving financial outcomes in accordance with adopted plans and budgets of the Subsidiary

4.6 The Executive Officer is to liaise with the Chairperson.

4.7 The Subsidiary will adhere to the National Employment Standards

## **5. MANAGEMENT**

### **5.1 Financial Management**

5.1.1 The Subsidiary shall keep proper books of accounts and reconsider its budget in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

5.1.2 The Subsidiary's accounts and records must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.

5.1.3 The Subsidiary must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.

5.1.4 The Subsidiary shall appoint no less than two Board Members and the Executive Officer as authorised operators of the Bank accounts. A minimum of two authorised operators must be required to deal with the bank account at any one time.

5.1.5 Any payments made by credit card or Electronic Funds Transfer must be made in accordance with policies, procedures and by a person or persons authorised and approved by resolution of the Board

5.1.6 The Executive Officer must act prudently in the handling of all financial transactions for the Subsidiary and must provide quarterly financial and corporate reports to the Board and if requested, the Constituent Councils.

5.1.6 The Subsidiary has the power to borrow and it must be presented to each Constituent Council for their approval and then approved by an absolute majority of all Participant Councils of the subsidiary

5.1.7 The Subsidiary has the power to borrow however the Subsidiary must have the ability to service the debt as measured by the Debt Service Cover Ratio (greater than or equal to two) as outlined in the *Department of Local Government Operational Guidelines*

### **5.2 Levies**

5.2.1 The Subsidiary may levy Participant Councils or any one of them for an annual subscription and/or for a specified activity, project or activities.

5.2.2 A levy may be imposed by the Board at an ordinary meeting or an Annual General Meeting

5.2.3 A subscription levy must be agreed to by a simple majority of Participant Councils

5.2.4 A levy for a specific project, activities or activities must be agreed upon by an absolute majority of the Constituent Councils agreeing to participate in the specific project, activities or activity. The levy is binding on the Constituent Council until the project, activities or activity ceases.

5.2.5 The Executive Officer must give notice to Constituent Council of the purposes of a levy at least four (4) weeks prior to an ordinary meeting of the Board or at least eight (8) weeks prior to an Annual General Meeting.

5.2.6 In the event that a Constituent Council does not wish to participate in an activity, project or activities where a levy was to be imposed, that Council may elect to be excluded from that activity or activities.

5.2.7 The Executive Officer must give notice of the levy to all affected Participant Councils.

5.2.8 The Chairperson may convene a special general meeting to consider an objection to a levy.

### **5.3 Audit**

5.3.1 The Board shall appoint an external independent Auditor in accordance with the *Local Government (Financial Management) Regulations 1996*.

5.3.4 The audit of financial statements of the Subsidiary, together with the accompanying report from the external Auditor, shall be submitted to both the Board and the Constituent Councils.

5.3.5 The accounts and financial statements shall be audited at least once a year.

### **5.4 Business Plans**

5.4.1 The Subsidiary shall prepare an Annual Business Plan linking the core activities of Subsidiary to strategic, operational and organisational requirements with supporting financial projections setting out the estimates of revenue and expenditure as necessary for the period; and

5.4.2 The Board shall compare the Annual Business Plan against performance targets at least twice every operating year; and

5.3.3 The Subsidiary shall, in consultation with the Participant Councils each year, review the contents of the Annual Business Plan; and

5.3.4 The Subsidiary shall consult with the Participant Councils prior to amending the Annual Business Plan.

### **5.5 Annual Program and Budget**

5.5.1 A proposed annual program and budget detailing the estimated revenues, costs and levies for the ensuing financial year shall be submitted by the Executive Officer to the Board by 30 June in each financial year and must comply with AAS

5.5.2 The proposed annual program and the budget detailing the estimated revenues, costs and levies for subscriptions, projects, activities or an activity must align with the purposes of this Charter and may be altered by the Board and shall be adopted by the Board subject to such alterations as the Board agrees upon after 31 May for the ensuing financial year and before 31 August for the current financial year.

5.5.3 The proposed annual program and the budget must be referred to the Constituent Councils at least eight (8) weeks prior to the date of the meeting at which the budget is to be adopted.

5.5.4 A Constituent Council may comment on the annual program and the budget in writing to the Executive Officer at least seven (7) business days before the meeting at which the budget is to be adopted or through its Board Members at that meeting.



