



# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 21<sup>st</sup> March 2024

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on 21<sup>st</sup> March 2024 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00pm

Audit Meeting – 1.30pm

Discussion Period – 2.00pm – 2.30pm

MRWA reps Matthew Baker, Vincent Vercreaije & Elizabeth Davies – 2.30pm – 3.00pm

Afternoon Tea – 3.00 pm –3.30 pm

Council Meeting – 3.30 pm

A handwritten signature in black ink, appearing to read 'Bill Price', is positioned above a horizontal line.

BILL PRICE

CHIEF EXECUTIVE OFFICER

19 March 2024



## Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

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

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



**SHIRE OF  
WESTONIA**  
A vibrant community lifestyle

# STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

## CORE DRIVERS

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community.
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny.

## OUR VALUES

**Respect** – We value people and places and the contribution they make to the Shire.

**Inclusiveness** – Be receptive, proactive, and responsive.

**Fairness and Equity** – Provide services for a variety of ages and needs.

**Communication** – Create opportunities for consultation with the broad community.

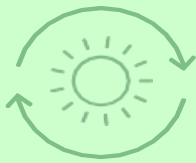
## OUR VISION

A vibrant community lifestyle

## MISSION

Provide leadership and direction for the community.

## ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Continue to utilise our Road Management Plan, which incorporates a road hierarchy, minimum service levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across local government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve Great Eastern Hwy.
- Actively participate in the Secondary Freight Network group.
- Develop and implement a Road Asset Plan highlighting key funder and strategic partnerships to support sustainability.
- Develop a Gravel Reserve Policy which identifies future gravel reserves and recognises cost to local government.
- Educate road users about road safety and driving on gravel roads.
- Optimal and safe use of our plants and equipment assets.
- Ensure that appropriate RAV vehicles traverse correct RAV routes.
- Maintain our airport with a view to improvements to meet commercial and recreational aviation needs.

Facilitate local business retention and growth.

- Council recognises the opportunity of partnering with Westonia Progress Association, works closely and supports them to help achieve their economic development projects and our strategic goals.
- Council continue to have a role in facilitating the presence of a Co-op in our community.
- Enhance local economic activity by supporting the growth of tourism in our Shire and region including applying for funding to improve tourist facilities.
- Improve our online tourism presence.
- We forward plan to improve the economic diversity in our community.
- In partnership with Council, the mine develops long term business plans for current mine assets.
- Investigate options for multipurpose accommodation if vacancies arise in mine accommodation.

## SOCIAL



Provide community facilities and promote social interaction...

Plan for community growth and changing demographics.

- Develop the Town Planning Scheme.
- Plan and develop residential and industrial land.
- Community safety and ease of access around town is a priority.
- Our lifestyle, facilities and sense of community is promoted.
- The CEACA project continues to expand the number of universally designed dwellings in our town.
- We support our emergency services.
- We enable visiting health professionals to our community.
- The Community Resource Centre receives external funding to provide preventative health and community development initiatives to the community.
- We facilitate healthy and active ageing in place
- Our cemetery is well presented.

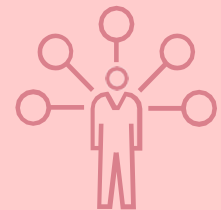
Our community has the opportunity to be active, socialised and connected.

- We collaborate and encourage active engagement in local clubs and community initiatives that support a healthy lifestyle.
- Investigate motor sport opportunities around the Shire.
- Preserve and celebrate our local history.
- Support our volunteers and clubs to remain strong, dynamic, and inclusive.
- Encourage lifelong learning.
- Children and youth have active and social opportunities.
- Continue to provide high standard and accessible shire facilities.
- Retain and expand Westonia's unique tourism experience.

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces.
- Participate in best practice waste management.
- Work collaboratively to meet legislative compliance with managing weeds and pests as well as our environmental health standards.
- Investigate renewable energy generation technologies.

## GOVERNANCE



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

Be progressive and capture opportunities.

- Be open to local productivity/ best practice and cost saving opportunities locally and regionally.
- Investigate joint resourcing and tendering
- Advocate and develop strong partnerships to benefit our community.
- Be prepared by forward planning our resources and focusing on continuous improvement.
- Identify risks and opportunities after the life of the mine.

The community receives services in a timely manner.

- Meet our legislative and compliance requirements.
- Work towards optimal management of our assets.
- Work to develop Councillor and staff skills and experience to provide career and succession opportunities within the Shire.
- Inside and outside staff are multi skilled to understand the business of local government and provide a seamless service to the community.
- Communicate and engage with our community regularly.

Financial resources meet the ongoing needs of the community.

- Seek external funding for significant capital improvements that deliver upon our strategic objectives.
- Investigate ways to reduce reliance on operational grants given the current State and Federal Government priorities.

Shire of Westonia: -  
A vibrant community lifestyle.



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## 1. DECLARATION OF OPENING

The President, Cr Crees welcomed Councillors and staff and declared the meeting open at 3.30pm.

## 2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Councillors:

Cr RM Crees	<i>Shire President</i>
Cr RA Della Bosca	<i>Deputy Shire President</i>
Cr DL Simmonds	
Cr DL Geier	
Cr WJ Huxtable	

### Staff:

Mr.AW Price	<i>Chief Executive Officer</i>
Mrs JL Geier	<i>Deputy Chief Executive Officer</i>

### Members of the Public:

**Apologies:** Cr A Faithfull

**Approved Leave of Absence:**

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

NIL

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

NIL

## 5. CONFIRMATION OF PREVIOUS MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> February 2024 be confirmed as a true and correct record.

## 6. RECEIVAL OF MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the CEACA meeting held Monday 19<sup>th</sup> February 2024 be accepted.

That the minutes of the WEROC INC. Board meeting held Wednesday 6<sup>th</sup> March 2024 be accepted.

That the minutes of the NEW TRAVEL general meeting held Thursday 29<sup>th</sup> February 2024 be accepted.

That the minutes of the Great Eastern Country Zone meeting held Thursday 22<sup>nd</sup> February 2024 be accepted.



**CEACA**  
Supporting Wheatbelt Communities

## **MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 19 FEBRUARY 2024 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET MERREDIN**

### **1. WELCOME & INTRODUCTION**

The Chairperson opened the meeting at 10.05am and welcomed all attendees including Cr Bradley Anderson from the Shire of Merredin, David Singe from the Shire of Dowerin, Cr Hannah Bald from the Shire of Narembeen and Gary Martin Acting CEO at the Shire of Mt Marshall, who are attending for the first time.

### **2. MEETING MATTERS**

#### **2.1 Record of Attendance and Apologies**

##### **Attendance**

Terry Waldron - Chairperson, Richard Marshall – Executive Officer (EO), Jo Trachy – Operations Manager (OM), Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Gary Martin – Shire of Mt Marshall, Bradley Anderson – Shire of Merredin, Leah Boehme – Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Rebecca McCall – Shire of Narembeen, Hannah Bald – Shire of Narembeen, Bill Price – Shire of Westonia, Ross Della Bosca – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, David Singe – Shire of Dowerin (Associate Member)

##### **Apologies**

Stephen Strange - Shire of Bruce Rock  
Ben McKay - Shire of Mt Marshall  
Holly Cusack – Shire of Narembeen  
Wayne Della Bosca – Shire of Yilgarn

It was noted in the absence of Stephen Strange, Holly Cusack and Wayne Della Bosca that Darren Mollenoyux is attending for and on behalf of Bruce Rock Shire, Hannah Bald is acting for and on behalf of Narembeen Shire and Nic Warren is attending for and on behalf of Yilgarn Shire.

#### **2.2 Declaration of Quorum**

The Chairperson advised that the quorum for the meeting was met.

#### **2.3 Conflicts of Interest**

There were no declarations of conflicts of interest.

#### **2.4 Minutes of the Management Committee Meeting – 6 November 2023**

##### **RESOLUTION**

It was resolved that the Minutes of the Management Committee meeting held on the 6 November 2023 be accepted as a true and accurate record of proceedings.

CARRIED

#### **2.5 Action Points**

CEACA Action Items list was distributed to Committee Members prior to the meeting. The EO advised the items would be covered in the meeting.

### 3. MATTERS FOR DECISION

#### 3.1 Sale of Kununoppin Units – Refer EO Report

The EO referred to his report and added the following comments:

- At the last meeting it was agreed that a delegate of people would speak to the Shire of Trayning CEO regarding the purchase of the units, which they did. The EO also spoke to the CEO. The CEO from the Shire of Kellerberrin advised that although Trayning Shire is interested, they are also considering an option to build new units with WACHS.
- WACHS has also shown interest, but in a long-term lease rather than purchase.
- Elders conducted an appraisal and suggested the two units be sold together for 270k. Commission on sale is \$10k.
- One unit is occupied on a 6-month lease and the other was vacated on 17<sup>th</sup> February and not currently re-leased.
- Under the FAA CEACA can sell up to 7 units, on the condition that funds are re-invested in the CEACA project.

General discussion ensued.

#### RESOLUTION

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It was resolved that CEACA appoint Elders to market both units for sale at offers above \$300k and to continue discussions with the Shire and WACHS.

CARRIED

#### 3.2 Review of Allocation of New Units (ILU) to be Built – Refer EO Report

The EO spoke to his report and added the following comments:

- State Government noted that the CEACA budget did not allow for price escalation or contingency. Amendments were made and this resulted in the number of ILU we could apply for dropping from 56 to 54.
- Further, Dowerin has indicated they would like 2 and this would result in a total reduction of 4 ILU from Member Shires for the funding application.

Questions/Comments:

- The Shire of Kellerberrin CEO advised their Shire would be happy to reduce their application from 14 to 10 ILU. This was noted by the EO, and the necessary changes would be made to the application.
- The Chairperson advised that the numbers may need to be reduced further, depending on allocation of funding.

#### 3.3 Wheatbelt Development Commission Project on Aged Care Models – Refer EO Report

The EO spoke to the points made in his report and added the following comments:

- The Wheatbelt Aged Care Model Cost Benefit Analysis document from the Wheatbelt Development Commission (WDC) was sent to all Committee Members on the 14<sup>th</sup> February 2024.
- WDC feel CEACA are well placed to assist.
- There is a benefit for CEACA and the Wheatbelt, as shires get access to the study.
- WDC also asked if CEACA can offer workers accommodation under their current model. Under CEACA's Charitable Status this is unlikely, however there may be an option to form a separate CEACA entity to deal with that.

Questions/Comments:

- The Chairperson believes it is a good opportunity for CEACA on the understanding that the WDC fund it and it is not too much of a burden on CEACA staff given other commitments. The funding needs to pay for consultants to do the work. EO advised that the Operations Manager is already working at capacity, and he would liaise with WDC.
- Members discussed whether \$20k would be enough for the project and felt that it is more likely to cost more. The EO advised that he would discuss this with the WDC and whether there is the possibility to increase funding as required.

#### RESOLUTION

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It was resolved to proceed with the opportunity, discuss the scope of works with WDC and ensure the cost of consultants is covered by the WDC funding.

CARRIED

#### 3.4 Approval of Updated CEACA Policies

The OM summarised the changes to the policy documents and advised as follows:

- The OM reviewed current policies and created new ones to ensure compliance with the Department of Communities' guidelines. The drafts were distributed to Committee Members on the 6<sup>th</sup> February 2024 for review.
- The Department need to see evidence that these policies have been approved by the Management Committee.

Questions/Comments:

- The Shire of Narembeen CEO asked in respect of the Whistle-Blower policy who the WPO and WOI Officer would be. The EO advised that due to CEACA having only two staff there needs to be flexibility depending on who “blows the whistle”.
- The Chairperson advised that it is a good idea to review policies on a regular basis, but not all at once. The OM advised that the only policies the Management Committee had to review relate to governance or risk, all Operational policies and forms are approved by the EO. They are reviewed every 2 years.

**RESOLUTION**

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It was resolved to accept all revised and new policies distributed to Committee Members on the 6<sup>th</sup> February 2024.

CARRIED

**3.5 Addition of Councillor Holly Cusack (CEACA Treasurer) as a bank signatory**

- The EO advised that the current signatories on the CEACA Westpac accounts are the EO, OM, and the Deputy Chairperson (Gary Shadbolt).
- Cr Holly Cusack (Treasurer) should be added as a signatory, but this cannot be done until Westpac see evidence of a resolution from the Management Committee giving authority for Holly to be added.

**RESOLUTION**

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It was resolved to add Councillor Holly Cusack (CEACA Treasurer) as a signatory to the Central East Accommodation & Care Alliance inc current Westpac accounts.

CARRIED

**4. MATTERS FOR DISCUSSION**

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**4.1 EO Report (Attachment 4)**

The EO spoke to his report and made the following additional comments:

**Development of a Care Services Model**

- Discussions have been held with Misty Morton in the past, with InCasa trying to replicate the “Pingelly Model” in other shires.

Questions/Comments:

- The Shires of Wyalkatchem and Bruce Rock representatives advised that the CRC’s have taken control of this initiative and are liaising directly with InCasa. The Shire of Mukinbudin representative advised that the Shire have been working towards managing the CRC and now that is in order, they are ready to look into it.
- The Chairperson advised there are other Shires working on similar models, for example Denmark, and he will be investigating further.

**State Govt Funding**

- The Department of Communities asked further questions regarding our model, proposed future model etc and it became apparent that if CEACA were to become a Registered Community Housing Provider (CHP), it would address any concerns that they have. CHP process is not only strict, but lengthy and gives the Department assurance that CEACA could be considered for funding.

Questions/Comments:

- The Chairperson advised that CEACA needs to be careful that it does not put constraints on its current operations by applying to become a CHP, but if we want the funding, we must go through with it.
- It must be agreed between CEACA and the Department that the CEACA Matrix is used before the Department’s Waiting List in relation to the existing 71 Units, to ensure that existing community members are not disadvantaged.
- If successful with funding and new units are built, CEACA would need to review their current staff numbers and maybe add to it to cope with the additional work. The Chairperson and EO have already discussed this issue and if successful with funding, we will need someone who can oversee the project management in addition to the builder.

**RESOLUTION**

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It was resolved to proceed with the application for Registered Community Housing Provider and to proceed with caution in relation to the Department Waiting List.

CARRIED



## Management Accounts to 31 December 2023

The EO summarised the Income & Expenditure Report and concluded that CEACA is in a sound financial position, mainly due to the ongoing 100% occupancy.

### Management of Shire Owned Properties

One of CEACA's strategies is to manage accommodation for Member Shires. There has been work done with the Shire of Bruce Rock in this regard. This has not progressed further as there is a volunteer committee in place to manage Shire owned Retirement Units. Other Shires have expressed an interest. It would be difficult for us to manage at present, given the workload with the CHP process, but will be useful for us to do in the future.

### Rents

The last increase for CEACA rents was in September 2022 and we are therefore conscious that they should be reviewed. It serves no purpose for CEACA to fall behind in market increases as it may mean a large increase for tenants in future. We do not currently have a process for reviewing rents and they were the same for the first 3 years of CEACA occupancy.

### RESOLUTION

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It was resolved that CEACA discuss rent increases with Elders and make a recommendation to the Committee prior to drafting the FY25 budgets.

CARRIED

## 4.2 Operations Report

The OM made the following comments in addition to the Operations Report tabled:

- GBM have concluded shower rectification works in Bruce Rock and will commence work on the Kellerberrin units in March. Tenant feedback has been positive, and they have not been impacted heavily by the works. GBM have also attended to all outstanding maintenance items while on site.
- There has been a lot of work done to prepare for the CHP process but there is more to come. The Department's focus is not only on finding homes for people, but ensuring that CEACA is tackling homelessness, tenant welfare, health and safety and management of assets. They also want to see that we conduct regular Client Satisfaction Surveys and review the data to make improvements.
- CEACA has applied to become a member of Shelter WA as this will not only give us access to their Member Hub containing policies, fact sheets etc, but to useful training for CHO's and Client Satisfaction Survey software.
- The recent power outages highlighted the fact that many of our tenants are vulnerable and need assistance. A CEACA tenant applied for a power back up system to be fitted to their unit that is connected to a generator. This ensures that in the event of a power failure, they have a back-up system to keep medical equipment running, medication cool and they do not overheat or become dehydrated. Their Home Care Provider indicated that their funding would only cover the power back up but not the generator. CEACA appealed this decision and resulted in the tenant being able to purchase both using their funding, on the condition that their GP provided written confirmation of need based on health and safety.
- The Operations Manager suggested that shires investigate options for assisting vulnerable people in their community during power outages, including power back-ups, cold storage for medications and health checks.
- The OM is on leave from 23<sup>rd</sup> February – 1<sup>st</sup> March 2024.

## 5. MEETING CLOSURE

There being no further business, the meeting closed at 11.20am.

## 6. NEXT MEETING

The next Management Committee meeting will be held at 10.00am, 13<sup>th</sup> May 2024 at the Kellerberrin Leisure Centre.

### DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on \_\_\_\_\_.

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed.



## **MINUTES OF THE CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC. SPECIAL GENERAL MEETING OF MEMBERS HELD AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE ON MONDAY, 19<sup>TH</sup> FEBRUARY 2024 COMMENCING AT 11.45 AM**

### **ATTENDEES**

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Terry Waldron - Chairperson, Richard Marshall – CEACA Executive Officer (EO), Jo Trachy – CEACA Operations Manager (OM), Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Gary Martin – Shire of Mt Marshall, Bradley Anderson – Shire of Merredin, Leah Boehme – Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Rebecca McCall – Shire of Narembeen, Hannah Bald – Shire of Narembeen, Bill Price – Shire of Westonia, Ross Della Bosca – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, David Singe – Shire of Dowerin

### **Apologies**

Stephen Strange - Shire of Bruce Rock  
Ben McKay – Shire of Mt Marshall  
Holly Cusack – Shire of Narembeen  
Wayne Della Bosca – Shire of Yilgarn

It was noted and agreed that in the absence of Stephen Strange, Holly Cusack and Wayne Della Bosca, that Darren Mollenoyux is attending for and on behalf of Bruce Rock Shire, Hannah Bald is attending for and on behalf of Narembeen Shire and Nic Warren is attending for and on behalf of Yilgarn Shire.

### **1. OPENING & APOLOGIES**

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The Chairperson opened the meeting at 11.45am and welcomed the attendees. Apologies were noted.

### **2. DECLARATION OF QUORUM**

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The Chairperson advised that the quorum for the meeting was met.

### **3. CONFIRMATION OF NOTICE OF MEETING**

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It was confirmed that the Notice of Meeting was distributed to all Members on the 22<sup>nd</sup> January 2024.

### **4. CONFIRMATION OF THE MINUTES FROM THE 2023 ANNUAL GENERAL MEETING**

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The Minutes of the CEACA Annual General meeting held on the 6<sup>th</sup> November 2023 were circulated prior to the meeting.

### **RESOLUTION**

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It was resolved that the Minutes of the CEACA Annual General Meeting held on Monday, 6<sup>th</sup> November 2023 be accepted as a true and accurate record of proceedings.

CARRIED

**5. MATTER FOR DECISION (SPECIAL RESOLUTION) – PROPOSED CONSTITUTION**

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The marked-up Constitution (Attachment 1) was distributed to all General Members on the 22nd January 2024 and again on the 12th February 2024.

The Explanatory Memorandum (Attachment 2) was distributed to all General Members on the 22nd January 2024 and again on the 12th February 2024.

The EO summarised the proposed changes to the Constitution and advised that CEACA should develop a Succession Policy and Plan to ensure that the Management Committee roles are planned and changed over in an orderly manner, noting the proposed maximum term of 9 years.

Questions/Comments:

- The Member for Mukinbudin referred to Item 5.2 which states that Foundation Members are members of the Association, and 3 shires are noted who have resigned. The Member advised that although they were foundation members, they are no longer general members. The Shire of Kellerberrin CEO suggested the wording be changed to *“The current Foundation General Members are General Members of the Association”* and delete the list of Foundation shires.

**SPECIAL RESOLUTION**

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It was resolved unanimously that the Constitution of Central East Accommodation & Care Alliance Inc be amended in accordance with the changes set out in the document at Attachment 1 and that Item 5.2 be amended to read *“The current Foundation General Members are General Members of the Association”* and the list of Foundation shires be removed.

CARRIED

**6. GENERAL BUSINESS**

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There was no general business.

**7. CLOSURE OF MEETING**

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There being no further business, the meeting closed at 12.07pm.

**DECLARATION**

**These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the meeting held on**

\_\_\_\_\_.