5.5.5 The Board must provide a copy of the adopted budget to the Chief Executive Officers at each Constituent Council within five (5) business days after the budget is adopted.

5.5.6 The Board will reconsider the budget at least once during the financial year.

5.5.7 Where the Board determines that the Participant Council will make any contribution (other than the annual levy) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Board will decide upon the proportions.

## **5.6 Strategic Plan**

5.6.1 The Subsidiary shall prepare and implement a 4yr Strategic Plan, which will be reviewed by the Board every 2yrs.

5.6.2 The Strategic Plan will:

- a) Identify the Subsidiary's goals and objectives over the period
- b) Identify the principal activities that the Subsidiary intends to undertake to achieve its objectives
- c) State the measures that are to be used to monitor and assess the performance of the Subsidiary over the period
- d) Identify the broad means by which its activities are to be carried out
- e) Address any risks associated with its Strategic Plan

5.6.3 The Strategic Plan will be accompanied by the Annual Business Plan

## **5.7 Reporting**

5.7.1 The Subsidiary must submit to the Constituent Councils, at least once in each operating year and prior to 31 August of the subsequent financial year, a report on the work and operations of the Subsidiary detailing achievement of the aims and objectives of its Strategic Plan, Business Plan and incorporating the audited Financial Statements of the Subsidiary and any other information or report as required by the Constituent Councils

5.7.2 The Subsidiary must at each Board meeting have a statement of comprehensive income; Statement of financial position; A Cashflow statement; A Budget v Actuals; Statement of Changes in Equity

## **5.8 Provision of Goods and Services**

5.8.1 Tenders: A regional subsidiary is to comply with the provisions of Part 4 Division 2 and Division 3 of The *Local Government (Functions and General) Regulations 1996* that expressly apply to regional subsidiaries.

5.8.2 Where all of the participants of a regional subsidiary have adopted a regional price preference policy the regional subsidiary may adopt a participant's policy instead of adopting a policy under Part 4A of the Local Government (Functions and General Regulations) 1996.

5.8.3 Where a regional subsidiary has adopted a participant's policy under sub regulation 2 it need not comply with regulations 24E(1) and 24F(1) of the Local Government (Functions and General Regulations) 1996.

## **5.9 Annual Financial Report**

A regional subsidiary is to prepare an annual report for each financial year.

5.9.1 The annual report is to contain:

- a) a report from the Executive Officer or where the regional subsidiary does not have an Executive Officer, from the presiding member of the regional subsidiary's governing body or as otherwise prescribed in the regional subsidiary's charter;
- b) the financial report for the financial year
- c) the auditor's report prepared pursuant to section 3.70A of the Local Government Act;

## **6. MISCELLANEOUS**

### **6.1 New Members**

6.1.1 Subject to the provisions of the Act, including but not limited to Ministerial approval, this Charter may be amended by the absolute majority of the Participant Councils to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership, such conditions to be determined by the Board.

### **6.2 Subscription**

6.2.1 Every Participant Council shall be liable to contribute monies to the Subsidiary each financial year, as determined by the Board

6.2.2 The amount of each Participant Council's subscription will be decided at the Annual General Meeting and will be due and payable within one (1) month of a written request from the Executive Officer for payment.

6.2.3 If a Council becomes a Participant Council after the first day of July in any year, the subscription payable by that council for that year will be calculated on the basis of the number of months remaining in that year.

### **6.3 Standing Orders**

The Subsidiary may by resolution at any meeting of the Board pass, alter or rescind standing orders or rules for the due management and regulation of the Subsidiary. Standing orders or rules made pursuant to this Clause shall be entered in a book that will be kept for the information of Board Members and may be printed or circulated at the discretion of the Subsidiary.

### **6.4 Withdrawal**

6.4.1 Subject to any legislative requirements, including but not limited to Ministerial approval, a Participant Council may at any time between 1 July and 31 December in any given year give to the Subsidiary and to each of the other Participant Councils notice of its intention to withdraw from the Subsidiary.

6.4.2 The withdrawal of a Participant Council is to take effect from the end of the financial year after the financial year in which the notice of withdrawal under Clause 6.4.1 is given.

6.4.3 The withdrawal of any Participant Council does not extinguish the liability of that Participant Council to contribute to any loss or liability incurred by the Subsidiary at any time before or after such withdrawal in respect of any act or omission by the Subsidiary prior to such withdrawal.