**Signed** \_\_\_\_\_

**Person presiding at the meeting at which these minutes were confirmed.**



# WEROC Inc. Board Meeting MINUTES

Wednesday 6 March 2024

Shire of Westonia Council Chambers  
Wolfram Street

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

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# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

# MINUTES

Minutes of the Board Meeting held in Westonia on Wednesday 6 March 2024.

## 1. OPENING AND ANNOUNCEMENTS

Ms. Renee Manning as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 1.39pm.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Ms. Emily Ryan (joined via videoconference)

Mr. Mark Crees

Mr. Wayne Della Bosca

Ms. Renee Manning (Chair)

Mr. Bill Price

Mr. Ramesh Rajagopalan

Ms. Joanne Soderlund

Ms. Charmaine Thomson (Deputy Chair)

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Mr. Darren Mollenoyux

Mr. Nic Warren

Mr. Raymond Griffiths

### 2.3 Guests

Mr. John Merrick, Acting Chief Executive Officer, Shire of Merredin

Mr. Cameron Watson, Executive Manager Corporate Services, Shire of Yilgarn

Ms. Vanessa King, Town Team Builder, WEROC (joined the meeting at 1.39pm and left at 2.02pm)

Ms. Jacquie Lucas, Corella Project Coordinator, Wheatbelt NRM (joined the meeting via videoconference at 2.02pm and left at 2.20pm)

Dr. Karl O'Callaghan, Chief Executive Officer, Wheatbelt NRM (joined the meeting via videoconference at 2.02pm and left at 2.20pm)

Mr. Alex MacKenzie, Senior Regional Development Officer, Wheatbelt Development Commission (joined the meeting via videoconference at 2.30pm and left at 2.55pm)

**3. DECLARATIONS OF INTEREST**

As per Clause 42 of the Associations Incorporation Act 2015, “a member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management committee meeting must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee”.

Name	Agenda Item / Initiative	Disclosure
Ms. Joanne Soderlund	7.4 Discussion and decisions arising from presentation by Ms. Jacquie Lucas	Ms. Soderlund noted a potential conflict as a result of her husband being on the Board of Wheatbelt NRM.

**4. PRESENTATIONS**

**4.1 Ms. Vanessa King, Town Team Builder, WEROC (1.30pm)**

Ms. Vanessa King commenced in the role of Town Team Builder for WEROC on 29 January 2024. Ms. King is contracted for the equivalent of one day (8 hours) per week for a term of 12 months. The key deliverables for Ms. King include:

- Supporting established town teams and local governments to identify placemaking opportunities.
- Establishing new town teams in communities where they don’t already exist.
- Providing guidance and support to new and established town teams.
- Planning and delivery of town team events.
- Facilitation of one “do-over” event per annum including seeking funding and applying for grants for the event.
- Work with WEROC Shires to educate their communities about community-led placemaking.

The Executive Officer met with Ms. King via videoconference when she commenced in the role and asked that she prepare a proposed schedule of works to deliver against these key performance areas, along with some indicative costing. Ms. King will join the Board to discuss her proposed approach.

**Comments from the meeting:**

- Ms. King talked to a PowerPoint presentation, which will be circulated to Members along with the minutes of this meeting.
- Ms. King proposed that the first WEROC “do-over” be held in Bruce Rock in late September or early October 2024. The approximate cost of this will be \$15,000 - \$20,000 of which \$5,000 would need to be committed by WEROC and \$5,000 would be provided through the FRRR funding that Town Teams secured last year.
- Mr. Ram Rajagopalan queried why Bruce Rock had been suggested as the location for the first do-over. Ms. King advised that she is familiar with the Bruce Rock community and has well established relationships within the community.
- Mr. Rajagopalan also queried who the target audience for these events is (i.e., the immediate community or the broader WEROC community). Ms. King advised that it can be either and this is a decision for WEROC.
- Mr. Mark Crees asked what the purpose of the do-over events was. Ms. King advised that it is essentially a demonstration of what Town Teams can achieve and that each year the location of the event would change to showcase another WEROC community.
- Several members noted that they already have progress associations or similar in their towns and they would not want to see any duplication. Ms. King advised that existing groups could become a town team.

Ms. King left the meeting at 2.02pm and did not return.

#### **4.2 Ms. Jacquie Lucas, Corella Project Coordinator, Wheatbelt NRM (2.00pm)**

**Attachment 1:** *Corellas in the Wheatbelt information sheet.*

**Attachment 2:** *Scope of works for corella management project.*

**Attachment 3:** *Corella Stakeholder Engagement Plan*

In October 2023, Wheatbelt NRM advised that Ms. Jacquie Lucas had been appointed to oversee the Corella Management Project which WEROC is contributing to, alongside CBH and AROC. At the WEROC Inc. Board meeting held on 29 November 2023 it was requested that Ms. Lucas be asked for an update on how the eradication strategy is progressing and for a timeline for implementation. On 22 December 2023, Ms. Lucas provided a scope of works and information sheet, which are attached. The Executive Officer also requested that Ms. Lucas advise of her planned approach to engaging with the funding partners. Ms. Lucas advised that she was updating the stakeholder engagement plan and aimed to have this out before Christmas. An updated stakeholder engagement plan has not yet been provided. The original plan sent through in May last year is attached for reference.

Ms. Lucas and Dr. Karl O'Callaghan will join the meeting to provide a further update.

#### **Comments from the meeting:**

- Ms Jacquie Lucas provided the following update:
  - A scope of works, communication plan and stakeholder engagement plan were circulated via email prior to the meeting. Ms. Lucas requested that feedback on these documents be provided by the end of the month.
  - Wheatbelt NRM have been investigating the use of a euthanising agent as a control method. This is currently going through the Government processes for approval. If approval is granted use will be permit based. They intend on conducting a trial in Toodyay if they are successful. Merredin has also expressed an interest in trialling the method.
  - An email has been sent to all Shire CEO's requesting information on the financial impact of corellas. There have been limited responses to date and Ms. Lucas requested that all CEO's reply as soon as they are able.
  - Wheatbelt NRM will be sending out emails in the near future reminding participating organisations of their budget commitments for this project for the 2024-25 financial year.
- Ms. Lucas talked to a PowerPoint presentation, which will be circulated to Members along with the minutes of this meeting. The focus of this presentation was on the information gathering survey commissioned by Wheatbelt NRM late last year.
- Ms. Joanne Soderlund commented that while the data presented is good information to have, it does not tell us anything new, it just confirms what we already know. Ms. Soderlund noted that from the Shire of Tammin's perspective they were hoping to have by now, some practical on the ground solutions. Ms. Lucas responded by saying that she only started work on this project in July 2023 and invoices were only sent to participating organisations in November. Dr. O'Callaghan responded by saying that they are investigating the euthanising agent as previously mentioned but because they are proposing to try something that is different to the usual method, it takes time to go through the bureaucratic process and they need the economic data they are trying to gather from Local Governments to escalate the discussion with State Government.

Due to technical difficulties the presentation was disrupted. Ms. Renee Manning advised Ms. Lucas and Dr. O'Callaghan that as a result of the IT complications, any further comments or queries would be relayed to them via email after the meeting for a response.

Ms. Lucas and Dr. O'Callaghan left the meeting at 2.20pm and did not return.



#### **4.3 Mr. Alex MacKenzie, Senior Regional Development Officer, Wheatbelt Development Commission (2.30pm)**

At the WEROC Inc. Board meeting held on 29 November 2023, the Executive Officer advised that based on the recommendation of Mr. Alex MacKenzie, work on a WEROC Housing Analysis would be held over until early 2024 to allow all Shire's time to complete their review of the initial housing data prepared by the Wheatbelt Development Commission and to allow WEROC to better leverage off the sub-regional work taking place across other parts of the Wheatbelt. Mr. MacKenzie will join the meeting to provide an update on the work already in progress and advise on next steps for WEROC.

##### **Comments from the meeting:**

- Mr. Alex MacKenzie provided the following update on the work being supported by the Wheatbelt Development Commission in other parts of the Wheatbelt:
  - Since completing their initial housing analysis, the 4WDL group of Shires have completed comprehensive market testing to ascertain the type of housing, pricing points, etc. that is feasibly going to work in their area.
  - The 4WDL group have identified some "quick win" sites for development (8 in total).
  - This group identified 120 sites across their respective Shires but found that only around 14% of these sites were capable of development in their current state.
  - Across the Wheatbelt there is an unmet demand for 500 workers to be housed right now and based on population growth projections it is believed that there will be an additional 450 workers that need to be housed.
- Mr. MacKenzie noted that there is some positive work that has already been done across the 7 shires involved in the Growing Regions Program application (this includes the WEROC Shires of Tammin, Kellerberrin and Bruce Rock) but there is a bit more work that needs to be done on site specific implications of development.
- Mr. MacKenzie advised that he has spoken with ROEROC and NEWROC about a staged approach to assessing housing needs across these areas.
- Ms. Renee Manning asked each Shire to provide an indication of their current housing needs:
  - Ms. Joanne Soderlund advised that the Shire of Tammin are still waiting on the outcome of the growing regions application. There is potential for the headworks costs to be funded under the infrastructure development fund.
  - Mr. Wayne Della Bosca advised that the Shire of Yilgarn are currently building two new houses which will be completed in the coming months. The difficulty once they are built will be deciding who gets to rent them because there are more people needing accommodation than what they can provide.
  - Ms. Rennee Manning advised that in the Shire of Merredin houses are purchased almost as soon as they go on the market. Someone has purchased the old flying school houses and there is a possibility that they will be used for GROH housing.
  - Mr. Bill Price advised that Westonia have no public housing and no government workers so social and GROH housing are not a consideration for them. The Shire own the majority of houses in the town and when the mine closes at the end of the year, they will have vacancies. There are currently three private homes being built.
  - Mr. Ram Rajagopalan advised that in Bruce Rock the biggest issue is demand for housing from Bruce Rock Engineering. They buy anything the goes to market and still need more. GROH have asked the Shire to build two new houses but with the investment in the supermarket they are not in a position to do so at present.

- Ms. Soderlund asked Mr. MacKenzie what he would advise WEROC to do from here. Mr. MacKenzie advised that subject to interest from WEROC there is an opportunity for WDC to assist in a collective scope of works and also a Shire specific scope of works, recognising that some Shires are more advanced in their assessment of housing needs and development opportunities than others. The approximate cost to proceed with a housing analysis would be \$8,000 - \$10,000 per Shire and the work would commence mid-April with a completion date in late July. The output of this work would be something ready to take to market or to lobby government for program delivery aligned to what the needs are.

Mr. MacKenzie left the meeting at 2.55pm and did not return.

## 5. MINUTES OF MEETINGS

### 5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 29 November 2023

Minutes of the WEROC Inc. Board Meeting held in Bruce Rock on Wednesday 29 November 2023 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Wednesday 29 November 2023 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Mr. Ram Rajagopalan

**Seconded:** Ms. Joanne Soderlund

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Wednesday 29 November 2023 be confirmed as a true and correct record.

**CARRIED**

### 5.2 Business Arising – Status Report

**Attachment 4:** Eastern Wheatbelt self-drive trail, trail marker

**Attachment 5:** Eastern Wheatbelt self-drive trail, tourist information sign

**Attachment 6:** WMSIP Meeting 7 December 2023 Summary Notes

Actions Arising from the WEROC Inc. Board Meeting held on 29 November 2023.

Agenda Item	Action(s)	Status
7.2 Signatories to the WEROC Inc. Bank Accounts	<ol style="list-style-type: none"> <li>Remove Ms. Emily Ryan as approver.</li> <li>Add Ms. Renee Manning as approver</li> </ol>	<p>Ms. Emily Ryan has been removed as a signatory.</p> <p>Ms. Renee Manning has not yet been added.</p>
7.3 WEROC Futures Discussion	<ol style="list-style-type: none"> <li>Organise a CEO Committee meeting to discuss operational challenges</li> <li>Distribute Shire survey in January</li> <li>Consolidate information and present at first WEROC Board meeting for 2024</li> </ol>	<p>A survey was circulated to all Shire CEOs on 8 January with a request that it be completed by 9 February. The CEO Committee meeting planned for 22 February 2024 did not proceed. Further information is provided under Agenda item 7.1.</p>
7.4 WEROC Drive Trail	<ol style="list-style-type: none"> <li>Order 2,000 printed copies of the drive trail map/brochure</li> </ol>	<p>Printed copies of the map/brochure will be distributed to the Member Shires at the March meeting.</p>

	2) Engage graphic designers to prepare a trail marker and tourist information sign.	A link to the print ready versions of the trail signage have been provided to WEROC CEO's. Low resolution versions are provided as an attachment.
7.5 Wheatbelt Medical Student Immersion Program	Arrange a meeting with Rural Health West and Notre Dame to discuss concerns and suggestions for the program.	A meeting was held via videoconference on 7 December 2023. In attendance were Mr. Raymond Griffiths, Mr. Darren Mollenoyux, Ms. Emily Ryan, Ms. Betony Dawson (Rural Health West), Ms. Tallulah Sargon (Rural Health West) and Professor Donna Mak (UND). The summary notes from this meeting were circulated via email and are provided again as an attachment.
8.1 Corella Management	<ol style="list-style-type: none"> <li>1) Request an update on progress with the eradication strategy and a timeline for implementation</li> <li>2) Invite Ms. Jacquie Lucas to the March 2024 meeting of the WEROC Inc. Board.</li> </ol>	Ms. Jacquie Lucas provided an information sheet and scope of works on 22 December 2023. This was forwarded to CEOs on the same day. Ms. Lucas will present at the March meeting.
8.2 Town Team Movement	<ol style="list-style-type: none"> <li>1) Finalise contract with Ms. Vanessa King</li> <li>2) Request that a proposed schedule of works be presented to the WEROC Board at the March 2024 meeting.</li> </ol>	Ms. King commenced in the role of Town Team Builder for WEROC on 29 January 2024. Ms. King was asked to prepare a proposed schedule of activities to deliver against the agree key performance areas and an indicative budget for these activities. Ms. King will present this scope of works at the March meeting.
8.3 Co-operative marketing	Advise Australia's Golden Outback that WEROC will no longer promote the Golden Pipeline Heritage Trail and will instead focus on marketing the Eastern Wheatbelt self-drive trail.	Australia's Golden Outback were advised of the Board's decision and have created content for the Eastern Wheatbelt self-drive trail on their website. This will be used in the Wheatbelt Weekends Road-Trip Campaign Autumn/Winter 2024.
8.4 WEROC Housing Analysis	Follow up with Mr. Alex MacKenzie (Wheatbelt Development Commission) in early 2024 to develop a scope of works for a WEROC housing analysis.	The Executive Officer contacted Mr. MacKenzie in January 2024 to discuss a planned approach to this work. Mr. MacKenzie will present at the March meeting.

**Recommendation:**

That the status report be received.

**Comments from the meeting:**

- The Executive Officer reminded Members that the drive trail signage designs have been completed and it is now up to each individual Shire to order and pay for their own signage through their preferred supplier as had been previously agreed.

**RESOLUTION:**                                  **Moved:** Mr. Ram Rajagopalan                                  **Seconded:** Mr. Wayne Della Bosca

That the status report be received.

**CARRIED**

**6.                  WEROC INC. FINANCE**

**6.1                  WEROC Inc. Financial Report as of 31 January 2024**

**Author:**    Rebekah Burges, Executive Officer

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

**Date:**    1 February 2024

**Attachments:**    Nil

**Voting Requirement:**                                  Simple Majority

At the WEROC Inc. Board Meeting held on 26 April 2023 the budget for the financial year commencing 1 July 2023 and ending 30 June 2024 was adopted. The approved Budget 2023-24 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

<b>Note 1</b>	Annual Financial contributions paid by Member Local Governments.
<b>Note 2</b>	GST received
<b>Note 3</b>	GST refund for Q4 BAS 2022-23 and Q2 BAS 2023-24
<b>Note 4</b>	Executive Officer services
<b>Note 5</b>	Executive Officer travel to Board and other meetings
<b>Note 6</b>	Monthly subscription fee for Xero accounting software
<b>Note 7</b>	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2022-23 financial year
<b>Note 8</b>	Payments to the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service, Flat Earth Mapping for the design of the WEROC Drive Trail map, Strike Point Graphic design for the WEROC drive trail informational sign, Seed Studio for the graphic design of the WEROC drive trail marker sign, Australia’s Golden Outback for co-operative marketing activities in 2023-24 and Vanguard Publishing for advertisement in the AGO 2024 Holiday Planner.
<b>Note 9</b>	Payments to PWD for the 12-month website hosting fee and SSL certificate for website
<b>Note 10</b>	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
<b>Note 11</b>	Transfer to Term Deposit.
<b>Note 12</b>	GST paid
<b>Note 13</b>	GST paid for Q1 BAS 2023-24

<b>Note 14</b>	Actual expenditure exceeds total budgeted expenditure for the financial year because of the unbudgeted transfer of funds to a Term Deposit.
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**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2023 to 30 June 2024**

		Budget 2023/2024	Actual to 31/01/2024	Notes
<b>INCOME</b>				
<b>0501</b>	<b>General Subscriptions</b>	\$72,000.00	\$72,000.00	<b>1</b>
<b>504.01</b>	<b>Consultancy &amp; Project Reserve</b>	\$0.00	\$0.00	
<b>0575</b>	<b>Interest received</b>	\$0.00	\$0.00	
<b>584</b>	<b>Other Income</b>	\$0.00	\$0.00	
	<b>GST Output Tax</b>	\$7,200.00	\$7,200.00	<b>2</b>
	<b>GST Refunds</b>	\$5,083.15	\$3,941.00	<b>3</b>
<b>Total Receipts</b>		\$84,283.15	\$83,141.00	
<b>EXPENSES</b>				
<b>1545</b>	<b>Bank Fees &amp; Charges</b>	\$0.00	\$0.00	
<b>1661.01</b>	<b>WEROC Inc. Executive Services</b>	\$34,500.00	\$17,783.17	<b>4</b>
<b>1661.02</b>	<b>Executive Officer Travel and Accommodation</b>	\$1,000.00	\$707.00	<b>5</b>
<b>1661.03</b>	<b>WEROC Executive Officer Recruitment</b>	\$1,000.00	\$0.00	
<b>1687</b>	<b>WEROC Financial Services Accounting</b>	\$1,000.00	\$477.26	<b>6</b>
<b>1687.03</b>	<b>WEROC Financial Services Audit</b>	\$1,050.00	\$982.00	<b>7</b>
<b>1585</b>	<b>WEROC Consultant Expenses</b>	\$60,000.00	\$26,204.73	<b>8</b>
<b>1850</b>	<b>WEROC Management of WEROC App &amp; Website</b>	\$420.00	\$685.00	<b>9</b>
<b>1801</b>	<b>WEROC Meeting Expenses</b>	\$500.00	\$0.00	
<b>1851</b>	<b>WEROC Insurance</b>	\$6,300.00	\$5,953.61	<b>10</b>
<b>1852</b>	<b>WEROC Legal Expenses</b>	\$2,000.00	\$0.00	
<b>1853</b>	<b>WEROC Incorporation Expenses</b>	\$0.00	\$0.00	
<b>1854</b>	<b>Transfer to Term Deposit</b>	\$0.00	\$100,000.00	<b>11</b>
<b>1930</b>	<b>WEROC Sundry</b>	\$300.00	\$0.00	
<b>3384</b>	<b>GST Input Tax</b>	\$10,807.00	\$4,859.69	<b>12</b>
	<b>ATO Payments</b>	\$2,393.33	\$5,908.00	<b>13</b>
<b>Total Payments</b>		\$121,270.33	\$163,560.46	<b>14</b>
<b>Net Position</b>		-\$36,987.18	-\$80,419.46	
<b>OPENING CASH 1 July</b>		\$181,216.58	\$181,083.80	
<b>CASH BALANCE</b>		\$144,229.39	\$100,664.34	

**Recommendation:**

That the WEROC Inc. financial report for the period 1 November 2023 to 31 January 2024, be received.

**RESOLUTION:** **Moved:** Mr. Ram Rajagopalan **Seconded:** Ms. Renee Manning

That the WEROC Inc. financial report for the period 1 November 2023 to 31 January 2024, be received.