6.4.4 The withdrawal of any Participant Council does not exclude them from the liability of any borrowings or commitments to projects, activities, an activity, services etc agreed to by the Participant Council or Constituent Councils during their time of membership

6.4.5 The withdrawal of any Participant Council does not exclude them from the borrowing commitments of the Regional Subsidiary, that were made during the Participant Councils membership

## **6.5 Insurance and Superannuation Requirements**

6.5.1 The Subsidiary shall ensure appropriate insurance and superannuation compliance requirements are executed.

## **6.6 Winding Up**

6.6.1 If a service or project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the service or project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Participant Councils in the proportions referred to in plans or by the discretion of the Board.

Clause 6.6.1 shall not apply where the Participant Council advises the subsidiary that a realisation of the property and assets is not necessary.

6.6.2 The Subsidiary may be wound up by the Minister acting upon a unanimous resolution of the Participant Councils.

6.6.3 In the event of a winding up of the Subsidiary, any surplus assets after payment of all expenses shall be returned to Participant Councils in proportion to the subscription paid in the financial year prior to the passing of the resolution to wind up.

6.6.4 If there are insufficient funds to pay all expenses due by the Subsidiary on winding up, a levy shall be imposed on all Participant Councils in proportion to the subscription paid in the financial year prior to the passing of the resolution to wind up.

6.6.5 Notice of a meeting for the purpose of making a recommendation to the Participant Councils to wind up the Subsidiary will be sent to Board Members and the Chief Executive Officers of the Participant Councils at least eight (8) weeks before the date of the meeting.

## **6.7 Direction by Participant Council**

6.7.1 The establishment of the Subsidiary does not derogate from the power of the Participant Councils to jointly act in any manner prudent to the sound management and operation of the Subsidiary provided the Participant Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

6.7.2 The establishment of the Subsidiary does not derogate from the power of any of the Participant Councils to act independently in relation to a matter for which the Subsidiary has been established.

6.7.3 Provided that the Participant Councils have all first agreed unanimously as to the action to be taken, the Participant Councils may direct and control the Subsidiary.

6.7.4 For the purpose of sub-clause 6.8.3, any direction given by the Participant Councils must be given in writing to the Executive Officer of the Subsidiary.

## **6.8 Alteration and Review of Charter**

6.8.1 This Charter will be reviewed by the Participant Councils acting in concurrence at least once every two years.

6.8.2 This Charter may be amended by absolute majority of the Participant Councils at an Annual General Meeting.

6.8.3 Notice of a proposed alteration must be given by the Executive Officer to all Participant Councils at least four (4) weeks prior to the meeting at which the alteration is proposed.

6.8.4 The Executive Officer must ensure that a copy of the amended Charter is provided to the Minister in accordance with Section 3.70(3) of the Act.

## **6.9 Disputes Between Participant Councils**

6.9.1 The Participant Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

6.9.2 Where the Participant Councils are unable to resolve a matter within twenty one (21) days of the matter being presented to them the Subsidiary or any Constituent Council may notify the others in writing (Arbitration Notice) that it requires the dispute to be referred to independent arbitration;

6.9.3 Notwithstanding sub-clause 6.9.2 the Participant Councils agree to be bound by the decision of the independent appointed arbitrator (except in relation to any decision relating to the acquisition or disposal of any real property) and will endeavour to work together in good faith in the implementation of that decision.

6.9.4 The costs of arbitration shall be borne equally by the Participant Councils involved in the arbitration.

## **6.10 Committees**

6.10.1 The Board may establish a committee of for the purpose of:

- a) enquiring into and reporting to the Board on any matter within the Subsidiary's powers, functions and duties and as detailed in the terms of reference given by the Board to the Committee;
- b) exercising, performing or discharging delegated powers, functions or duties (written).

6.10.2 A member of a committee established under this Clause holds office at the discretion of the Board.

6.10.3 The Chairperson of the Board is an ex-officio member of any committee or advisory committee established by the Board.

## 6.11 Common Seal

6.11.1 The Subsidiary shall have a common seal

6.11.2 The common seal shall not be used without the express authorisation of a resolution or Policy of the Subsidiary and every use of the common seal shall be recorded in the minute book of the Subsidiary.

6.11.3 The affixing of the common seal shall be witnessed by the Chairperson or Deputy Chairperson and the Executive Officer or such other person as the Subsidiary may appoint for the purpose.

6.11.4 The common seal shall be kept in the custody of the Executive Officer or such other person as Subsidiary may from time to time decide.

## 6.12 Circumstances Not Provided For

6.12.1 If any circumstance arises about which this Charter is silent, incapable of taking effect or being implemented according to its strict provisions, the Chairperson may decide the action to be taken to ensure achievement of the objects of the Subsidiary and its effective administration.

6.12.2 The Chairperson shall report any such decision at the next general meeting.

## 7. Execution

**EXECUTED** by the Parties

PARTICIPANT	Date of resolution to enter this Memorandum of Understanding
Shire of Dowerin	
Shire of Koorda	
Shire of Mt Marshall	
Shire of Mukinbudin	
Shire of Nungarin	
Shire of Trayning	
Shire of Wyalkatchem	

THE COMMON SEAL of SHIRE OF DOWERIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KOORDA was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MT MARSHALL was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MUKINBUDIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NUNGARIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF TRAYNING was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF WYALKATCHEM was hereunto affixed in the presence of:

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President

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Chief Executive Officer



## APPENDICES

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Example Project Plan

### PROJECT PLAN TITLE

#### 1. Document Purpose

#### 2. Background

#### 3. Project Details

##### 3.1 Purpose

##### 3.2 Alignment to NEWROC Objectives and Strategic Plan

##### 3.3 Roles and Responsibilities / Team Experience

##### 3.4 Desired Outcomes

##### 3.5 Key Deliverables

##### 3.6 Milestone Schedule

Ref	Activity	Outcome	Status

#### 4. Key Stakeholders and Communication Plan

Stakeholder	Key Involvement		Communication	Frequency

#### 5. Project Budget

#### 6. Risk Management

#### 7. Additional Requirements

##### 7.1 Quality Management

##### 7.2 Procurement

##### 7.3 Project Closing and Evaluation

## NEWROC Communications Plan – Regional Subsidiary

### Overview

The North Eastern Wheatbelt Regional Organisation of Councils have agreed to plan and work towards becoming a regional subsidiary subject to;

1. Improvements to the current Regional Subsidiary legislation (currently under review by the State Government) and
2. Community endorsement

The purpose of this Communication Plan is to define the communication requirements to become a Regional Subsidiary and articulate how information will be distributed. This Plan outlines the communication strategy for the NEWROC Executive Officer and NEWROC Council leading up to becoming a Regional Subsidiary.

### Objective

NEWROC's communication objectives are to;

- 👉 Educate NEWROC member Councils and their communities about Regional Subsidiary's – benefits, costs, risks, implications on individual Councils etc
- 👉 Encourage two-way exchanges of information to address concerns and improve the delivery of benefits from a Regional Subsidiary to member Councils
- 👉 Demonstrate the connection between the NEWROC vision and the potential outcomes of pursuing the regional subsidiary structure
- 👉 Comply with the [Regional subsidiaries | DLGSC](#) Public Consultation Guidelines

### Target Audience

The primary audiences for this plan are:

- 👉 NEWROC member delegates
- 👉 Councillors of the seven local governments
- 👉 CEO's of the seven local governments
- 👉 Ratepayers and electors

### Key Messages

- 👉 NEWROC Vision, its history and strategic direction
- 👉 What is a regional subsidiary
- 👉 Benefits of becoming a regional subsidiary
- 👉 Desired outcomes and future projects to be achieved by the NEWROC under the Regional Subsidiary
- 👉 Clear definition and differentiation between regional subsidiary and amalgamation, regional council

### Roles and Responsibilities

NEWROC Chair, Cr Gary Shadbolt will be the lead public spokesperson on behalf of the seven local government members.

Communications both internal and external will be coordinated by the NEWROC EO and NEWROC CEO.

## Communications Methods and Technologies

- 🔥 NEWROC Website
- 🔥 Individual member Council websites and Facebook
- 🔥 Local newspapers
- 🔥 Council Forums
- 🔥 Individual member Council agenda's and minutes

## Communication Risks and Constraints

The following issues have been identified as key risks and constraints associated with the project communication process;

- 🔥 Lack of understanding about the NEWROC in communities (apart from NEWROC delegates)
- 🔥 Lack of understanding about Regional Subsidiaries
- 🔥 Time frame – Local Government Act Reform
- 🔥 Multiple stakeholders
- 🔥 Unclear communication channels
- 🔥 Consensus on Charter