**CARRIED**

## 6.2 Income, Expenditure & Balance Sheet

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 February 2024

**Attachments:** Nil

**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 November 2023 to 31 January 2024 is provided below.

Date	Description	Credit	Debit	Running Balance
<b>Opening Balance</b>		<b>139,487.59</b>		
01 Nov 2023	Payment: PWD Australia		66.00	139,421.59
13 Nov 2023	Payment: 150 Square Pty Ltd		2,731.50	136,690.09
20 Nov 2023	Payment: ATO		5,908.00	130,782.09
24 Nov 2023	Payment: Code Research Australia		225.50	130,556.59
04 Dec 2023	Payment: Seed Studio		140.00	130,416.59
12 Dec 2023	Payment: Wheatbelt NRM		6,300.00	124,116.59
12 Dec 2023	Payment: 150 Square Pty Ltd		3,631.50	120,485.09
13 Dec 2023	Payment: Wheatbelt NRM		7,450.00	113,035.09
20 Dec 2023	Payment: Flat Earth Mapping Pty Ltd		7,625.75	105,409.34
20 Dec 2023	Payment: Seed Studio		140.00	105,269.34
22 Dec 2023	Strike Point Graphic Design		825.00	104,444.34
22 Dec 2023	Payment: Vanguard Publishing		841.50	103,602.84
09 Jan 2024	150 Square Pty Ltd		2,662.50	100,940.34
25 Jan 2024	Australia's Golden Outback		3,300.00	97,640.34
25 Jan 2024	ATO	3,024.00		100,664.34
<b>TOTAL</b>		<b>3,024.00</b>	<b>41,847.25</b>	<b>100,664.34</b>
<b>Closing Balance</b>		<b>100,664.34</b>		

# Balance Sheet

## Wheatbelt East Regional Organisation of Councils Inc As at 31 January 2024

31 JAN 2024

<b>Assets</b>	
<b>Bank</b>	
Term Deposit	100,000.00
Westpac Community Solution One	100,664.34
<b>Total Bank</b>	<b>200,664.34</b>
<b>Total Assets</b>	<b>200,664.34</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
GST	601.30
<b>Total Current Liabilities</b>	<b>601.30</b>
<b>Non-current Liabilities</b>	
GST Clearing	(1,154.00)
<b>Total Non-current Liabilities</b>	<b>(1,154.00)</b>
<b>Total Liabilities</b>	<b>(552.70)</b>
<b>Net Assets</b>	<b>201,217.04</b>
<b>Equity</b>	
Current Year Earnings	19,207.23
Retained Earnings	182,009.81
<b>Total Equity</b>	<b>201,217.04</b>

### Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2023 to 31 January 2024 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2023 to 31 January 2024 totalling \$41,847.25 be approved.

That the Balance Sheet as of 31 January 2024 be noted.

### RESOLUTION:

**Moved:** Ms. Charmain Thomson

**Seconded:** Mr. Wayne Della Bosca

That the WEROC Inc. summary of income and expenditure for the period 1 November 2023 to 31 January 2024 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2023 to 31 January 2024 totalling \$41,847.25 be approved.

That the Balance Sheet as of 31 January 2024 be noted.

**CARRIED**

## 7. MATTERS FOR DECISION

### 7.1 WEROC Futures Discussion

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 22 February 2024

**Attachments:** Attachment 7: WEROC Futures Discussion Summary Report

**Consultation:** WEROC CEO’s

**Financial Implications:** NA

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board meeting held on 29 November 2023, a staged approach to the discussion on future priorities for WEROC was agreed and is outlined below:

Activity	Timeframe
Initial discussion with all WEROC Board Members to identify expectations of WEROC and to discuss what has been working well to date and what can be improved in future.	29 November 2023
Shire survey to identify social, economic, and operational priorities and challenges.	January - February 2024
WEROC CEO Committee meeting to discuss common pain points and opportunities for collective action.	22 February 2024
WEROC Inc. Board to agree on priorities and actions for WEROC over the next 1 – 5 years.	Board Meeting on 6 March 2024

**Executive Officer Comment:**

A summary of the input provided at the WEROC meeting held in November 2023 and the Shire survey is provided as Attachment 7. The WEROC CEO Committee planned for 22 February did not proceed due to availability of members. The purpose of that meeting was to delve deeper into some of the common challenges and discuss potential resolutions and opportunities for collaborative action, which would then help in determining the priorities and actions for WEROC over the near to medium term.

From the information supplied through the Shire survey (noting that not all Shire’s responded) the Executive Officer makes the following observations:

**Economic:**

- New economic activity in the area overall is quite limited.
- There is pressure on existing businesses (reduced hours, empty shop fronts, closures).
- Lack of accommodation is a major limiting factor.
- Possible areas of focus for WEROC – worker accommodation, tourism (product development and marketing) and leveraging opportunities from any major projects (social responsibility angle?).

**Social:**

- A range of social infrastructure projects are being pursued individually.
- Supporting aging in place is a common priority.
- Possible area of focus for WEROC – collective age friendly planning review/renewal (not every Shire has an age friendly community plan and for those that do, they are outdated).

**Operational:**

- Challenges exist around compliance and auditing requirements and access to skilled labour.
- Possible areas of focus for WEROC – resource sharing arrangement for hard to fill roles, focused discussion on local government reform challenges and opportunities to collaborate.



Some questions to consider in advance of the meeting and to prompt discussion during the meeting are provided below:

- 1) What other (i.e., not already captured in the survey) operational constraints or challenges are limiting progress for your Shire?
- 2) What other contextual constraints or challenges are limiting progress (economic, social, environmental) in the region?
- 3) What are the strengths or assets of the WEROC region that we should be trying to leverage?
- 4) What are the most impactful things WEROC can do to tackle these challenges or capitalize on these strengths/assets?

**Recommendation:**

That the Board consider the summary report presented and discuss future focus areas and actions for WEROC Inc.

**Comments from the meeting:**

- It was requested that discussion on this item be deferred until such time that the CEO's have met and the Shire's of Yilgarn and Kellerberrin have completed the survey.

**RESOLUTION:**

**Moved:** Mr. Ram Rajagopalan

**Seconded:** Ms. Renee Manning

That discussion on this matter be held over until the next meeting.

**CARRIED**

**7.2 Central Wheatbelt Visitors Centre MoU Renewal**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 February 2024

**Attachments:** *Attachment 8: CWVC MoU Revisions for Consideration*

**Consultation :** Nil

**Financial Implications:** As per Schedule 3 of the MoU.

**Voting Requirement:** Simple Majority

**Background:**

The current Memorandum of Understanding between the Shire of Merredin and the WEROC Shires and the Shire of Cunderdin will expire on 30 June 2024. The Shire of Merredin have asked that the WEROC Member Shires give consideration to an extension of the MoU for a further three (3) years.

**Executive Officer Comment:**

WEROC Inc. is not a signatory to the MoU, rather the individual Members Shires are. WEROC however cover the costs of the additional activities detailed in Schedule 2. The cost to WEROC for these additional activities in 2023 was \$6,205.40 (inc. GST). This was made up of the following:

- Co-operative marketing in collaboration with Australia's Golden Outback, NEWTravel, Roe Tourism and Pioneers Pathway. The Central Wheatbelt Visitors Centre (CWVC) does not make a financial contribution toward this co-operative marketing but does provide input/direction. The cost to WEROC in 2023/24 was \$3,300 (inc. GST).

- Brochure mail out service provided by the CWVC in response to marketing campaigns. The cost to WEROC over the past three years has been:
  - 1 November 2022 – 30 September 2023 = \$318.70 (inc. GST)
  - 1 October 2021 – 30 November 2022 = \$416.05 (inc. GST)
  - 1 October 2020 to 31 October 2021 = \$442.60 (inc. GST)
- Full page advertisement in the Eastern Wheatbelt Visitors Guide to promote the Golden Pipeline Heritage Trail. In 2023 the cost of this was \$1,325 (inc. GST)
- Australia’s Golden Outback Annual Holiday Planner advertisement to promote self-drives through the Central Wheatbelt (GPHT and Pioneer’s Pathway). This cost is split between Pioneers Pathway, CWVC and WEROC. In 2023 the cost of this to WEROC was \$841.50 (inc. GST).
- Annual Perth Caravan & Camping Show exhibit. This cost is split between AGO, WEROC, NEWTravel, Pioneers Pathway and Roe tourism – this is in addition to the \$3,300 toward marketing activity. The CWVC do not contribute toward the cost of the exhibitor space, but they do provide staff to attend and cover associated travel expenses. The cost to WEROC in 2023 was \$420.20 (inc. GST).

There is currently no wording in the MoU that specifies the role of WEROC as an entity separate to the Member Shires. It is therefore suggested that the wording in Schedule 3 be changed to reflect the contributions made by WEROC in addition to the contributions made by the individual Shires. Suggested edits have been highlighted in Attachment 8.

**Recommendation:**

That the suggested edits be adopted and the WEROC Shire’s agree to an additional three year term of the MoU.

**RESOLUTION:**

**Moved:** Mr. Ram Rajagopalan

**Seconded:** Ms. Joanne Soderlund

That the suggested edits to the MOU be adopted and the Central Wheatbelt Visitors Centre be advised of the WEROC Shire’s intention to extend the agreement for an additional three year term.

**CARRIED**

**7.3 Discussion and Decisions Arising from the Presentation by Ms. Vanessa King**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 February 2024

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Ms. Vanessa King it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Ms. Vanessa King be considered, and the matter discussed.

**Comments from the meeting:**

- Mr. Ram Rajagopalan noted that it was still not clear what we are trying to achieve with the proposed “do-over” event and suggested that rather than selecting a date or location for this event, the first step should

be establishing a rapport with existing community groups. Once the groups are engaged in the concept, they should be the ones to drive the agenda.

- Ms. Emily Ryan noted that the Kellerberrin Town Team was established two years ago, and they were responsible for installing flower beds at the front of the shops on the main street but have not been active since. Ms. Ryan suggested that the Town Teams and Shires need to work closely together.
- Ms. Renee Manning reiterated that the focus for Ms. King should be on working in with existing groups and not on establishing new ones.
- Ms. Charmain Thomson suggested that Vanessa should contact each Shire individually and coordinate with them, a time to meet with established community groups.

**RESOLUTION:** **Moved:** Mr. Ram Rajagopalan **Seconded:** Ms. Charmain Thomson

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Request that Ms. King contact Shire's individually to coordinate a meeting with established community groups to discuss the Town Team concept and benefits.

**CARRIED**

#### **7.4 Discussion and Decisions Arising from the Presentation by Ms. Jacquie Lucas**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** As per Agenda item 3

**Date:** 1 February 2024

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Ms. Jacquie Lucas it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Ms. Jacquie Lucas be considered, and the matter discussed.

**Comments from the meeting:**

- Mr. Ram Rajagopalan commented that it is not clear from the presentation where this project is going or why WEROC would continue to fund it.
- Several Members noted their disappointment in the lack of progress, reaffirming that the expectation was that we would have some strategies/solutions by now.
- Mr. John Merrick noted that the euthanising agent mentioned by Ms. Lucas as been explored as a solution in the past and was rejected because it is non-descript (i.e., it will kill any bird not just corella's).

**RESOLUTION:** **Moved:** Mr. Ram Rajagopalan **Seconded:** Ms. Joanne Soderlund

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Request that Wheatbelt NRM coordinate a face to face meeting of all project funding partners as soon as possible, as per the original Stakeholder Engagement Plan.

**CARRIED**

#### **7.5 Discussion and Decisions Arising from the Presentation by Mr. Alex MacKenzie**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 February 2024

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Mr. Alex MacKenzie it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Mr. Alex MacKenzie be considered, and the matter discussed.

**Comments from the meeting:**

- Mr. Ram Rajagopalan noted that WALGA are undertaking an accommodation survey at zone level. CEACA are also doing working in the accommodation space now, that is not restricted to aged housing. Several WEROC Shires are also already involved in the growing regions program application.
- Ms. Joanne Soderlund suggested that rather than a generic housing analysis it may be better to have something tailored to an opportunity otherwise it risks just being another planning document with no tangible benefit.
- Ms. Soderlund also suggested that perhaps we can go back to Mr. MacKenzie with the information already gathered to see what can be done with that and to request site specific assistance on developing the sites that have already been identified.

**RESOLUTION:**

**Moved:** Ms. Renee Manning

**Seconded:** Mr. Ram Rajagopalan

That the information as presented by Mr. Alex MacKenzie was considered and discussed.

**CARRIED**

**8. PROJECT UPDATES**

**8.1 Corella Management Project**

As per presentation from Ms. Jacquie Lucas.

**8.2 Town Team Movement**

As per presentation from Ms. Vanessa King.

**8.3 WEROC Housing Analysis**

As per presentation from Mr. Alex MacKenzie.

**8.4 Waste Management**

The Executive Officer invites Members to provide any updates on progress with the agreed actions to implement the WEROC Strategic Waste Management Plan.

- Mr. John Merrick advised that Merredin are going ahead with the development of more cells and will be ready in future for more Shires to come across when they are ready to do so.
- Mr. Bill Price advised that they are going to work in with the Shire of Yilgarn for their future waste management required.

**8.5 Co-Operative Marketing Activity**

WEROC Inc. as a partner organisation to the Wheatbelt Co-operative Marketing Group, committed \$3,000 + GST in 2023-24 to cooperative marketing initiatives in conjunction with Roe Tourism, NEW Travel, Pioneers Pathway and Australia's Golden Outback.

A road trips campaign is in the works at present, with the aim of encouraging travel to the region heading into Autumn/Winter. The primary target market for this is families. The campaign will include a Perth Now feature article, a paid social media and email campaign, sponsored social media posts and a radio campaign.

## **8.6 Wheatbelt Medical Student Immersion Program 2024**

### **Attachment 9: WMSIP Itineraries 2024**

The Wheatbelt Medical Student Immersion Program for 2024 will take place from 12 – 15 March 2024. As per the discussion held with Rural Health West and the University of Notre Dame on 7 December 2023, the itineraries for this year's program incorporate more opportunities for students to experience the towns social infrastructure and participate in community activities. A copy of the itineraries as of 28 February 2024, are attached. A debrief for WEROC Board Members with Rural Health West and the University of Notre Dame is scheduled for 11.00am on Thursday 28 March.

## **9. EMERGING ISSUES**

### **9.1 Power & Telecommunications**

In the wake of the extended power and telecommunications outages experienced across the Wheatbelt in January 2024, the Wheatbelt Business Network called a meeting to discuss a coordinated approach. In the meeting was the Wheatbelt Development Commission CEO, RDA Wheatbelt Director of Regional Development, WBN CEO, NEWROC and WEROC Executive Officers. Since this meeting, it is understood that the following has occurred:

- WALGA coordinated a round table discussion with impacted Shires.
- NEWROC have completed an economic impact assessment and are preparing media exposure and meetings with Ministers, etc.
- The Wheatbelt Business Network has completed a survey and compiled some case studies to demonstrate the personal and business impact.

The WEROC Board may like to consider, what, if any, action we can take to advocate for improved reliability of power and telecommunications supply in our part of the region.

The Shire of Merredin might like to provide an update on the proposed battery energy storage system, which will reportedly boost the SWIS grid system reliability in the Wheatbelt and Goldfields regions.

#### **Comments from the meeting:**

- It was noted that there was considerable talk on this topic at the last Zone meeting and a representative from Telstra was in attendance. The impression that was given is that Telstra have no intention to make improvements to regional towers because technology advancements will likely make them redundant in the coming years.
- The Shire of Merredin advised that they have received a development application for battery energy storage system that will be located adjacent to the solar farm and Western Power sub-station. The cost of the project is \$220 million. The public comment period is about to close, and Council will consider the application at its March meeting.
- In terms of any action from WEROC, it was decided that the best course of action for now is to continue to push for the Zone to demand action.

## **10. OTHER MATTERS (FOR NOTING)**

### **10.1 Research Report – Rural Health Concerns**

**Attachment 10: Article from the International Journal of Whole Person Care**

In the second half of 2019, WEROC funded a pilot research project undertaken by Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School. An initial report on this work was tabled at a WEROC meeting held on Thursday 28 November 2019. It was intended that the study, which originally only included Merredin and Westonia, be extended to the remaining WEROC Shires but this was not pursued due to the COVID pandemic. A copy of the research article, which was published this year, has been forwarded to WEROC and is provided as an attachment.

## 10.2 McCusker Centre Internship Program

### *Attachment 11: Regional Internships Booklet*

At the last meeting of the WEROC Inc. Board an opportunity was identified to engage with the McCusker Centre for Citizenship's Internship program. Details of this program are summarized below:

- The program allows UWA students the opportunity to contribute towards a project in a community-minded organisation.
- A diverse range of intern projects are accepted, including but not limited to social impact analysis and research projects, marketing and events, data modelling and 3D imaging.
- Four internship rounds are offered per year:
  - Late February to late May
  - Mid-June to mid-July
  - Mid-July to mid-October
  - Mid-November to mid-December
- To be eligible to host an intern the following criteria must be met:
  - Your organisation is a **not-for-profit or government organisation** with regular staff members who can supervise an intern.
  - You have a **meaningful project/activity** that adds value to the organisation and allows the intern to understand the link to the broader community impact.
  - The project/activity equates to a **minimum of 100 hours** of work by the intern.
  - You can provide an **appropriate work environment** so that the student is embedded in the organisation and able to work safely.
  - You can provide the student with **supervision** and the opportunity to receive feedback on their work.
  - You can commit to providing a short evaluation on the intern's performance and the program at the end of the internship period.

### **Comments from meeting:**

- Ms. Joanne Soderlund suggested that we could look at an intern to undertake or support the Corella Management project. The Executive Officer will look at the potential of this as a project under this program and report back at the next meeting.

## **11. FUTURE MEETINGS**

The schedule of meeting dates and locations for 2024 is as follows:

Date	Time	Host Council
Thursday 22 February 2024 – CEO's only	1.30pm	Merredin

Wednesday 6 March 2024	1.30pm	Westonia
Wednesday 8 May 2024	9.30am	Kellerberrin
Wednesday 31 July 2024	9.30am	Yilgarn
Wednesday 11 September 2024	9.30am	Bruce Rock
Wednesday 28 November 2024	9.30am	Tammin

The next meeting will be held in Kellerberrin on 8 May 2024.

**12. CLOSURE**

There being no further business the Chair closed the meeting at 4.06pm.



## Minutes – GENERAL MEETING

General Meeting held on Thursday 29<sup>th</sup> February 2024, at Trayning Don Mason Community Centre.

Opening 10.22am

### Invited Attendees:

#### NEWTRAVEL MEMBER

Shire of Westonia

Mukinbudin CRC

Shire of Mukinbudin

Shire of Mt Marshall

Shire of Trayning

Shire of Wyalkatchem

#### MEMBER VOTING DELEGATE

Stacey Geier (NEWTRAVEL Chair)  
Cr. Bill Huxtable

Kerry Walker  
Cr Tanya Gibson (Deputy Delegate)  
Leanne Parola (CEO)  
Stephanie Elvidge

#### ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Jessica McCartney  
Karla Spark

Phoebe Sachse  
Cr Mark Leslie  
Cr Christy Petchell

### Apologies:

Shire of Westonia

Shire of Dowerin

Nungarin CRC

Shire of Mt Marshall

Bencubbin CRC

Shire of Nungarin

Koorda CRC

Shire of Mukinbudin

Beacon CRC

Shire of Koorda

Linley Dreghorn

Cr Megan Beagly

Cr Kerry Dayman

Kim Storer

Cr Sandie Ventris

Nancy Dease

Lana Foote

Lani Hale

Tanya Stobie  
Georgina McKay  
Sharon Kett

Charli West

### 1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

#### RESOLUTION:

**That the Minutes of the NEWTRAVEL Meeting held in Wyalkatchem on 26 October 2023 be confirmed as a true and correct record of proceedings.**

**Moved: Cr Tanya Gibson      Seconded: Cr Christy Petchell      CARRIED**



1.2 Business arising from previous minutes – NIL

ACTIONS	UPDATE
•	
•	

**2. Correspondence**

**2.1 Correspondence In**

2.1.1 Various Emails inward.

**2.2 Correspondence Out**

2.2.1 Various Emails outward.

**RESOLUTION:**

That the NEWTRAVEL inward correspondence is accepted, and the outward correspondence be endorsed.

Moved: Stephanie Elvidge      Seconded: Jess McCartney      CARRIED

**2.3 Business arising from Correspondence**

Nil

### 3. Financial Report

<b>Cheque Acc Opening Balance 1 October 2023</b>		<b>\$48,670.63</b>
<b>INCOME</b>		
Other Income	Australias Golden Outback – 23/24 Destination Development	\$12,000.00
Memberships	Shire of Nungarin – 23/24 Membership	\$7,900.00
	Shire of Westonia – 23/24 Membership	\$6,400.00
	Shire of Mt Marshall – 23/24 Membership	\$7,900.00
	Shire of Trayning – 23/24 Membership	\$7,900.00
	Shire of Wyalkatchem – 23/24 Membership	\$7,900.00
	Bencubbin CRC – 23/24 Membership	\$50.00
	<b>Total Income</b>	<b>\$50,050.00</b>
<b>EXPENSES</b>		
Marketing	Baxter Backpacks, Social Media Content September 2023	\$1,500.00
	Baxter Backpacks, purchase additional 10 images	\$500.00
	Lex Porebski – Winner 2023 Photo Comp	\$500.00
	Premium Publishers – AGO Annual Planner advertising	\$2,524.50
<b>Tourism Officer</b>	Vernon Contracting – Tourism Officer, September 2023	\$4,196.31
	Alyce Ventris – Social Media July/August/September	\$825.00
	Vernon Contracting – Tourism Officer, October 2023	\$4,208.17
	Vernon Contracting – Tourism Officer, November 2023	\$4,280.96
	Vernon Contracting – Tourism Officer, December 2023	\$3,960.00
<b>Postage</b>	Shire of Merredin – Annual Postage	156.20
<b>Signage</b>	Justin Braddon – Banner Flag replacement, Trayning	\$264.00
	<b>Total Expenditure</b>	<b>\$22,915.14</b>
<b>Cheque Acc Closing Balance 31 January 2024</b>		<b>\$75,705.49</b>
<i>Other Income</i>	<i>Koorda CRC – 23/24 Membership</i>	<i>\$500.00</i>
<i>Outstanding Payments</i>	<i>Premium Publishers – AGO Map advertising</i>	<i>\$781.00</i>
	<i>Vernon Contracting – Tourism Officer, January 2023</i>	<i>\$3,960.00</i>
	<i>Australia's Golden Outback – 2024 Wheatbelt Weekends Campaign</i>	<i>\$3,300.00</i>
<b>Ending Financial Position on 23 February 2024</b>		<b>\$68,264.49</b>

#### Signage Funds Remaining

Turbo Signs – Banner Flag Trayning	\$264.00
<b>Total Signage Funds Remaining</b>	<b>\$1,113.10</b>

**RESOLUTION:**

**That the NEWTRAVEL financial report is accepted as presented.**

**Moved: Cr Tanya Gibson**

**Seconded: Kerry Walker**

**CARRIED**

Discussion was held around memberships, the Shires of Mukinbudin, Nungarin & Dowerin had still not paid their 2023/24 memberships – Linda will chase up.

CrBill Huxtable queried why the Shire of Westonia membership was less than the other Shires. Linda explained that the Shire of Westonia paid their \$1,500 Regional Marketing Contribution component direct through WEROC so that was why it was less.

#### 4.0 NEWTRAVEL Tourism Officer (0.4FTE) January 2024 Report

Main Activities	Description	Progress/Update
<b>1. NewTravel Administration</b>		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> <li>Attended October NEWTRAVEL meeting</li> <li></li> </ul>
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> <li>October Meeting Minutes prepared and circulated.</li> </ul>
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> <li>Monthly financials completed and accounts paid.</li> </ul>
<b>2. Marketing</b>		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> <li>Commenced implementation of 2023-24 Marketing Plan</li> </ul>
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> <li>Implemented Summer in the Wheatbelt Way Marketing Campaign</li> <li>Supported the Central Wheatbelt Bowls League in hosting the Inter-league Championships in Feb 2024, with Wheatbelt Way Marketing material for their livestream feed.</li> </ul>
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> <li>Distributed as required.</li> </ul>
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
<b>3. Website and Social Media</b>		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> <li>Updated weekly as required.</li> </ul>
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> <li>Wheatbelt Way enquiries (website, email, socials, chat and phone).</li> </ul>
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> <li>Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram weekly.</li> </ul>
<b>4. Stakeholder Communications</b>		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> <li>Continued support of the Wheatbelt Tourism Group</li> <li>Meeting with WDC to further conversations of tourism &amp; WDC.</li> </ul>
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> <li>Bi-Monthly E-news to NEWTRAVEL stakeholders sent.</li> <li>Quarterly newsletter subscribers sent.</li> </ul>
	Provide information and updates as identified.	<ul style="list-style-type: none"> <li></li> </ul>
<b>5. Maintenance and Monitoring</b>		
	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> <li>Compiled the Visitor Statistics to October 2023.</li> </ul>

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>		<ul style="list-style-type: none"> <li>Quarterly Marketing Report produced</li> </ul>
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> <li></li> </ul>
<b>6. Supporting additional activities</b>		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	<ul style="list-style-type: none"> <li></li> </ul>
	Other	<ul style="list-style-type: none"> <li>Continued NEWTRAVEL Events Support project proposal and commenced engagement with NEWROC and Dowerin Events Management as potential project partners to deliver.</li> <li>Undertook Expression of Interest for Project Officer role for Events Support project.</li> </ul>

## 5.1 Wheatbelt Way Visitor Statistics

*A reminder that the reporting periods are:*

- 1. July – October*
- 2. November – February*
- 3. March – June*

*If Shires could please submit their complete Excel spreadsheets for the period November 2023 – February 2024 and email them in by the 14<sup>th</sup> March it would be greatly appreciated.*

The October 2023 Snapsnot Report can be viewed [here](#).

## 5.2 Social Media and Marketing Report

NEWTRAVEL’s primary purpose is to market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTRAVEL area. We also engage with visitors and tourists through our promotional activities.

A full report on NEWTRAVEL’s Social Media analytics and marketing activities was provided at the meeting and can be [viewed here](#).

General discussion was held on the future of NEWTRAVEL’s marketing activities for 2024.

### Perth Caravan & Camping Show

Seeking volunteers from Thursday 21<sup>st</sup> March to Sunday 24<sup>th</sup> March 2024 at the Claremont Showgrounds. Gate entry costs will be covered by NEWTRAVEL for volunteers. It is ideal to have 2 people on the stand at one time. Shift 2 can be an 8hrs shift and then there is not need for Shift 3 to be filled. This is completely at the discretion of the volunteer and what time they have available to commit.

2024 Perth C & C Show Thursday 2 – Sunday 24 March - Claremont Showgrounds, Perth.								
Wheatbelt Stand - Jim Webster Tourism Pavilion								
Date/Day	Total Hours Required	Start time	Finish Time	Name	Region	Contact Mobile	Email	Notes
21-Mar Thursday	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL	0428 831 074	<a href="mailto:linda@wheatbeltway.com.au">linda@wheatbeltway.com.au</a>	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
22-Mar Friday	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL	0428831074	<a href="mailto:linda@wheatbeltway.com.au">linda@wheatbeltway.com.au</a>	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm	Peter Hares	CWVC		<a href="mailto:visitor2@meredin.wa.gov.au">visitor2@meredin.wa.gov.au</a>	
23-Mar Saturday	Shift 1 - 8hrs	9:00am	5:00pm	Peter Hares	CWVC		<a href="mailto:visitor2@meredin.wa.gov.au">visitor2@meredin.wa.gov.au</a>	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
24-Mar Sunday	Shift 1 - 8hrs	9:00am	5:00pm	Peter Hares	CWVC		<a href="mailto:visitor2@meredin.wa.gov.au">visitor2@meredin.wa.gov.au</a>	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
	Show bumpout from 5:00pm							
<b>Contacts</b>								
NEWTRAVEL	Linda Vernon	Mob:	0428 831 074					
<i>If you cannot get hold of Linda, please then try the following contacts:</i>								
AGO	Kelly Leonard	Mob:	0422 944 382					

## 6.0 General Business

### 6.1 NEWTRAVEL/NEWROC Events Support Project

#### **BACKGROUND:**

NEWTRAVEL endorsed the Events Support Project proposal as presented to the October 2023 meeting, and directed that if NEWROC did not endorse and agree to contribute the unconfirmed funds that NEWTRAVEL to approach the member Councils individually.

#### **COMMENT:**

NEWROC were approached and did not endorse contributing the additional funds for the project. Each member Council was then approached and all agreed to provide additional funding for the project by:

Council Contribution Request:

- 2023-2024: \$470.00 per NEWTRAVEL Member Council
- 2024-2025: \$705.00 per NEWTRAVEL Member Council

Unfortunately, after extensive consultation with Danielle Green from Dowerin Events Management we were unable to make arrangements for the position to be hosted with their organisation at this time due to the staffing constraints that they have been facing. Danielle has been very supportive of the project and the door is open to engage throughout the duration or beyond 30 June 2025.

Consequently, in mid-December it was decided to advertise an Expression of Interest for a [Project Officer position](#) closing the end of January 2024. Two expressions of interest were received. In person meetings were held with both applicants to discuss the opportunity.

#### **RECOMMENDATION:**

That NEWTRAVEL offer a contract by an Independent Contractor Agreement to Lily Haeusler as 0.4FTE Events Project Officer to deliver the identified outputs of the Events Support project.

#### Duration:

1 March 2024 to 30 June 2024: 0.4FTE, 40 days, 8 hours/day, \$40/hour – flexible.

1 July 2024 to 30 June 2025: 0.4FTE, 96 days, 8 hours/day, \$40/hour – flexible.

#### Location:

Remote (work from home).

#### Equipment:

Contractor to provide own office, office equipment and vehicle.

#### Compensation:

\$40/hour

Travel reimbursement allowance at \$0.77/km, up to a maximum of 5,000km (1 Mar 2024 - 30 Jun 2024) and 7,500km (1 Jul 2024 - 30 Jun 2025). Travel is only as required to achieve outputs.

#### Payment Terms:

Monthly payments upon receipt of invoice.

#### Reporting Structure:

Monthly reports to NEWTRAVEL Tourism Officer and/or NEWTRAVEL Chairperson against progress on achieving outputs.

#### Support:

Initial support provided through fortnightly check-ins/meetings for the first 3 months.

**RESOLUTION:**

That NEWTRAVEL offer a contract by an Independent Contractor Agreement to Lily Haeusler as 0.4FTE Events Project Officer to deliver the identified outputs of the Events Support project.

**Duration:**

1 March 2024 to 30 June 2024: 0.4FTE, 40 days, 8 hours/day, \$40/hour – flexible.

1 July 2024 to 30 June 2025: 0.4FTE, 96 days, 8 hours/day, \$40/hour – flexible.

**Location:**

Remote (work from home).

**Equipment:**

Contractor to provide own office, office equipment and vehicle.

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\$40/hour

Travel reimbursement allowance at \$0.77/km, up to a maximum of 5,000km (1 Mar 2024 - 30 Jun 2024) and 7,500km (1 Jul 2024 - 30 Jun 2025). Travel is only as required to achieve outputs.

**Payment Terms:**

Monthly payments upon receipt of invoice.

**Reporting Structure:**

Monthly reports to NEWTRAVEL Tourism Officer and/or NEWTRAVEL Chairperson against progress on achieving outputs.

**Support:**

Initial support provided through fortnightly check-ins/meetings for the first 3 months.

Moved: Leanna Parola

Seconded: Cr Bill Huxtable

CARRIED



## 6.2 2023-2024 Community Trail Planning Grants

### **BACKGROUND:**

A Trail Master plan is the first step in improving and increasing trails as destination development activity for the Wheatbelt Way. NEWTRAVEL applied for this funding in 2023 through DLGSC and was unsuccessful, engagement continued with DLGSC Northam Office through out 2023 and we have been encouraged to apply again.

### **COMMENT:**

The outcome of this funding application is - The Wheatbelt Way Walks – A bushwalking masterplan for the Wheatbelt Way will be developed to guide future strategic investment into bushwalking trails for recreation, tourism and event development across the Wheatbelt Way, in Western Australia. The Master Plan will identify and reflect the aspirations of stakeholders in the region to have safe, accessible, environmentally and socially sustainable bushwalking trails in our destination.

A consultant would be engaged to undertake the trail planning and support for the project is again currently being sought from Curtin University. The draft project budget is anticipated to be similar to the 2023 application and can be viewed [here](#). Funding can only be for 50% of project costs and it is likely that we may need to approach member Councils for contributions if the support from Curtin University is not forthcoming.

Applications close on 11<sup>th</sup> March 2024.

### **RECOMMENDATION:**

For NEWTRAVEL support submitting a funding application to the 2023-24 Community Trail Planning Grants.

Discussion was held.

### **RESOLUTION:**

**That NEWTRAVEL submit a funding application to the 2023-24 Community Trail Planning Grants and that if Curtin University are unable to commit the identified \$15,000 to the project, then member Councils be approached to be asked to underwrite this at \$1,875.00 per member Council for the 2024-25 financial year.**

## 6.3 Wheatbelt Way Rail Trail

### **BACKGROUND:**

The Shires of Nungarin, Trayning and Wyalkatchem have been working with ARHJAY Consultancy to develop a feasibility on the development of a dual use trail between Wyalkatchem and Nungarin using the railway corridor.

### **COMMENT:**

They are need seeking feedback on the plan and encourage individuals, businesses and community groups to let them know what you think. You can view the Rail Trail plan [here](#).

### **RECOMMENDATION:**

Leanne Parola provided a presentation and sort feedback from NEWTRAVEL members.

The Rail Trail Plan was funded through the Department of Transport.

Clarification that the Rail Trail project was complimentary to the Wheatbelt Way Walks – A bushwalking masterplan for the Wheatbelt Way.

There have been difficulties with Arc Infrastructure. The project will be implemented in stages with Stage 1 being:

- Wyalkatchem to Korrelocking
- Trayning to Kununoppin

There is a survey out for community feedback which closes on the 7<sup>th</sup> March 2024.

**ACTION** – NEWTRAVEL to provide a letter of support for the Rail Trail project.

## 6.4 Tourism Planning/Opportunity

### **BACKGROUND:**

Linda has been re-engaging with the Wheatbelt Development Commission (WDC) on all things tourism.

### **COMMENT:**

The WDC has asked for NEWTRAVEL input into potential Wheatbelt tourism related concepts ready for investment and progression following a request from Tourism WA.:

*Please see the details below for further information, could you please pass this along to those you feel would benefit and can provide input.*

*Tourism WA has commenced the establishment of a database aimed at cataloguing and analysing tourism investment and development opportunities around the state. This database will provide a resource of opportunities that will be used as an investment attraction tool for potential tourism investors, developers, and operators.*

*As you may be aware, the [World Travel and Tourism Council \(WTTC\) Summit](#) is scheduled to take place in Perth on 8-10 October 2024. The WTTC is the global authority on the economic and social contribution of Travel & Tourism. It promotes sustainable growth for the Travel & Tourism sector, working with governments and international institutions to create jobs, tourism investment, drive exports and generate prosperity.*

*The Summit is the world's premier travel and tourism event and this the first time it will be held in Australia. It will bring together key players and thought leaders in the travel and tourism sector, providing a platform for networking, collaboration, and business/investment opportunities. There is a particular focus on investment and aviation at the Summit, and Tourism WA is looking to leverage this event to showcase Western Australia's unique tourism investment and development opportunities to international operators/investors.*

*I am reaching out to regional stakeholders to seek tourism investment opportunities to include into this database, both private and public land. I kindly request your agency's valuable input to include any opportunities you are aware of.*

*It is important to note that this database is designed to serve as an evolving compilation of prospects, and some prospects may be considered of more interest to WA's visitor markets and investors than others. In this regard, it would be appreciated if you could prioritise opportunities, sites or locations which are likely to have substantial tourism appeal and ideally highlight if there are any (known) constraints particularly from an environmental, land tenure, planning or cultural heritage perspective.*

*Please include as much information that you have on the sites with location details being of most importance; further due diligence can be done by Tourism WA. Victoria King is collating this database, and I encourage you to direct any enquiries to her at [Victoria.king@westernaustralia.com](mailto:Victoria.king@westernaustralia.com) or **92621643**.*

*We are keen to secure your regional opportunities by the end of February to help shape the first wave of messaging that will be used to attract international/interstate operators (particularly the*

*invite-only delegates) to the WTTC Summit. Beyond the Summit, Tourism WA is keen to continue with a level of investment attraction work where it aligns with its priorities and project focuses. Thank you for your collaboration and we look forward to working with you over the course of the year in the lead up to this incredibly important tourism summit.*

**RECOMMENDATION:**

NEWTRAVEL reviewed the [provided spreadsheet](#) and held discussion on any potential sites or ideas to contribute to this request.

Possible ideas included:

- Trayning Hotel Motel
- The Woolshed Hotel Nungarin
- Eco-camping sites
- Astro-Tourism sites
- Wyalkatchem Café
- Dandanning Brewery
- Bencubbin Beer

## 7. Reports

### 7.1 Member Reports

*Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report to be presented by member delegates. Full written reports or information can be found if link is indicated on name below.*

#### Westonia

- The Warralakin to Wessy Walk had 30 teams enter and 186 people participated. The event raises ~\$25,000.00
- Wessy Christmas Markets were successfully held in the mainstreet with ~ 190 people visiting the Westonia Museum on that day.
- Will be holding a Masquerade Ball on Friday 21<sup>st</sup> June – Yester Year with modern twist.
- The 24/7 Fuel depot is now fully operational.
- Carabin Roadhouse is back open, check opening hours.
- Elachbutting & Baladjie Rock continue to be well visited, but on-going impact of wood collecting and encroaching campsites into the surrounding bushland remains an issue.
- Ramelius has advised that they will be closing the Westonia Mine in September 2024, positives that the Shire of Westonia will gain back some infrastructure including housing and some of the camp which can be utilized with the Caravan Park.
- Westonia Community Services established through the Westonia CRC to deliver aged care services to the community.

**ACTION** – create a EV page on the Wheatbelt Way website. Only Westonia and Wyalkatchem have EV charging stations at present.

#### Mt Marshall

- Beacon Historic Walk event was successful in trying to engage and increase locals knowledge of the local history to help promote this to visitors.
- Have held strategic planning workshops in the communities and tourism was a focus.
- Ninghan Services sell bags of firewood.
- No manager again at the Beacon Country Club, but the local committee and backpackers are keeping it operating and providing meals.
- Held Australia Day events in both communities.
- Annual Night Swim and thank a volunteer event was successful.
- Mt Marshall Show is on the 9<sup>th</sup> March, 2024
- Annual Fox Shoot is on the 15<sup>th</sup> March 2024
- 2 new cabins have arrived and been installed at the Beacon and Bencubbin Caravan Parks.

#### Wyalkatchem

- New CDO Nikki has been focusing on delivering community events and increasing children's activities.
- Aladdin production in the Town Hall was successful.

- The Wylie Travellers Park held a community Christmas lunch and had ~30 people in attendance.
- The airstrip has been re-sealed at the Airport.
- The pool upgrades are out for tender.
- Welcome to Wylie event ins on the 15<sup>th</sup> March 2024.
- - EOI to lease or buy the Wylie Café (\$200/year lease with Shire of Wyalkatchem)
- 24<sup>th</sup> August 2024 Wyalkatchem Rodeo
- Currently re-invigorating a Picnic space opposite the Wylie Pub.

### Trayning

- Australia Day event at the pool was poorly attended.
- Pool Party on the 5<sup>th</sup> March
- The Trayning Hotel Motel will close as of this March long weekend, with only a caretaker in attendance for accommodation bookings in motel units. No bar or meals. It is currently up for sale or lease.
- 26<sup>th</sup> May – Trayning Twilight Markets, Sip and Shop event.
- 9<sup>th</sup> September – Smoke n’ Dirt Event, planning underway.
- Vandalism/shooting of the Wheatbelt Way signs (and others) at Yarragin Rock, very disappointing.

### Mukinbudin

- Pre-harvest sundowner, ~300 people in attendance.
- End of School Pool Party event.
- Muka CRC has order new tourist products and souvenirs.
- Shire of Mukinbudin has a grant application pending for a new café/CRC/bookshop which could be the tourist precinct if successful.
- The Mukinbudin Caravan Park is now able to take online bookings. They are using RoomManager.

### 7.0 Other Business

Nil

### 8.0 Next Meeting

*A General Meeting on Thursday 25<sup>th</sup> July 2024 in Nungarin.*

*The NEWTRAVEL AGM and General Meeting will be held on 31 October 2024 in Westonia.*

### 9.0 Meeting Close 12.33pm



# **Great Eastern Country Zone**

## **MINUTES**

**Thursday, 22 February 2024**  
**Commenced at 9:34am**

### **Shire of Merredin**

Merredin Regional Community & Leisure Centre  
Bates Street, Merredin Western Australia 6415



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**1. Opening and Welcome**

The Chair declared the meeting open at 9.34am.