## Key Communication Activities

Q and A Factsheet	Distribute to all member Councils (Councillors) – informal, not tabled	April 2022
Q and A video and accompanying PowerPoint	Distribute to all member Councils (Councillors) – informal, not tabled	April 2022
Business Plan	1. NEWROC Executive to develop the Business Plan. 2. Feedback from DLGSC and WALGA	April 2022
	3. NEWROC Council endorsement of Business Plan (DLGSC engagement) 4. Distribute Business Plan to all member Councils with an information sheet for feedback – information session only. Presentations to each Council of the NEWROC.	May 2022
	5. Update Business Plan and place on the agenda for each member Council 6. Publicise Business Plan for public comment, with information sheet and video 7. Receive comments 8. Update Business Plan	June 2022
Charter	NEWROC website	May 2022
Application		



# Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022




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## Acknowledgement

*The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.*



## Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

## How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or [smoir@walga.asn.au](mailto:smoir@walga.asn.au)

Feedback should be provided in response to the questions via email to [em@walga.asn.au](mailto:em@walga.asn.au) by **5pm Friday 8 July 2022**.

## Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

## Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards<sup>1</sup>. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government<sup>2</sup>.
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria<sup>3</sup>.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services<sup>4</sup>.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades<sup>5</sup>.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*<sup>6</sup>, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency<sup>7</sup> and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*<sup>8</sup>. The Minister appoints members of the Bushfires Council and regional bushfires committees.

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<sup>1</sup> <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

<sup>2</sup> <https://www.rfs.nsw.gov.au/about-us/history>

<sup>3</sup> <https://www.cfa.vic.gov.au/about-us/who-we-are>

<sup>4</sup> [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

<sup>5</sup> [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

<sup>6</sup> [TFSAAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

<sup>7</sup> [Emergencies Act 2004 | Acts](#)

<sup>8</sup> [Legislation Database \(nt.gov.au\)](#)



## Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers<sup>9</sup>.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

## Considerations for Future Bush Fire Brigade Management Arrangements

### Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

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<sup>9</sup> DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

## **Recommendations of Previous Reviews**

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service<sup>10</sup>. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service<sup>11</sup>.

## **Work Health and Safety Act 2020**

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGs) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGs Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

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<sup>10</sup> [ERA Review of the ESL, 2017, pg 185](#)

<sup>11</sup> [ERA ESL Review – summary of submissions to issues paper and draft report](#)

## Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue<sup>12</sup>.

## Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements<sup>13</sup>.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million<sup>14</sup>.

## Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

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<sup>12</sup> Data provided by LGIS, 17 May 2022

<sup>13</sup> 2021 Local Government Emergency Management Capability report - SEMC

<sup>14</sup> [Department of Local Government, Sport and Cultural Industries](#)

## Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

## Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

### **Management of Bush Fire Brigades**

1. The Association advocates that the State Government must provide for:
  - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
  - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
  - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
  - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

## How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to [em@walga.asn.au](mailto:em@walga.asn.au) (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

# APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

## 8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

### 8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

### 8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

### 8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

#### **8.4 Consolidated Emergency Services Act**

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

#### **8.5 Resource Sharing**

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

#### **8.6 Lessons Learnt Management**

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

#### **8.7 Emergency Services Levy**

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:



1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

### **8.8 Local Government Grants Scheme (LGGS)**

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

### **8.9 Expansion of the Community Emergency Services Manager (CESM) Program**

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

### **8.10 Management of Bush Fire Brigades**

*To be developed.*

# INFOPAGE



**To:** All Local Governments **From:** Susie Moir, Resilient Communities Policy Manager

**Date:** 20 May 2022

**Reference:** 05-024-02-0059SM **Priority:** High

**Subject:** Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Operational Area:	<b>CEO, Emergency Management</b>
Key Issues:	<ul style="list-style-type: none"> <li>The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades.</li> <li>Responses to the proposed Advocacy Position Paper are requested by <b>8 July 2022</b>.</li> <li>Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.</li> </ul>
Action Required:	<ul style="list-style-type: none"> <li>Local Governments are encouraged to provide a written response or submit a response through the <a href="#">survey</a>.</li> <li>A formal Council resolution will assist the Association understand the sentiment of the sector.</li> </ul>

## Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act), which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

## Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

## Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir [smoir@walga.asn.au](mailto:smoir@walga.asn.au) or 9213 2058.