<b>1.1 Acknowledgement of Country</b>
---------------------------------------

We, the Great Eastern Country Zone of WALGA acknowledge the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

**2. Attendance and Apologies**

<b>Shire of Bruce Rock</b>	President Cr Ram Rajagopalan Cr Stephen Strange ( <b>State Council Representative</b> ) Mr Darren Mollenoyux, Chief Executive Officer, non-voting
<b>Shire of Cunderdin</b>	Deputy President Cr Tony Smith Mr Stuart Hobley, Chief Executive Officer, non-voting
<b>Shire of Dowerin</b>	President Cr Robert Trepp Mr David Singe, Chief Executive Officer, non-voting
<b>Shire of Kellerberrin</b>	Cr Dennis Reid Ms Morgan Ware, Manager of Governance
<b>Shire of Koorda</b>	President Cr Jannah Stratford Mr Zac Donovan, Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	Cr Megan Simmonds
<b>Shire of Mount Marshall</b>	Cr Tony Sachse ( <b>Zone Chairperson</b> ) Mr Gary Martin, A/Chief Executive Officer, non-voting
<b>Shire of Mukinbudin</b>	President Cr Gary Shadbolt Mr Dirk Sellenger, Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	President Cr Scott Stirrat Deputy President Cr Holly Cusack
<b>Shire of Nungarin</b>	Deputy President Cr Gary Coumbe Mr Ric Halse, Chief Executive Officer, non-voting
<b>Shire of Tammin</b>	Deputy President Cr Tanya Nicholls

	Ms Joanne Soderlund, Chief Executive Officer, non-voting
<b>Shire of Trayning</b>	President Cr Melanie Brown Ms Leanne Parola, Chief Executive Officer, non-voting
<b>Shire of Westonia</b>	President Cr Mark Crees Mr Bill Price, Chief Executive Officer, non-voting
<b>Shire of Wyalkatchem</b>	Deputy President Cr Christy Petchell Cr Ross Lawson Kerr Cr Misha Stratford (Observer) Ms Sabine Taylor, Chief Executive Officer, non-voting
<b>Shire of Yilgarn</b>	President Cr Wayne Della Bosca Mr Nic Warren, Chief Executive Officer, non-voting
<b>Guests</b>	
Telstra	Boyd Brown, Regional General Manager WA
Main Roads WA	Mohammad Siddiqui, Regional Manager Wheatbelt
Water Corporation	Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
Regional Development Australia WA	Josh Pomykala, Director Regional Development
<b>Members of Parliament</b>	Hon Mia Davies MLA, Member for Central Wheatbelt Kath Brown, Electorate Officer, Office of Hon Mia Davies MLA
<b>WALGA</b>	James McGovern, Manager Governance & Procurement Naomh Donaghy, Governance & Organisational Services Officer
<b>Apologies</b>	
Shire of Cunderdin	President Cr Alison Harris
Shire of Dowerin	Deputy President Cr Nadine McMorran
Shire of Kellerberrin	President Cr Matt Steber Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Kondinin	President Cr Kent Mouritz Deputy President Cr Bev Gangell Mr David Burton, Chief Executive Officer, non-voting
Shire of Koorda	Deputy President Cr Gary Greaves
Shire of Merredin	President Cr Mark McKenzie Deputy President Cr Renee Manning Ms Leah Boehme, A/Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Nungarin	President Pippa de Lacy
Shire of Narembeen	Rebecca McCall, Chief Executive Officer, non-voting
Shire of Tammin	Cr Nick Caffell
Shire of Trayning	Cr Michelle McHugh
Shire of Westonia	Deputy President Ross Della Bosca

Shire of Wyalkatchem  
Shire of Yilgarn

President Cr Owen Garner  
Deputy President Cr Bryan Close

Hon Colin de Grussa MLC, Member for Agricultural Region  
Hon Steve Martin, Member for the Agricultural Region  
Rick Wilson MP, Federal Member for O'Connor  
Hon Peter Rundle MLA, Member for Roe  
Hon Martin Aldridge MLC, Member for Agricultural Region  
Hon Shelley Payne MLC, Member for Agricultural Region  
Hon Darren West MLC, Member for Agricultural Region  
Hon Sandra Carr MLC, Member for Agricultural Region

Department of Local Government,  
Sport, & Cultural Industries

Samantha Cornthwaite, Regional Manager Wheatbelt

Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer – Central East

### 3. **Attachments**

The following are provided as attachments to the Minutes:

1. Item 6.1 Telstra presentation
2. Item 8.4 Main Roads report

The full State Council Agenda can be found via link: [State Council Agenda 6 March 2024 \(walga.asn.au\)](https://www.walga.asn.au)

### 4. **Declarations of Interest**

**NIL**

## 5. Announcements

NIL

## 6. Guest Speakers / Deputations

### 6.1 Speakers for the February Zone Meeting

#### 6.1.1 Telstra

Boyd Brown, Regional General Manager, Telstra Retail & Regional, presented to the Zone on key topics including 3G network closure, mobile update on co-investment and 4G/5G upgrades, satellites and network resilience. Additionally, Mr Brown provided an update on telecommunications resilience planning in the wake of recent severe weather event across the wheatbelt and Goldfields regions.

Boyd took a number of questions from Zone members during his presentation – **Attachment 1**

NOTED

## 7. Members of Parliament

*Any Members of Federal and State Government in attendance were invited to provide a brief update on matters relevant to the Zone.*

- Mia Davies, Electorate Officer, Office of Hon Mia Davies MLA

NOTED

## 8. Agency Reports

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

Samantha Cornthwaite, Regional Director Wheatbelt was an apology, a report was submitted for the Zone.

#### Executive Officer Comment:

The Executive Officer suggested the Department of Local Government, Sport and Cultural Industries be contacted to request a representative attends Zone meetings. Members were in agreeance.

NOTED

### 8.2 Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer was an apology for this meeting.

NOTED

### 8.3 Regional Development Australia Wheatbelt

Josh Pomykala, Director Regional Development was in attendance and took a few moments to introduce himself. There was no report for the February meeting.

**NOTED**

**8.4 Main Roads Western Australia**

Mohammad Siddiqui, Regional Manager Wheatbelt provided a report in advance of the meeting, now attached – **Attachment 2**

**NOTED**

**8.5 Water Corporation**

Rebecca Bowler, Manager Customer & Stakeholder gave a verbal report.

**NOTED**

**9. Minutes**

**9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 20 November 2023**

The Minutes of the Great Eastern Country Zone meeting held on Tuesday, 20 November 2023 have previously been circulated to Member Councils.

**RESOLUTION:**

**Moved: Shire of Koorda**

**Seconded: Shire of Yilgarn**

**That the minutes of the Great Eastern Country Zone meeting held on Monday, 20 November 2023 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

**9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 20 November 2023**

**9.2.1 Carriage Lighting/Train Visibility – Rail Network (Item 13.1)**

At the November 2023 Zone meeting, Cr Alison Harris raising concerns in relation to lighting of train carriages. WALGA provides the following update of information:

In December 2023, the Federal Government released the [National Level Crossing Safety Strategy \(Department of Transport and Main Roads\) \(tmr.qld.gov.au\)](https://www.transport.gov.au/publications/national-level-crossing-safety-strategy) which includes strategies for train lighting and visibility.

Additional commentary is available in this article:

<https://infrastructuremagazine.com.au/2024/02/05/national-level-crossing-safety-strategy-released/>

WALGA also provided a technical submission to the review of AS 7531 'Lighting and Visibility Standard' which occurred in October 2023. There is no current WALGA advocacy or Policy Team activity on this matter.

**RESOLUTION:**

**Moved: Cr Melanie Brown, Shire of Trayning**  
**Seconded: Cr Gary Shadbolt, Shire of Mukinbudin**

**That the Zone Executive Officer request a comment from WALGA on their capacity to advocate for change, with an item to be prepared for the next Great Eastern Zone meeting.**

**CARRIED**

**9.2.2 Zone Council Member Training Rebate (Item 13.4)**

Following discussion of this item in November 2023, WALGA commenced monitoring Zone Local Governments that enrol Councillors in the Council Members Essentials training modules.

Under the revised rebate scheme, the Zone through the WALGA Secretariat will directly reimburse each Local Government their \$2,000 allocation rather than request Local Governments to raise an invoice. The rebate is not dependent on all Council Members completing the modules.

**NOTED**

**9.3 Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday 13 February 2024**

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday, 13 February 2024 were attached.

**RESOLUTION**

**Moved: Shire of Trayning**  
**Seconded: Shire of Nungarin**

**That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Tuesday 13 February 2024 be received.**

**CARRIED**

**9.4 Business arising from the Great Eastern Country Executive Committee Meeting held on Tuesday, 13 February 2024**

**9.4.1 Prioritisation of Strategic Zone Issues**

In no particular order, the following items are regarded as strategic Zone priority issues for 2024 with proposed new items identified in **green**:

- Regional Health Services to include:
  - Hospitals
  - Aged Care
  - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.

- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

**Executive Committee Comment:**

Strategic priorities have been updated for consideration of Zone members. Covid-19 has been excluded and the theme of regional housing has been added to GROH housing in recognition that many Local Governments struggle with lack of residential housing.

In advance of the Executive Committee meeting, Cr Mark Crees proposed a new priority based on corporations purchasing productive agricultural land to offset their carbon footprint by planting trees; this issue is aligned to the use of productive agricultural land for solar farms and wind farms. There is a relationship between this emerging issue and the buying up of productive agricultural land in various regions of WA commencing in the 1990's for planting of commercial blue gum farms.

Both added priorities were the subject of adopted 2023 WALGA AGM motions that are currently under consideration by WALGA Policy Teams:

Regional Housing

*That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.*

Agricultural Land Use

*That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*

**Comment:**

Cr Crees, Shire of Westonia, gave an overview on the importance of the addition of "Agricultural Land Use", using the example of the potential sale of Merredin Farms to a Mining Corporation for their Carbon Offsets. This would equate to 20,000Ha of 240,000Ha farmland in the Shire of Westonia alone.

The Executive Officer will keep Zone Members informed on what WALGA are doing in this space.

**RESOLUTION**

**Moved: Shire of Westonia**  
**Seconded: Shire of Narembeen**

**That the Great Eastern Country Zone endorse the Strategic Zone Priorities for 2024.**

**CARRIED**

### **9.4.2 Medicare Rebate**

At the November 2023 Zone meeting, Cr Alison Harris brought a Medicare item forward; that Medicare are proposing that the rebate will not be offered for first telehealth consultations with speciality doctors.

The current Medicare Benefits Schedule does not identify any change to the first telehealth consultation with speciality doctors. The Executive Committee discussed this matter and recommended that the Zone prepare correspondence to advocate against any change, highlighting the impact it will have on regional communities who rely heavily on telehealth consultations.

#### **RESOLUTION:**

**Moved: Shire of Bruce Rock**  
**Seconded: Shire of Westonia**

**That the Zone Executive Officer write to Medicare / Services Australia and inform that the WALGA Great Eastern Country Zone is opposed to any change to the Medicare rebate for initial telehealth consultations with specialist doctors.**

**CARRIED**

### **9.4.3 Women of the Wheatbelt Elected Members (WoWem) Sundowner**

On Friday 15 March 2024, Cr Harris in partnership with other Members of the Great Eastern Country Zone, will host a Sundowner for female councillors in the region, the “Women of the Wheatbelt Elected Members (WoWem) Sundowner” in Merredin. It is estimated there will be 30+ attendees.

The Executive Committee supports a request for Zone consideration of a financial contribution in support of this event.

The organisers are currently awaiting catering quotes and can advise on a suggested contribution closer to the event. In the absence of specific costings, the Executive Committee therefore propose a financial contribution to a maximum of \$1,000 be considered.

#### **Comment:**

Cr Brown thanked Cr Harris for her work, stating this event is a great initiative.

#### **RESOLUTION**

**Moved: Shire of Trayning**  
**Seconded: Shire of Bruce Rock**

**That the Great Eastern Country Zone make a financial contribution up to a maximum of \$1,000 toward the cost of hosting the Women of the Wheatbelt Elected Members (WoWem) Sundowner to be held on 15 March 2024.**

**CARRIED**



## 10. Zone Business

### 10.1 2024 Meeting dates

#### Background:

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings are presented for the Zone's review and acceptance.

*These dates were endorsed by the Executive Committee at their meeting on Tuesday 13 February.*

The Executive Committee dates are 1.5 weeks prior to the Zone meeting. Zone meetings are scheduled to align with State Council meetings.

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2024

Exec Comm Meeting Dates Tuesday	Time	HOST COUNCIL
<b>2 April</b>	Tuesday 8am	Teleconference
<b>4 June</b>	Tuesday 8am	Teleconference
<b>13 August</b>	Tuesday 8am	Teleconference
<b>5 November</b>	Tuesday 8am	Teleconference

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRY ZONE 2024

Zone Meeting Dates	Time	Host Council	State Council meeting Dates 2024	Time to read State Council Agenda
<b>11 April</b>	Thursday 9.30 am	Kellerberrin	Wednesday 1 May	2 weeks and 1 day
<b>13 June</b>	Thursday 9.30 am	Merredin	Wednesday 3 July	1 week and 1 day
<b>22 August</b>	Thursday 9.30 am	Kellerberrin	Regional Meeting 5-6 September	1 week and 1 day
<b>14 November</b>	Thursday 9.30 am	Merredin	Wednesday 4 December	2 week and 1 day

#### RESOLUTION

**Moved: Shire of Dowerin**

**Seconded: Shire of Bruce Rock**

**That the 2024 Great Eastern Country Zone Executive Committee and Zone dates are confirmed as stated above.**

**CARRIED**

## 10.2 Great Eastern Country Zone Conference 2025

The Great Eastern Country Zone Conference was held in Merredin on Tuesday 28 February 2023. Themed “Regional Collaboration,” the intent of the Conference was to provide information on current and planned regional collaboration involving Zone Local Governments. A total of 100 people attended, including Local Government Councillors, Senior officers, and three members of Parliament.

A subsequent survey provided a strong response that the conference is a valuable experience, particularly the information and networking opportunity it provides for Council Members that do not attend the Zone.

The Zone is committed to a biennial conference and it would be practical to commence planning for the 2025 conference as soon as possible. The Executive Committee recently discussed establishing a Zone Conference Planning Subcommittee to take the lead on the conference theme, speakers, location and potential innovations.

It is recommended the Subcommittee comprise between 4 and 6 members and it will be supported by WALGA through the Zone Executive Officer. The Zone Conference Planning Subcommittee will also be able to leverage the capability within WALGA’s Marketing and Events team to assist with matters including conference planning and promotion, venue identification and logistics, speaker and MC acquisition.

### RESOLUTION

**Moved: Shire of Westonia**

**Seconded: Shire of Mukinbudin**

**That the Great Eastern Country Zone establish a Zone Conference Planning Subcommittee comprising the following Zone delegates:**

**Cr Melanie Brown, Shire of Trayning;**

**Cr Jannah Stratford, Shire of Koorda :**

**Cr Ram Rajagopalan, Shire of Bruce Rock;**

**Cr Gary Shadbolt, Shire of Mukinbudin :**

**Cr Tony Sasche, Shire of Mount Marshall;**

**Cr Stephen Strange, Shire of Bruce Rock;**

**Cr Mark Crees, Shire of Westonia**

**CARRIED**

## 10.3 Road Works during a Total Fire Ban Regulatory Review Update

*By Max Bushell, Senior Policy Advisor, Road Safety and Infrastructure*

### EXECUTIVE SUMMARY

- *The Department of Fire and Emergency Services (DFES) has announced that changes to the Bush Fires Regulations 1954 dealing with grading and bituminising works during a Total Fire Ban have come into effect.*
- *All conditions on conducting road works during a Total Fire Ban have been removed, except for the following three conditions: 24Y, 24ZA, and 24ZB.*
- *Local Governments should still employ robust risk management and assessment strategies when deciding whether to proceed with roadworks during a Total Fire Ban.*

## BACKGROUND

Following consultation with WALGA and Local Governments, Main Roads, and contractors, DFES have removed all conditions on conducting road works during a Total Fire Ban, except for:

- Regulation 24Y: road work remains prescribed for the purposes of section 22B(2) of the Bush Fires Act 1954; meaning business, industry and public authorities (which include Local Governments) can continue to conduct road work during a total fire ban without requiring an exemption.
- Regulation 24ZA: road work must stop during a Total Fire Ban where there is a Catastrophic fire danger rating – with exceptions for essential services.
- Regulation 24ZB: notification is still required via the online notification form which notifies DFES and the Local Government where the works are occurring during a Total Fire Ban. If working within 3kms of DBCA managed land, notification to DBCA is also required.

Local Governments should continue to employ their own thorough risk assessment and risk management practices that consider fire prevention and mitigation when programming road works during a Total Fire Ban.

Additional information can be found on the DFES [website](#). The DFES road work [factsheet](#) may be particularly useful for Local Governments.

## NOTED

### 10.4 Consultation Opportunities

The following consultations are currently open and Zone Local Governments may consider providing a response or formal submission:

#### **Auditor Experience Survey**

WALGA has again partnered with LG Professionals WA to conduct a survey of the sector seeking feedback in relation to the annual audit process.

To this end we have jointly revised the questionnaire based on last year's experiences to ensure we obtain feedback from the sector that will enable us to provide constructive advice to the Office of the Auditor General. The OAG is supportive of this process and welcomes advice from the peak bodies to inform their continued improvement.

Please assist us in this important research exercise by completing the online survey at <https://www.surveymonkey.com/r/6KRF2K9> before close of business on **Friday, 15<sup>th</sup> March**.

Kindly note that only one response is required per organisation.

If you have any queries, please don't hesitate to contact me on either my mobile: 0439 914 349, direct work number 9213 2051 or email: [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

#### **Stop Puppy Farming - Fees and Charges Consultation Paper**

Consultation is now being undertaken by consultants Marsden Jacob Associates on the new and existing fees and charges under the Dog Act 1976 and Cat Act 2011. Local Governments should have received correspondence from them providing a consultation paper and a link to an online survey for submissions in response.

The five-week consultation period opened on Thursday 1 February and responses will inform the development of fees for the following approvals:

1. Dog and cat registration by owners and contributions to the Centralised Registration System (CRS)
2. Dog supply approvals
3. Approvals to breed for dogs
4. Pet shops approvals (only applicable to dogs)

If you have not received a copy of the consultation paper and a link to their survey, please contact Marsden Jacob Associates for at [SPFees@marsdenjacob.com.au](mailto:SPFees@marsdenjacob.com.au)

The consultation closes on **Friday, 8 March**.

### **Cemeteries and Cremations Act Review**

The March 2024 State Council Agenda includes an Item for Decision on this review, this is a timely opportunity to inform the Zone that the consultation period has been extended to 15 March. This provides Local Governments with a renewed opportunity to provide a submission, with information provided below:

The Department of Local Government, Sport and Cultural Industries has commenced a **Review of the Cemeteries Act 1976 and the Cremations Act 1929**.

Local Governments that operate cemeteries or have cremation facilities within their district are encouraged to provide a submission to the DLGSC via the above link. WALGA would appreciate receiving a copy of submissions to inform the development of advocacy. Please send copies of submissions to [governance@walga.asn.au](mailto:governance@walga.asn.au) by Thursday 25 January 2024.

### **NOTED**

#### **10.5 2024 Local Government Honours Program**

*By Meghan Dwyer, Executive Officer Governance*

The annual Local Government Honours Program affords public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Local Government officers to their respective Councils, the WA Local Government sector and the wider community.

There are six awards in the 2024 Program:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Local Government Distinguished Officer Award
6. Young Achievers Award

Nominations will open on **Friday, 8 March 2024** and close at **5:00pm on Friday, 31 May 2024**.

Details on the 2024 Honours Program and Nomination Forms will be available from Friday, 8 March 2024 on the [WALGA website](http://www.walga.asn.au).

For more information contact Meghan Dwyer, Executive Officer Governance, on 9213 2050 or via email at [honours@walga.asn.au](mailto:honours@walga.asn.au).

### **NOTED**

## 11. Zone Reports

### 11.1 Zone Chair President Report

*President Tony Sachse*

As we moved into 2024 and January in particular, GECZ member councils experienced a series of bushfires, mainly due to lightning, followed by a very intense super cell with wide-ranging impacts such that it was designated a Level 2 Amber emergency. There are items relating to this in today's agenda.

The GECZ met for the first-time last week with items relating to current and future meetings as well as discussion on holding a Wheatbelt Zone Conference in 2025. Our guest speaker today is Mr Boyd Brown, Regional General Manager, Telstra Retail & Regional who will present on a range of topics. We also look forward to all our Agency and other reports. By working together in a positive way, we are hopeful many of the concerns we have can be addressed, within the resources available. Good planning and process is also important.

Thanks to the WALGA staff for their contribution in preparing today's agenda, especially James McGovern and Naoimh Doherty. Thanks also to the Shire of Merredin for hosting us today.

#### **RESOLUTION**

**Moved: Shire of Trayning**

**Seconded: Shire of Mukinbudin**

**That the Zone President's Report be received.**

**CARRIED**

### 11.2 Wheatbelt District Emergency Management Committee (DEMC)

*President Tony Sachse*

The last Wheatbelt DEMC met on 19th October 2023. The unconfirmed minutes were attached.

You will probably already be aware but Yvette Grigg, District Emergency Management Advisor, Wheatbelt and Goldfields-Esperance Districts, Department of Fire and Emergency Services finished up in her role on Thursday 25th January, 2024. Yvette has given all of us considerable support over many years. Thank you, Yvette.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis. After the multiple bushfires and the Level 2 Amber Emergency due to the Super Cell in January 2024, Meetings were held twice daily from 17th January 2024 until and including 21st January 2024, and daily from 22nd – 24th January, 2024. A final meeting a debrief of this emergency is scheduled for Tuesday, 20th February, 2024.

Wheatbelt OASG Minutes, Extracts and attachments were distributed to the WALGA GECZ members during the emergency by our executive, so they are not repeated in this report. Of note though are the notes from DFES relating to the use of generators during a Total Fire Ban. A TFB was in place in some Local Governments on Sunday 21st January 2024 during the Emergency. Agencies, Local Governments, Businesses and Individuals were required to consider the reasons for running a generator, and if they did so, that they met the conditions for doing so including having a suitable spark arrestor fitted.

- Regulation 24A(4) Bush Fire Regulations provides that use of an engine, vehicle, plant, equipment or machinery is not prohibited under reg 24A / s 23B Bush Fire Act provided that: o (a) the purpose of that use or operation is the prevention of an immediate and serious risk to the health or safety of a person or livestock; and o (b) all reasonable precautions have been taken to prevent the use or operation from causing a bush fire; and o (c) without limiting paragraph (b), the condition applicable under sub regulation (5) is complied with.
- Based on the above information the use of the generators is to prevent an immediate and serious risk to the health and safety of a person or livestock given the known impacts of the current outage and failure to return normal services within a reasonable period of time may mean for those persons already identified as vulnerable in the community due to pre-existing medical conditions among other things.
- The generator user must ensure that the internal combustion engine that is, or that activates, the engine, vehicle, plant, equipment or machinery being used or operated is mechanically sound and has an exhaust system that — o (a) is clean and free from gas leaks; and o (b) except in the case of a motor vehicle, is fitted with a suitable spark arrester for the engine. • The use of a generator for an essential service becomes relevant if the fire danger is catastrophic, but that does not appear to be the case at the moment.
- The relevant exemption holders should also consult any exemptions they have regarding works they can perform.

## RESOLUTION

**Moved: Shire of Bruce Rock**

**Seconded: Shire of Yilgarn**

**That the Wheatbelt District Emergency Management Committee Report be received.**

**CARRIED**

### 11.3 Regional Health Advocacy Group

Cr Alison Harris was an apology for this meeting.

## RESOLUTION

**Moved: Shire of Bruce Rock**

**Seconded: Shire of Narembeen**

**That the Regional Health Advocacy Report be received.**

**CARRIED**

### 11.4 WALGA RoadWise

Cliff Simpson, Road Safety Advisor, was an apology.

## 12. Western Australian Local Government Association (WALGA) Business

### 12.1 State Councillor Report

Cr Stephen Strange

- Cr Strange gave a verbal report referencing;
- We have a record 14 new Councillors on State Council.
- A new WALGA President and Deputy President will be elected at the March meeting.

- Highlighted the positive actions coming from Policy Teams.
- Following the next State Council meeting, State Council will meet to determine sector's key asks in advance of the March 2025 State election and will develop our advocacy campaign around these priorities, which will be a key focus of our work in 2024.
- Reminder that all Council meetings will be audio recorded from January 2025 onwards. Encouraged Zone Members to take advantage of WALGA's Meeting Procedures workshop training.

Executive Officer Comment:

The Executive Officer reminded Members that there are free workshop training opportunities available through WALGA to prepare for the recording of Council meetings.

**RESOLUTION**

**Moved: Shire of Kellerberrin**  
**Seconded: Shire of Wyalkatchem**

**That the State Councillor Report be received.**

**CARRIED**

**12.2 State Council Agenda Items – 6 March 2024**

**Background**

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

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

The full State Council Agenda can be found via link: [State Council Agenda 6 March 2024 \(walga.asn.au\)](https://www.walga.asn.au)

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

**MATTERS FOR DECISION**

**1.1 Separation (Centre) and Edge Line Markings by Local Government on Low Volume Rural Roads**

**Executive Summary**

- The Main Roads WA warrant does not currently allow edge line or separation (centre) line markings on Local Government roads that carry less than certain traffic volume thresholds.
- Local Governments would like to enhance the safety of their roads by installing line markings in instances where only the traffic volume criterion under the warrant is not met.
- A process is proposed in this item whereby Local Governments would pay for the installation and maintenance and Main Roads would perform the necessary inspections to ensure that the markings adhere to the applicable standard.

- Local Governments would not be required to undertake these works, but rather would have the option to install line markings on qualifying roads that do not meet the traffic volume criterion at their own cost.

## **WALGA RECOMMENDATION**

That WALGA endorse the below Advocacy Position:

1. **Main Roads Western Australia allow Local Governments to install edge line and separation (centre) line markings on roads that meet all relevant criteria, but do not meet the criterion on traffic volume.**
2. **For this exemption, Local Governments must adhere to the following conditions:**
  - a) **The Local Government contact Main Roads via the Regional Network Manager with their intent to undertake line marking on specific roads that do not meet the traffic volume criterion, but meet all the other criteria.**
  - b) **The Local Government obtain a Council resolution, committing to fund all installation and maintenance costs.**
  - c) **Local Government undertake spotting/surveying.**
  - d) **Main Roads to undertake an inspection following the survey/spotting work, confirm the start and finish points for the longitudinal line markings, and record the sections of road with line markings to be maintained by Local Government in the relevant database.**
  - e) **Main Roads approve the final layout prior to line marking occurring.**
  - f) **Local Government undertake the works.**
  - g) **Local Government maintain the works in accordance with Main Roads WA standards.**
  - h) **Local Government remove the lines if maintenance works are not performed to the standard.**

### **1.2 Recovered Materials Framework Advocacy Position**

#### **Executive Summary**

- The [\*Standards for Recycled Organics Applied to Land Policy Statement 2007\*](#) was developed at a time when the main option for landfill diversion of organic material in Western Australia was through mixed waste Alternative Waste Treatment (AWT) facilities.
- The Policy Statement provides principles for the development of standards for recycled organics applied to land, however these principles are potentially broadly applicable to any recovered material applied to land.
- The approach taken is that the principles/approach in the Policy Statement have been reviewed and used to inform the development of the Recovered Materials Framework Advocacy Position.
- The Department of Water and Environmental Regulation is developing a Recovered Materials Framework to cover the application of recovered materials to land.
- The Municipal Waste Advisory Council (MWAC) endorsed the new Advocacy Position in December 2023.

## **WALGA RECOMMENDATION**

That WALGA:

1. **Rescind the existing WALGA *Standards for Recycled Organics Applied to Land Policy Statement 2007* and Advocacy Position 7.9:**

#### **Local Government:**

1. **Acknowledges the benefits of applying recycled organics to land, especially as a means of diverting organic material from landfill; and,**
2. **Supports the development of standards for applying recycled organics to land, to ensure a fit for purpose product is developed.**



**2. Endorse a new *Recovered Materials Framework* Advocacy Position as follows:**

The use of recovered materials, across a range of applications, is essential in reducing the use of basic raw materials, meeting State Waste Strategy Targets and increasing diversion of waste from landfill. To ensure end users have high confidence in the quality and safety of products derived from recovered materials, consistent, outcomes-based standards and investment certainty are required.

The State Government, in consultation with Local Government and the waste management industry, should take a leadership role in facilitating the use of recovered material by:

1. **Developing a regulatory framework which:**
  - a. **Outlines clear, outcomes-based specifications for individual products which take into consideration the receiving environment and allow for site-specific assessment.**
  - b. **Minimises risk to human health and the environment from the use of recovered material.**
  - c. **Establishes robust systems to provide quality assurance and ongoing surveillance throughout the supply chain.**
2. **Providing guidance and support mechanisms for the successful implementation of the framework.**
3. **Supporting the development of, and access to, sustainable end markets and long-term offtake agreements through initiatives such as active engagement with potential end users and the inclusion of recovered material content targets in Government procurement and large infrastructure projects.**

### **1.3 Review of Cemeteries Act 1986 and Cremation Act 1929 Discussion Paper**

#### **Executive Summary**

- The Department of Local Government, Sport and Cultural Industries released the Review of *Cemeteries Act 1986* and *Cremation Act 1929* Discussion Paper in November 2023 for public submission.
- WALGA was granted an extension to the submission closing period of 16 February 2024 to permit sector involvement in providing feedback from the Zone process and State Council consideration.

#### **WALGA RECOMMENDATION**

##### **That WALGA:**

1. **Supports the intent of the Review of Cemeteries Act 1986 and Cremation Act 1929 Discussion Paper to reduce red tape, modernise legislation and standardise administrative practices; and**
2. **Advocates that Local Government cemetery managers retain the capacity to impose cemetery fees and charges under Part 6 of the Local Government Act.**

#### **POLICY TEAM AND COMMITTEE REPORTS**

- 9.1 Environment Policy Team Report
- 9.2 Governance Policy Team Report
- 9.3 Infrastructure Policy Team Report
- 9.4 People and Place Policy Team Report

**9.5 Municipal Waste Advisory Council (MWAC) Report**

**MATTERS FOR NOTING / INFORMATION**

**10.1** 2024-25 Federal Budget Submission

**10.2** Emergency Management Sector Adaptation Plan (EM-SAP) Local Government Consultation Project

**RESOLUTION**

**Moved: Shire of Nungarin**

**Seconded: Shire of Tammin**

**That the Great Eastern Country Zone:**

- 1. Supports all Matters for Decision as listed above in the March 2024 State Council Agenda; and**
- 2. Notes all Matters for Noting, Policy Team and Committee Reports and Organisational Reports as listed in the March 2024 State Council Agenda.**

**CARRIED**

**12.3 WALGA President's Report**

The WALGA President's Report was attached to the agenda.

**RESOLUTION**

**Moved: Shire of Koorda**

**Seconded: Shire of Wyalkatchem**

**That the Great Eastern Country Zone notes the WALGA President's Report.**

**CARRIED**

**13. Emerging Issues**

**NIL**

**14. Date, Time, and Place of Next Meetings**

The next Executive Committee meeting will be held on Tuesday 2 April, via MS Teams – 8am.

The next Great Eastern Country Zone meeting will be held on Thursday 11 April commencing at 9.30am. This meeting will be hosted by the Shire of Kellerberrin.

**15. Closure**

There being no further business the Chair declared the meeting closed at 12.19pm.

## 7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

President, Cr Crees advised having attended the following meetings:

Deputy President, Cr Della Bosca advised having attended the following meetings:

Councillor Simmonds advised having attended the following meetings:

Councillor Geier advised having attended the following meetings:

Councillor Huxtable advised having attended the following meetings:

## 8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **21<sup>st</sup> March 2024**.

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

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person and Impartiality** interest were made at the Council meeting held on **21<sup>st</sup> March 2024**.

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



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity. interest** were made at the Council meeting held on **21<sup>st</sup> March 2024**.

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

## 9. MATTERS REQUIRING A COUNCIL DECISION

### 9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT – FEBRUARY 2024

<b>Responsible Officer:</b>	Bill Price, CEO
<b>Author:</b>	Jasmine Geier, Deputy Chief Executive Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.1</b> List of Accounts
<b>Signature:</b>	<b>Officer</b>  <b>CEO</b> 

#### **Purpose of the Report**

Executive Decision  Legislative Requirement

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

#### **Background**

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

#### **Comment**

Attached is a copy of Accounts for Payment for the month of February 2024 The credit card/ Fuel Card statements currently show: -

#### **MasterCard Transactions**

**CEO January 2024 \$1,273.44** associated with the purchase 1038283 - Microsoft 365 Business Std Recurring –1049449 Managed Endpoint & Subscriptions Recurring, Active8me internet service, 1047021 Microsoft 365 Business Basic Recurring Monthly, 1038203 Office 365 Exchange online Plan Monthly,

**DCEO January 2024 \$2,130.79** associated with the purchase of Plate Remake, New Vehicle Licence OWT, Trailer Licences, Hilton Perth - J.Geier/H.Lockyer Accommodation - Budget Workshop, National Character Check x5, Clark Rubber - Dumbbells & Noodles Westonia Pool, Car Parking Perth City-Budget Workshop .

#### **Fuel Card Transactions**

**CEO January 2024 \$ Nil**

**DCEO January 2024 \$298.97** associated with the purchase of Diesel 15/01/2024 02WT BP Jurien Bay

**Construction Supervisor January 2024 \$157.54** associated with the purchase of Diesel 05/1/2024 WT111 BP Lakes, 17/02/2024 WT111 BP Lakes

#### **Statutory Environment**

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

**Policy Implications**

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

**Strategic Implications**

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

**Financial Implications**

Expenditure in accordance with the 2023/2024 Annual Budget.

**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That February 2024 accounts submitted to today's meeting on Municipal vouchers from DD4041 to DD4066 and Electronic Fund Transfers EFT6720 to EFT6767 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$490,083.01 be passed for payment.

**List of Accounts Due & Submitted to Council February 2024**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>	<b>Type</b>
EFT6718	01/02/2024	Centek Constructions	FITTING OF WATER FOUNTAINS	-698.50	2	CSH
EFT6719	01/02/2024	Graham L & Diane Jones	POWER UNIT FOR WATER FEATURE	-800.00	2	CSH
DD	05/02/2024	Deputy Commissioner of Taxation	January BAS	-59772.00	1	CSH
B/S	05/02/2024	FEE - BANK FEES	BANK FEES	-259.95	1	FEE
DD4041.1	07/02/2024	Deputy Commissioner of Taxation	Late payment Fee	-249.68	1	CSH
EFT6720	08/02/2024	Dalcon (Dalwallinu Concrete Pty Ltd)	Culverts	-19152.32	1	CSH
EFT6721	08/02/2024	Electric Vehicle Charging Instalations	EV Charging Station	-20019.74	1	CSH
EFT6722	08/02/2024	Vista Power Technologies	EV Charger software	-3432.00	1	CSH
EFT6723	09/02/2024	MJB Industries	Headwalls & freight	-8192.39	1	CSH
DD4048.1	11/02/2024	Aware Super - Accumulation	Payroll deductions	-5996.19	1	CSH
DD4048.2	11/02/2024	BT Panorama Super	Superannuation contributions	-221.20	1	CSH
DD4048.3	11/02/2024	C-Bus	Superannuation contributions	-1238.98	1	CSH
DD4048.4	11/02/2024	MLC Masterkey	Superannuation contributions	-296.28	1	CSH
DD4048.5	11/02/2024	AUSTRALIANSUPER	Superannuation contributions	-975.84	1	CSH
DD4048.6	11/02/2024	MLC Navigator Retirement Plan	Superannuation contributions	-130.85	1	CSH
DD4048.7	11/02/2024	HESTA	Superannuation contributions	-65.65	1	CSH
DD4048.8	11/02/2024	Spirit Super	Superannuation contributions	-88.15	1	CSH
DD4048.9	11/02/2024	Australian Retirement Trust	Superannuation contributions	-296.19	1	CSH
B/S	12/02/2024	Cash	Misc. Transactions	-303.70	1	CSH
DD4044.1	12/02/2024	Bankwest Corporate Mastercard	CEO Internet	-3025.65	1	CSH
B/S	13/02/2024	Salaries & Wages	Payroll	-43997.59	1	CSH
EFT6724	13/02/2024	Services Australia Child Support	Payroll deductions	-538.77	1	CSH
EFT6725	13/02/2024	Landgate	UV Schedule	-137.40	1	CSH
EFT6726	13/02/2024	Westonia Progress Association Inc.	Fuel Purchases January	-13677.94	1	CSH
EFT6727	13/02/2024	Centek Constructions	Stadium Decking Extension	-12479.50	1	CSH
EFT6728	13/02/2024	Liberty Oil rural Pty Ltd	Diesel Purchased	-5834.51	1	CSH
EFT6729	13/02/2024	Extra Mile Writing	Consult Fees Ev charge Grant	-749.45	1	CSH
EFT6730	13/02/2024	Australia Post	Postage	-25.30	1	CSH
EFT6731	13/02/2024	Ramsay Construction Pty Ltd	EHO & Building Services	-2013.00	1	CSH
EFT6732	13/02/2024	Wessie Pty Ltd Atf: The Geier Family Trust	Mack truck Hire	-8387.50	1	CSH
EFT6733	13/02/2024	Elite Gym Hire	Gym Wipes	-324.00	1	CSH
EFT6734	13/02/2024	Lite n'Easy	HACC Meals	-231.58	1	CSH

**List of Accounts Due & Submitted to Council February 2024**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>	<b>Type</b>
DD4054.1	14/02/2024	TELSTRA CORPORATION LIMITED	Telstra usage & Data	-1895.98	1	CSH
DD4055.1	14/02/2024	Synergy	Streetlights Oct/Nov	-2329.64	1	CSH
EFT6735	19/02/2024	Avon Waste	Waste Removal	-1810.19	1	CSH
EFT6736	19/02/2024	Merredin Telephone Service	Phone Line Medical Centre	-870.67	1	CSH
EFT6737	19/02/2024	AVN Northam Pty Ltd trading as Merredin Toyota	CEO Vehicle Changeover	-26919.10	1	CSH
EFT6738	19/02/2024	Westonia Progress Association Inc.	Museum Fuel Bowser	-3000.00	1	CSH
EFT6739	19/02/2024	Toll Transport Pty Ltd	Freight	-132.81	1	CSH
EFT6740	19/02/2024	Ron Bateman & Co	Parts & Consumables	-487.89	1	CSH
EFT6741	19/02/2024	Two Dogs Home Hardware	Tap Timers	-544.35	1	CSH
EFT6742	19/02/2024	Shire of Merredin	Cont Central Wheatbelt visitor centre	-2500.00	1	CSH
EFT6743	19/02/2024	Merredin Refrigeration & Air Conditioning	C/van Park Caretakers AC Mtce	-4725.69	1	CSH
EFT6744	19/02/2024	Great Southern Fuel Supplies	Diesel Purchases	-298.97	1	CSH
EFT6745	19/02/2024	Westonia Community Cooperative Limited	January Purchases	-1591.44	1	CSH
EFT6746	19/02/2024	Moore Australia (WA) Pty Ltd	Budget Workshop - Geier/Lockyer	-2112.00	1	CSH
EFT6747	19/02/2024	Ancor Electrical	Anglican Church Maintenance	-2566.51	1	CSH
EFT6748	19/02/2024	McWilliam Clan Pty Ltd t/a D & T McWilliam	Watercart Hire	-5621.00	1	CSH
EFT6749	19/02/2024	Combined Tyres Pty Ltd	New Tyres - Trailers	-6419.49	1	CSH
EFT6750	19/02/2024	MACE Services Pty Ltd	Service WT111	-585.20	1	CSH
EFT6751	19/02/2024	Lite n'Easy	HACC Services	-409.65	1	CSH
EFT6752	19/02/2024	Shire of Chapman Valley	LSL Contribution - Criddle	-33843.00	1	CSH
EFT6753	19/02/2024	India Hargreaves-tieland	Manage Swimming Pool Aust Day	-500.00	1	CSH
EFT6754	22/02/2024	Karin M LOVE	HACC Services	-51.80	1	CSH
EFT6755	22/02/2024	Westonia Progress Association Inc.	Fuel Purchased	-12615.81	1	CSH
EFT6756	22/02/2024	Copier Support	Photocopier Support	-986.08	1	CSH
EFT6757	22/02/2024	Bill & Joan Huxtable	HACC Services	-181.39	1	CSH
EFT6758	22/02/2024	Carolyn Tapp	HACC Services	-189.00	1	CSH
EFT6759	22/02/2024	BUILDING COMMISSION	Building Services Levy	-550.43	1	CSH
EFT6760	22/02/2024	Wessie Pty Ltd Atf: The Geier Family Trust	Gravel Pit Rehab	-16236.00	1	CSH
EFT6761	22/02/2024	Avon Concrete	Culvert Extensions	-50798.00	1	CSH
EFT6762	22/02/2024	MACE Services Pty Ltd	WT06 Service	-554.13	1	CSH
EFT6763	22/02/2024	Schoen Podiatry	HACC Services	-300.00	1	CSH

**List of Accounts Due & Submitted to Council February 2024**

Chq/EFT	Date	Name	Description	Amount	Bank	Type
EFT6764	22/02/2024	Flight Plan Digital Pty Ltd /ta Live Life Alarms	Live Life Alarm - Daniel	-547.00	1	CSH
EFT6765	22/02/2024	Lite n'Easy	HACC Services - Daniel	-368.50	1	CSH
B/S	23/02/2024	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-2324.90	1	FEE
EFT6766	23/02/2024	WA Property Lawyers	Land Purchase	-28167.30	1	CSH
DD4064.1	25/02/2024	Aware Super - Accumulation	Payroll deductions	-5589.08	1	CSH
DD4064.2	25/02/2024	BT Panorama Super	Superannuation contributions	-221.20	1	CSH
DD4064.3	25/02/2024	C-Bus	Superannuation contributions	-1238.98	1	CSH
DD4064.4	25/02/2024	MLC Masterkey	Superannuation contributions	-296.28	1	CSH
DD4064.5	25/02/2024	AUSTRALIANSUPER	Superannuation contributions	-1045.36	1	CSH
DD4064.6	25/02/2024	MLC Navigator Retirement Plan	Superannuation contributions	-94.38	1	CSH
DD4064.7	25/02/2024	HESTA	Superannuation contributions	-167.36	1	CSH
DD4064.8	25/02/2024	Spirit Super	Superannuation contributions	-132.22	1	CSH
DD4064.9	25/02/2024	Australian Retirement Trust	Superannuation contributions	-296.19	1	CSH
B/S	27/02/2024	Salaries & Wages	Payroll	-44465.38	1	CSH
EFT6767	27/02/2024	Services Australia Child Support	Payroll deductions	-538.77	1	CSH
B/S	29/02/2024	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-7715.15	1	FEE
B/S	29/02/2024	FEE - BANK FEES	BANK FEES	-38.62	1	FEE
B/S	29/02/2024	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-2.00	1	FEE
DD4066.1	29/02/2024	Bankwest Corporate Mastercard	CEO Internet	-1315.16	1	CSH
DD4066.2	29/02/2024	Surgical House Pty Ltd	Cryopen Cartridge	-281.16	1	CSH

**-490083.01**

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal D/Debits from DD4041 to DD4066 and Electronic Fund Transfers EFT6720 to EFT6767 (Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Credit Card Payments) totalling \$490,083.01 submitted to each member of the Council on Thursday 21st March 2024, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.


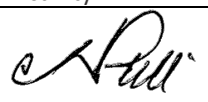


**CHIEF EXECUTIVE OFFICER**



**9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY– FEBRUARY 2024**

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

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**Purpose of the Report**

- Executive Decision  Legislative Requirement

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

**Background**

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

**Comment**

The Monthly Statement of Financial Activity for the period ending February 2024 is attached for Councillor information, and consists of:

1. Statement of Financial Activity
2. Statement of Financial Position
3. Note 1 Basis of Preparation
4. Note 2 Statement of Financial Activity Information
5. Note 3 Explanation of Material Variances
6. Supplementary information

**Statutory Environment**

General Financial Management of Council  
Council 2023/2024 Budget  
Local Government (Financial Management) Regulation 34 1996  
Local Government Act 1995 section 6.4

**Policy Implications**

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

**Strategic Implications**

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

**Financial Implications**

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

**Voting Requirements**

Simple Majority

Absolute Majority

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**OFFICER RECOMMENDATIONS**

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**That Council adopt the Monthly Financial Report for the period ending February 2024 and note any material variances greater than \$10,000 or 15%.**

# SHIRE OF WESTONIA

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 29 February 2024

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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**SHIRE OF WESTONIA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	9	1,165,765	781,564	<b>1,169,450</b>	387,886	49.63%	▲
Grants, subsidies and contributions	11	1,512,700	859,951	<b>756,443</b>	(103,508)	(12.04%)	▼
Fees and charges		1,377,250	771,525	<b>871,299</b>	99,774	12.93%	▲
Interest revenue		140,400	158,328	<b>125,728</b>	(32,600)	(20.59%)	▼
Other revenue		54,550	48,140	<b>38,425</b>	(9,715)	(20.18%)	▼
Profit on asset disposals	6	0	15,336	<b>8,128</b>	(7,208)	(47.00%)	▼
		<b>4,250,665</b>	<b>2,634,844</b>	<b>2,969,473</b>	334,629	12.70%	
<b>Expenditure from operating activities</b>							
Employee costs		(1,285,118)	(635,068)	<b>(764,802)</b>	(129,734)	(20.43%)	▼
Materials and contracts		(1,085,514)	(1,023,170)	<b>(1,104,296)</b>	(81,126)	(7.93%)	▼
Utility charges		(508,059)	(203,061)	<b>(231,435)</b>	(28,374)	(13.97%)	▼
Depreciation		(1,832,250)	(1,828,420)	<b>(1,115,368)</b>	713,052	39.00%	▲
Insurance		(164,700)	(140,649)	<b>(146,526)</b>	(5,877)	(4.18%)	▼
Other expenditure		(61,500)	(31,320)	<b>(26,010)</b>	5,310	16.95%	▲
Loss on asset disposals	6	(362,000)	0	<b>0</b>	0	0.00%	
		<b>(5,299,141)</b>	<b>(3,861,688)</b>	<b>(3,388,437)</b>	473,251	12.26%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,194,250	1,980,878	<b>1,107,240</b>	(873,638)	(44.10%)	▼
<b>Amount attributable to operating activities</b>		<b>1,145,774</b>	<b>754,034</b>	<b>688,276</b>	(65,758)	(8.72%)	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	12	931,500	496,920	<b>496,920</b>	0	0.00%	
Proceeds from disposal of assets	6	0	0	<b>93,000</b>	93,000	0.00%	▲
		<b>931,500</b>	<b>496,920</b>	<b>589,920</b>	93,000	18.72%	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(2,799,500)	(793,600)	<b>(882,266)</b>	(88,666)	(11.17%)	▼
Payments for construction of infrastructure	5	(2,114,000)	(1,547,976)	<b>(912,943)</b>	635,033	41.02%	▲
<b>Amount attributable to investing activities</b>		<b>(3,982,000)</b>	<b>(1,844,656)</b>	<b>(1,205,289)</b>	639,367	34.66%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	4	1,260,000	260,000	<b>260,000</b>	0	0.00%	
		<b>1,260,000</b>	<b>260,000</b>	<b>260,000</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Transfer to reserves	4	(110,500)	(92,601)	<b>(92,601)</b>	0	0.00%	
		<b>(110,500)</b>	<b>(92,601)</b>	<b>(92,601)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,149,500</b>	<b>167,399</b>	<b>167,399</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		2,068,210	2,068,210	<b>2,068,210</b>	0	0.00%	
Amount attributable to operating activities		1,145,774	754,034	<b>688,276</b>	(65,758)	(8.72%)	▼
Amount attributable to investing activities		(3,982,000)	(1,844,656)	<b>(1,205,289)</b>	639,367	34.66%	▲
Amount attributable to financing activities		1,149,500	167,399	<b>167,399</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>		<b>381,484</b>	<b>1,144,987</b>	<b>1,718,596</b>	573,609	50.10%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF WESTONIA**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Supplementary Information	30 June 2024	29 February 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,407,298	5,746,288
Trade and other receivables		374,268	459,705
Inventories	7	19,308	(23,778)
<b>TOTAL CURRENT ASSETS</b>		<b>6,800,874</b>	<b>6,182,215</b>
<b>NON-CURRENT ASSETS</b>			
Inventories		40,339	40,339
Property, plant and equipment		13,360,027	13,748,162
Infrastructure		43,562,879	43,769,713
<b>TOTAL NON-CURRENT ASSETS</b>		<b>56,963,245</b>	<b>57,558,214</b>
<b>TOTAL ASSETS</b>		<b>63,764,119</b>	<b>63,740,429</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	245,390	126,147
Employee related provisions	10	201,888	221,846
<b>TOTAL CURRENT LIABILITIES</b>		<b>447,278</b>	<b>347,993</b>
<b>NON-CURRENT LIABILITIES</b>			
Employee related provisions		55,211	55,211
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>55,211</b>	<b>55,211</b>
<b>TOTAL LIABILITIES</b>		<b>502,489</b>	<b>403,204</b>
<b>NET ASSETS</b>		<b>63,261,630</b>	<b>63,337,223</b>
<b>EQUITY</b>			
Retained surplus		21,776,326	22,019,318
Reserve accounts	4	4,397,554	4,230,156
Revaluation surplus		37,087,750	37,087,749
<b>TOTAL EQUITY</b>		<b>63,261,630</b>	<b>63,337,223</b>

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

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

## 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 financial 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.

### 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.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

#### **Judgements and 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 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### **SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 29 February 2024

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

<b>(a) Net current assets used in the Statement of Financial Activity</b>	<b>Supplementary Information</b>	<b>Adopted Budget Opening 30 June 2023</b>	<b>Last Year Closing 30 June 2023</b>	<b>Year to Date 29 February 2024</b>
<b>Current assets</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	3	2,008,873	6,407,298	5,746,288
Trade and other receivables		368,120	374,268	459,705
Other financial assets		4,397,554	0	0
Inventories	7	19,308	19,308	(23,778)
		<b>6,793,855</b>	<b>6,800,874</b>	<b>6,182,215</b>
<b>Less: current liabilities</b>				
Trade and other payables	8	(240,276)	(245,390)	(126,147)
Employee related provisions	10	(201,888)	(201,888)	(221,846)
		<b>(442,164)</b>	<b>(447,278)</b>	<b>(347,993)</b>
<b>Net current assets</b>		<b>6,351,691</b>	<b>6,353,597</b>	<b>5,834,222</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	<b>(4,285,387)</b>	<b>(4,285,387)</b>	<b>(4,115,626)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,066,304</b>	<b>2,068,210</b>	<b>1,718,596</b>

**(b) Non-cash amounts 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*.

<b>Non-cash amounts excluded from operating activities</b>		<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	0	151,421	(8,128)
Add: Loss on asset disposals	6	362,000	1,037	0
Add: Depreciation		1,832,250	1,828,420	1,115,368
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,194,250</b>	<b>1,980,878</b>	<b>1,107,240</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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.

<b>Adjustments to net current assets</b>		<b>Adopted Budget Opening 30 June 2023</b>	<b>Last Year Closing 30 June 2023</b>	<b>Year to Date 29 February 2024</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Less: Reserve accounts	4	(4,397,555)	(4,397,555)	(4,230,156)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	112,168	112,168	114,530
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(4,285,387)</b>	<b>(4,285,387)</b>	<b>(4,115,626)</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.

**SHIRE OF WESTONIA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

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 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
Grants, subsidies and contributions	(103,508)	(12.04%)	▼
Fees and charges	99,774	12.93%	▲
Interest revenue	(32,600)	(20.59%)	▼
Other revenue	(9,715)	(20.18%)	▼
<b>Expenditure from operating activities</b>			
Employee costs	(129,734)	(20.43%)	▼
Materials and contracts	(81,126)	(7.93%)	▼
Utility charges	(28,374)	(13.97%)	▼
Depreciation	713,052	39.00%	▲
Insurance	0	0.00%	
Other expenditure	5,310	16.95%	▲
Non-cash amounts excluded from operating activities	(873,638)	(44.10%)	▼
<b>Inflows from investing activities</b>			
Proceeds from disposal of assets	93,000	0.00%	▲
<b>Outflows from investing activities</b>			
Payments for property, plant and equipment	(88,666)	(11.17%)	▼
Payments for construction of infrastructure	635,033	41.02%	▲
<b>Outflows from financing activities</b>			
Transfer to reserves	0	0.00%	
<b>Surplus or deficit at the start of the financial year</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	573,609	50.10%	▲
Due to variances described above			



	Timing Variance
	Material Variance

## Schedule 03 General Purpose Funding

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Rates Income</b>								
<b>Operating Expense</b>								
03	03100	ABC Costs- Rate Revenue	32,000	19,166	16,684	(2,482)	(13)%	
03	03101	Rate Notice Stationery expense	500	250	273	23	9%	
03	03102	Rates Recovery - Legal Expenses	1,500	0	92	92		
03	03103	Valuation Expenses and Title Searches E	4,000	330	554	224	68%	
03	03107	Rates Written-off	500	120	156	36	30%	
			<b>38,500</b>	<b>19,866</b>	<b>17,758</b>	<b>(2,108)</b>		
<b>Operating Income</b>								
03	03104	General Rates Levied	(1,160,865)	(776,664)	(1,164,518)	(387,854)	50%	Increase in interim Rates
03	03105	Ex-Gratia Rates Received	(4,900)	(4,900)	(4,931)	(31)	1%	
03	03106	Penalty Interest Raised on Rates	(2,800)	(9,664)	(14,093)	(4,429)	46%	Penalty Interest Raised Monthly
03	03109	Instalment Interest Received	(2,000)	(2,000)	(1,887)	113	(6)%	
03	03110	Rates Administration Fee Received	(1,000)	(1,000)	(948)	52	(5)%	
03	03112	Other Revenue	(500)	(500)	(560)	(60)	12%	
			<b>(1,172,065)</b>	<b>(794,728)</b>	<b>(1,186,938)</b>	<b>(392,210)</b>		
<b>Other General Purpose Funding</b>								
<b>Operating Expense</b>								
03	03210	Bank Fees Expense	5,000	4,166	4,743	577	14%	
			<b>5,000</b>	<b>4,166</b>	<b>4,743</b>	<b>577</b>		
<b>Operating Income</b>								
03	03201	Grants Commission Grant Received - Ge	(362,000)	(26,664)	(37,251)	(10,587)	40%	
03	03202	Grants Commission Grant Received- Roa	(250,000)	(21,328)	(24,014)	(2,686)	13%	
03	03204	Interest Received	(135,600)	(146,664)	(109,748)	36,916	(25)%	
03	03205	Other General Purpose funding received	(250)	0	(0)	(0)		
			<b>(747,850)</b>	<b>(194,656)</b>	<b>(171,013)</b>	<b>23,643</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>43,500</b>	<b>24,032</b>	<b>22,501</b>	<b>(1,531)</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(1,919,915)</b>	<b>(989,384)</b>	<b>(1,357,950)</b>	<b>(368,566)</b>		

### Schedule 04 Governance

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Members Of Council</b>								
<b>Operating Expense</b>								
04	04100	Members Travelling Expenses paid	1,000	500	248	(252)	(50)%	
04	04101	Members Conference Expenses	15,000	13,500	13,330	(170)	(1)%	
04	04102	Council Election Expenses	2,500	0	0	0		
04	04103	President's Allowance paid	5,600	2,800	2,300	(500)	(18)%	
04	04104	Members Refreshments & Receptions E:	17,500	14,664	16,566	1,902	13%	
04	04105	Members - Insurance	15,000	15,000	15,000	(0)	(0)%	
04	04106	Members - Subscriptions	73,000	48,648	59,882	11,234	23%	
04	04107	Members - Donation & Gifts	3,000	2,000	1,203	(797)	(40)%	
04	04108	Members Telephone Subsidy Paid	1,200	1,200	1,300	100	8%	
04	04109	Members Sitting Fees Paid	23,400	11,700	11,705	5	0%	
04	04110	Consultant Fees Expense	40,000	10,000	10,757	757	8%	
04	04111	Training Expenses of Members	3,000	3,000	5,542	2,542	85%	
04	04112	Maintenance - Council Chambers	3,200	2,120	897	(1,223)	(58)%	
04	04113	ABC Costs- Relating to Members	80,200	40,861	40,861	0	0%	
04	04114	Audit Fees expense	27,000	27,000	29,090	2,090	8%	
04	04118	Advertising	3,000	1,000	1,048	48	5%	
04	04120	Public Relations/ Promotions	2,500	0	0	0		
04	04199	Depreciation - Members of Council	50	0	0	0		
			<b>316,150</b>	<b>193,993</b>	<b>209,729</b>	<b>15,736</b>		
<b>Operating Income</b>								
04	04121	Contributions, Reimbursements	(1,000)	0	0	0		
04	04122	Photocopying	(100)	0	0	0		
04	04124	Sale of Electoral Rolls	(50)	0	0	0		
			<b>(1,150)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>316,150</b>	<b>193,993</b>	<b>209,729</b>	<b>15,736</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(1,150)</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Schedule 05 Law, Order & Public Safety**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Fire Prevention</b>								
<b>Operating Expense</b>								
05	05100	ABC Costs- Fire Prevention	24,000	20,000	19,854	(146)	(1)%	
05	05101	Bush Fire Control Maintenance Plant & I	10,000	9,245	9,245	0	0%	
05	05102	Bush Fire Control Maintenance Land & E	1,500	1,300	1,306	6	0%	
05	05103	Bush Fire Control	1,000	0	0	0		
05	05104	Bush Fire Control Insurance	16,500	16,500	18,902	2,402	15%	
05	05112	Bush Fire Clothing, Training & Accs.	3,200	0	0	0		
05	05113	Utilities Communication & Power	7,000	2,479	2,479	(0)	(0)%	
05	05114	Other Goods & Services	1,000	655	642	(13)	(2)%	
05	05199	Depreciation - Fire Prevention	15,500	14,292	14,167	(125)	(1)%	
			<b>79,700</b>	<b>64,471</b>	<b>66,595</b>	<b>2,124</b>		
<b>Operating Income</b>								
05	05106	Bush Fire Reimbursements	0	0	0	0		
05	05107	FESA Operating Grant	(35,000)	(26,250)	(24,885)	1,365	(5)%	
05	05108	Edna May MOU Emergency Services	(13,500)	(10,125)	(10,227)	(102)	1%	
05	05111	FESA ESL Admin Fee	(4,000)	(4,000)	(4,400)	(400)	10%	
			<b>(52,500)</b>	<b>(40,375)</b>	<b>(39,512)</b>	<b>863</b>		
<b>Capital Expense</b>								
05	5110	Purchase Plant Fire Prevention	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Animal Control</b>								
<b>Operating Expense</b>								
05	05200	Expenses Relating to Animal Control	0	0	0	0		
05	05201	Animal Control - Ranger Expense	5,000	2,500	2,470	(30)	(1)%	
			<b>5,000</b>	<b>2,500</b>	<b>2,470</b>	<b>(30)</b>		
<b>Operating Income</b>								
05	05202	Fines and Penalties - Animal Control	(100)	0	0	0		
05	05203	Dog Registration Fees	(750)	(750)	(736)	14	(2)%	
05	05301	Income Relating to Other Law	(50)	0	0	0		
			<b>(900)</b>	<b>(750)</b>	<b>(736)</b>	<b>14</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>84,700</b>	<b>66,971</b>	<b>69,065</b>	<b>2,094</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(53,400)</b>	<b>(41,125)</b>	<b>(40,248)</b>	<b>877</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Schedule 07 Health**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Health-HACC</b>								
<b>Operating Expense</b>								
07	07110	HCS -Salaries	50,000	40,000	39,892	(108)	(0)%	
07	07112	Expenses Relating to Health HCS	50,000	39,503	36,796	(2,707)	(7)%	
07	07114	HCS - ABC Costs	64,000	44,664	31,501	(13,163)	(29)%	
			<b>164,000</b>	<b>124,167</b>	<b>108,188</b>	<b>(15,979)</b>		
<b>Operating Income</b>								
07	07101	Service Fee	(160,000)	(121,200)	(118,904)	2,296	(2)%	
			<b>(160,000)</b>	<b>(121,200)</b>	<b>(118,904)</b>	<b>2,296</b>		
<b>Preventative Services - Administration &amp; Inspections</b>								
<b>Operating Expense</b>								
07	07400	ABC Costs- Preventative Services - Adm	16,000	9,664	8,342	(1,322)	(14)%	
07	07404	Analytical Expenses	400	360	360	0	0%	
07	07406	Contract - EHO Expense	8,000	5,062	5,440	378	7%	
			<b>24,400</b>	<b>15,086</b>	<b>14,142</b>	<b>(944)</b>		
<b>Operating Income</b>								
07	07401	Income Relating to Preventative Service:	0	0	0	0		
07	07407	Reimbursement	(100)	0	0	0		
			<b>(100)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Preventative Services - Pest Control</b>								
<b>Operating Expense</b>								
07	07500	Mosquito Control Preventative Services	2,500	1,875	1,509	(366)	(20)%	
			<b>2,500</b>	<b>1,875</b>	<b>1,509</b>	<b>(366)</b>		
<b>Preventative Services -Other</b>								
<b>Operating Expense</b>								
07	07600	Ambulance Services - Other	2,000	1,581	1,231	(350)	(22)%	
07	07601	Medical Rooms & Dr Expense - Other	9,000	6,000	10,468	4,468	74%	
08	08600	ABC Costs- Other Welfare	56,000	8,644	18,342	9,698	112%	
			<b>67,000</b>	<b>16,225</b>	<b>30,041</b>	<b>13,816</b>		
<b>Operating Income</b>								
07	07602	Reimbursement Rural Health West	(9,500)	(6,500)	(6,458)	42	(1)%	
			<b>(9,500)</b>	<b>(6,500)</b>	<b>(6,458)</b>	<b>42</b>		
<b>Other Health</b>								
<b>Operating Expense</b>								
07	07700	Nurse Practitioner Clinic	43,800	21,192	21,079	(113)	(1)%	
07	07799	Depreciation - Health	2,100	1,400	1,358	(42)	(3)%	
			<b>45,900</b>	<b>22,592</b>	<b>22,437</b>	<b>(155)</b>		
<b>Operating Income</b>								
07	07701	WAPHA /Other Funding	(45,000)	0	0	0		
07	07703	User Pay Fee Nurse Practitioner Services:	(20,000)	(6,664)	(7,453)	(789)	12%	
07	07704	Medicare Benefits	0	(6,664)	(3,482)	3,182	(48)%	Income received Via Medicare Benefits not Budgeted for.
			<b>(65,000)</b>	<b>(13,328)</b>	<b>(10,934)</b>	<b>2,394</b>		
<b>Capital Expense</b>								
07	07702	Purchase Buildings - Medical Centre Upg	25,000	0	0	0		
			<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Income</b>								
07	07603	WAPHA - Medical Centre Upgrades Inco	(25,000)	(25,000)	(25,000)	0	0%	
			<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>0</b>		
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>303,800</b>	<b>179,945</b>	<b>176,318</b>	<b>(3,627)</b>		
		<b>TOTAL OPERATING INCOME</b>	<b>(234,600)</b>	<b>(141,028)</b>	<b>(136,296)</b>	<b>4,732</b>		
		<b>TOTAL CAPITAL INCOME</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>0</b>		
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

### Schedule 08 Education & Welfare

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Pre-Schools</b>								
<b>Operating Expense</b>								
08	08100	Expenses Relating to Schools	16,000	16,000	29,793	13,793	86%	
08	08101	Westonia Primary School	12,800	49,976	63,292	13,316	27%	Increase in Allocation for Cleaning Kerry Lyne French, New Purchase of Beds
08	08199	Depreciation - School	14,000	9,336	9,122	(214)	(2)%	
			<b>42,800</b>	<b>75,312</b>	<b>102,207</b>	<b>26,895</b>		
<b>Operating Income</b>								
08	08103	Income School Facility/Main Building	(22,000)	(14,664)	(22,276)	(7,612)	52%	Hire of Units to Highway Construction/Main Roads
08	08105	Income Unit Accomodation	(104,000)	(91,328)	(124,742)	(33,414)	37%	
08	08107	LotteryWest /Menshed	(200,000)	0	0	0		
			<b>(326,000)</b>	<b>(105,992)</b>	<b>(147,018)</b>	<b>(41,026)</b>		
<b>Capital Expense</b>								
08	08104	Purchase Land & Buildings- Seniors civic	200,000	0	18	18		
			<b>200,000</b>	<b>0</b>	<b>18</b>	<b>18</b>		
<b>Other Education</b>								
<b>Capital Expense</b>								
08	08203	Purchase Furniture & Equipment	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Aged &amp; Disabled - Senior Citizens</b>								
<b>Operating Expense</b>								
08	08401	Seniors Activities	7,500	400	398	(2)	(0)%	
08	08402	Wheatbelt Agcare	500	500	500	0	0%	
			<b>8,000</b>	<b>900</b>	<b>898</b>	<b>(2)</b>		
<b>Operating Income</b>								
08	08403	Income Relating to Aged & Disabled - Se	(5,000)	0	0	0		
			<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>50,800</b>	<b>76,212</b>	<b>103,106</b>	<b>26,894</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(331,000)</b>	<b>(105,992)</b>	<b>(147,018)</b>	<b>(41,026)</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>200,000</b>	<b>0</b>	<b>18</b>	<b>18</b>		

**Schedule 09 Housing**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Staff Housing</b>								
<b>Operating Expense</b>								
09	09100	Staff Housing - ABC Costs	24,000	13,000	12,768	(232)	(2)%	
09	09101	Maintenance 20 Diorite St -Rental	4,850	3,216	2,424	(792)	(25)%	
09	09102	Maintenance 11 Quartz St - Swimming P	7,800	5,168	4,686	(482)	(9)%	
09	09104	Maintenance 37 Diorite St - Rental	4,500	2,984	1,760	(1,224)	(41)%	
09	09105	Maintenance 7 Quartz St - Plant Operatr	6,500	4,320	1,893	(2,427)	(56)%	
09	09107	Staff House Costs Allocated to Works	0	0	3,557	3,557		
09	09108	Depreciation - Staff Housing	53,000	34,919	34,052	(867)	(2)%	
09	09109	Maintenance 13 Pyrite Street -Plant Op	7,450	4,944	2,651	(2,293)	(46)%	
09	09201	Maintenance 4 Quartz St - Plant Operatr	8,300	5,512	2,089	(3,423)	(62)%	
09	09211	Maintenance 301 Pyrite Street - CEO	25,300	4,984	5,182	198	4%	
			<b>141,700</b>	<b>79,047</b>	<b>71,062</b>	<b>(7,985)</b>		
<b>Operating Income</b>								
09	09121	Income 20 Diorite St -Rental	(10,000)	(7,664)	(8,500)	(836)	11%	
09	09122	Income 11 Quartz St - Senior Finance	(2,100)	(1,400)	(1,570)	(170)	12%	
09	09124	Income 37 Diorite St - Rental	(4,400)	(2,928)	(2,890)	38	(1)%	
09	09125	Income 7 Quartz St - Plant Operator	(2,100)	(1,400)	(1,360)	40	(3)%	
09	09129	Reimbursements	0	0	0	0		
09	09130	Income 13 Pyrite Street -Plant Operator	(2,100)	(1,400)	(1,750)	(350)	25%	
09	09220	Income 4 Quartz St - Plant Operator	(2,100)	(1,400)	(1,700)	(300)	21%	
09	09230	Income 301 Pyrite Street - CEO	0	0	(360)	(360)		
			<b>(22,800)</b>	<b>(16,192)</b>	<b>(18,130)</b>	<b>(1,938)</b>		
<b>Other Housing</b>								
<b>Operating Expense</b>								
09	09200	Other Housing - ABC Costs	24,000	13,900	12,768	(1,132)	(8)%	
09	09202	Maintenance 55 Wolfram St -Ramelius F	800	528	1,596	1,068	202%	
09	09203	Maintenance - Lifestyle	19,500	12,928	7,043	(5,885)	(46)%	
09	09206	Maintenance Quartz Street Age Units	12,150	8,032	4,502	(3,530)	(44)%	
09	09208	Maintenance - 17 Pyrite Street JV Units	13,350	8,832	7,926	(906)	(10)%	
09	09212	Rental Lifestyle Village - Westonia Progr	18,100	14,664	18,096	3,432	23%	
09	09236	Depreciation Other Housing	60,500	36,252	36,986	734	2%	
			<b>148,400</b>	<b>95,136</b>	<b>88,917</b>	<b>(6,219)</b>		
<b>Other Housing</b>								
<b>Operating Income</b>								
09	09221	Income 55 Wolfram St -Ramelius Resour	(20,000)	(15,953)	(14,453)	1,500	(9)%	
09	09222	Income - Lifestyle	(86,500)	(57,640)	(66,534)	(8,894)	15%	
09	09227	Income 17Pyrite St - JV Units	(9,200)	(6,120)	(7,550)	(1,430)	23%	
09	09231	Income - Ramelius Resources Lease Carr	(24,000)	(20,000)	(18,132)	1,868	(9)%	
09	09238	Income -Age Units Quartz Street	(17,600)	(11,712)	(16,320)	(4,608)	39%	
09	09298	Profit on Sale of Asset	0	0	0	0		
			<b>(157,300)</b>	<b>(111,425)</b>	<b>(122,990)</b>	<b>(11,565)</b>		
<b>Capital Expense</b>								
09	09127	Purchase - Staff Housing - Shed 4 Quart	40,000	0	0	0		
09	09128	Purchase Land & Buildings - New Staff H	160,000	0	0	0		
			<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Income</b>								
09	09237	Income -Sale of 37 Diorite St, Westonia	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>290,100</b>	<b>174,183</b>	<b>159,979</b>	<b>(14,204)</b>		
		<b>TOTAL OPERATING INCOME</b>	<b>(180,100)</b>	<b>(127,617)</b>	<b>(138,560)</b>	<b>(10,943)</b>		
		<b>TOTAL CAPITAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Schedule 10 Community Amenities**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Sanitation - Household Refuse</b>								
<b>Operating Expense</b>								
10	10100	ABC Costs- Household Refuse	24,000	13,000	12,513	(487)	(4)%	
10	10103	Domestic Refuse Collection	13,000	7,581	8,501	920	12%	
10	10105	Refuse Collection Public Bins	10,000	7,664	8,050	386	5%	
10	10106	Refuse Maintenance	26,469	11,648	11,126	(522)	(4)%	
10	10107	Waste Oil Recycling	500	0	0	0		
10	10108	Containers for Change Recycling Bins	5,500	5,500	7,182	1,682	31%	
			<b>79,469</b>	<b>45,393</b>	<b>47,372</b>	<b>1,979</b>		
<b>Operating Income</b>								
10	10120	Income Relating to Sanitation - Househc	(14,000)	(14,000)	(13,624)	376	(3)%	
10	10122	Drum-Muster	0	0	0	0		
			<b>(14,000)</b>	<b>(14,000)</b>	<b>(13,624)</b>	<b>376</b>		
<b>Other Community Amenities</b>								
<b>Operating Expense</b>								
10	10704	Maintenance - Public Conveniences	9,000	5,701	4,917	(784)	(14)%	
10	10706	Maintenance - Grave Digging	11,000	7,320	4,261	(3,059)	(42)%	
10	10799	Depreciation - Community Services	19,400	12,928	12,849	(79)	(1)%	
			<b>39,400</b>	<b>25,949</b>	<b>22,027</b>	<b>(3,922)</b>		
<b>Operating Income</b>								
10	10701	Income Relating to Other Community Ar	0	0	0	0		
10	10708	Cemetery Fees	(1,000)	(1,000)	(1,929)	(929)	93%	
			<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,929)</b>	<b>(929)</b>		
<b>Capital Expenditure</b>								
10	10702	Purchase Land & Buildings - Niche Wall (	15,000	0	0	0		
			<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>118,869</b>	<b>71,342</b>	<b>69,399</b>	<b>(1,943)</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,929)</b>	<b>(929)</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Schedule 11 Recreation & Culture**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Public Halls &amp; Civic Centres</b>								
<b>Operating Expense</b>								
11	11100	ABC Costs- Public Halls & Civic Centres	80,200	41,781	41,286	(495)	(1)%	
11	11104	Maintenance - Public Halls	19,750	13,144	10,239	(2,905)	(22)%	
11	11105	Maintenance - Complex/ Gym	38,000	25,320	20,913	(4,407)	(17)%	
11	11106	Maintenance - Wanderers Stadium	22,700	19,984	22,511	2,527	13%	
11	11107	MOU Westonia Progress Payment	30,000	40,000	53,240	13,240	33%	Missed Payment to Progress MOU Q2 21/22
11	11199	Depreciation - Public Halls	67,500	45,000	45,011	11	0%	
			<b>258,150</b>	<b>185,229</b>	<b>193,200</b>	<b>7,971</b>		
<b>Operating Income</b>								
11	11110	Income Relating to Public Halls & Civic C	(200)	(100)	(100)	0	0%	
11	11111	Income Edna May MOU 33%	(17,500)	(14,664)	(18,533)	(3,869)	26%	
11	11112	Income Charges Stadium	(700)	0	0	0		
11	11114	Income Edna May MOU WPA 67%	(30,000)	(28,000)	(37,622)	(9,622)	34%	Increase in contribution received via MOU- Edna May
			<b>(48,400)</b>	<b>(42,764)</b>	<b>(56,256)</b>	<b>(13,492)</b>		
<b>Capital Expense</b>								
11	11102	Purchase Land & Buildings - Sun Deck	20,000	0	0	0		
11	11103	Purchase Furniture & Equipment -Gener	12,500	0	0	0		
			<b>32,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Swimming Pool</b>								
<b>Operating Expense</b>								
11	11207	Maintenance Westonia Swimming Pool	31,000	20,640	33,618	12,978	63%	
11	11208	Chlorine Expenses	2,000	2,000	3,534	1,534	77%	
11	11209	Management Contract Charges	75,000	50,000	49,853	(147)	(0)%	
11	11210	Water Charges	7,000	0	5,409	5,409		
11	11299	Depreciaton - Swimming Pool	44,700	23,526	21,942	(1,584)	(7)%	
			<b>159,700</b>	<b>96,166</b>	<b>114,356</b>	<b>18,190</b>		
<b>Capital Expense</b>								
11	11204	Purchase Land & Buildings -Kiosk/Abluti	1,350,000	3,000	3,000	0	0%	
11	11205	Purchase Furniture & Equipment - Swim	0	0	0	0		
			<b>1,350,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>		
<b>Other Recreation &amp; Sport</b>								
<b>Operating Expense</b>								
11	11307	Maintenance - Playground, Tennis & Bo	289,559	193,008	152,200	(40,808)	(21)%	
11	11308	Maintenance - Recreation Oval	21,809	21,809	30,011	8,202	38%	Increase Water Charges to Recreation Oval
11	11399	Depreciation - Other Rec & Sport	35,800	35,800	35,800	(0)	(0)%	
			<b>347,168</b>	<b>250,617</b>	<b>218,010</b>	<b>(32,607)</b>		
<b>Operating Income</b>								
11	11302	Marquee Hire Charges	(100)	(100)	(100)	0	0%	
			<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>0</b>		
<b>Capital Income</b>								
11	11301	DFES Grant	(12,500)	0	0	0		
11	11310	Bowling Green Redevelopment - LRCIP T	(722,000)	(492,000)	(492,589)	(589)	0%	
11	11211	LRCIP - Round 3	(361,000)	(311,000)	(310,690)	310	(0)%	
			<b>(1,095,500)</b>	<b>(803,000)</b>	<b>(803,279)</b>	<b>(279)</b>		
<b>Capital Expense</b>								
11	11303	Purchase Land & Buildings - Bowling Gre	0	0	0	0		
11	11304	Purchase Furniture & Equipment - Other	0	0	0	0		
11	11309	Bowling Green Redevelopment - CAPITA	200,000	200,000	220,103	20,103	10%	Overspend On Bowling Green Redevelopment project
			<b>200,000</b>	<b>200,000</b>	<b>220,103</b>	<b>20,103</b>		
<b>Television and Rebroadcasting</b>								
<b>Operating Expense</b>								
11	11401	Maintenance - Television and Rebroadc	1,000	750	960	210	28%	
11	11499	Depreciation - TV & Radio	5,500	3,664	3,620	(44)	(1)%	
			<b>6,500</b>	<b>4,414</b>	<b>4,580</b>	<b>166</b>		
<b>Capital Expense</b>								
11	11404	Purchase Furniture & Equipment - Telev	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		



**Schedule 11 Recreation & Culture**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Other Recreation &amp; Sport</b>								
<b>Operating Expense</b>								
11	11504	Library Salaries	19,500	12,992	13,446	454	3%	
11	11505	Library Expenses	3,500	2,819	2,006	(813)	(29)%	
			<b>23,000</b>	<b>15,811</b>	<b>15,452</b>	<b>(359)</b>		
<b>Operating Income</b>								
11	11501	Income Relating to Libraries	0	0	0	0		
11	11502	Fines & Penalties Charged	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Expense</b>								
11	11503	Purchase Furniture & Equipment - Librai	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Other Culture</b>								
<b>Operating Expense</b>								
11	11605	Nature Reserve Management	20,000	666	17,337	16,671	2,503%	
11	11606	Maintenance Walgoolan Gazebo	600	564	591	27	5%	
			<b>20,600</b>	<b>1,230</b>	<b>17,928</b>	<b>16,698</b>		
<b>Operating Income</b>								
11	11602	Income Charges History Books	(200)	(100)	(136)	(36)	36%	
11	11604	Ramelius Common Management - Incoi	0	0	0	0		
			<b>(200)</b>	<b>(100)</b>	<b>(136)</b>	<b>(36)</b>		
<b>Capital Expense</b>								
11	11603	Purchase Furniture & Equipment - PlayG	5,000	1,000	1,000	0	0.0%	
11	11609	Projector Upgrades- Old Hall Movie The:	0	0	12,047	12,047		
			<b>5,000</b>	<b>1,000</b>	<b>13,047</b>	<b>12,047</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>815,118</b>	<b>553,467</b>	<b>563,527</b>	<b>10,060</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(48,600)</b>	<b>(42,864)</b>	<b>(56,392)</b>	<b>(13,528)</b>		
<b>TOTAL CAPITAL INCOME</b>			<b>(1,095,500)</b>	<b>(803,000)</b>	<b>(803,279)</b>	<b>(279)</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>1,587,500</b>	<b>204,000</b>	<b>236,150</b>	<b>32,150</b>		

**Schedule 12 Transport**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Streets Roads Bridges &amp; Depot Construction</b>								
<b>Capital Expense</b>								
12	12101	Roads Construction Council	1,129,500	752,976	223,860	(529,116)	(70)%	
12	12103	MRWA Project Construction	609,500	406,336	263,750	(142,586)	(35)%	
12	12104	Roads to Recovery Construction	325,000	216,664	211,869	(4,795)	(2)%	Variation to DellaBosca Road Full Completion of seal
12	12108	Footpath Construction	50,000	33,336	2,613	(30,723)	(92)%	
			<b>2,114,000</b>	<b>1,409,312</b>	<b>702,093</b>	<b>(707,219)</b>		
<b>Streets Roads Bridges &amp; Depot Maintenance</b>								
<b>Operating Expense</b>								
12	12202	Power - Street Lighting	8,500	4,856	4,793	(63)	(1)%	
12	12203	Maintenance - GRM	674,504	343,346	343,378	32	0%	
12	12204	Maintenance - Depot	19,500	29,976	40,301	10,325	34%	Supply & instal new 50lt Rheem to ablution block
12	12205	Maintenance - Footpaths	500	0	0	0		
12	12206	Traffic Signs Maintenance	17,000	12,570	12,959	389	3%	
12	12208	Townsite Beautification	35,000	35,000	46,402	11,402	33%	Townsite Works
12	12219	RRG Expenses	0	0	0	0		
12	12299	Depreciation - Street, Roads, Bridges	1,017,200	699,881	699,095	(786)	(0)%	
			<b>1,772,204</b>	<b>1,125,629</b>	<b>1,146,928</b>	<b>21,299</b>		
<b>Operating Income</b>								
12	12211	Grant - MRWA Project	0	0	0	0		
12	12212	Grant - MRWA Direct	(155,000)	(155,000)	(158,490)	(3,490)	2%	
12	12213	Grant - MRWA Specific	(406,500)	(310,920)	(310,920)	0	0%	
12	12216	Grant - Roads to Recovery	(325,000)	(186,000)	(186,000)	0	0%	
			<b>(886,500)</b>	<b>(651,920)</b>	<b>(655,410)</b>	<b>(3,490)</b>		
<b>Capital Expense</b>								
12	12218	Electric Car Charging Station - CAPITAL	50,000	50,000	67,725	17,725	35.4%	Overspend On Electric Car Charging Station project
12	12220	L&B Depot Shed	15,000	0	0	0		
			<b>65,000</b>	<b>50,000</b>	<b>67,725</b>	<b>17,725</b>		
<b>Road Plant Purchase</b>								
<b>Operating Expense</b>								
12	12359	Loss on Sale of Asset	362,000	0	0	0		
			<b>362,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operating Income</b>								
12	12398	Profit on Sale of Asset	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Road Plant Purchase</b>								
<b>Capital Expense</b>								
12	12308	Prime Movers - CAPITAL	452,000	452,000	450,942	(1,058)	(0)%	
12	14213	Construction Supervisor Vehicle - CAPIT.	60,000	0	0	0		
12	12305	Side Tipper & Dolly - CAPITAL	0	0	0	0		
			<b>512,000</b>	<b>452,000</b>	<b>450,942</b>	<b>(1,058)</b>		
<b>Aerodromes</b>								
<b>Operating Expense</b>								
12	12604	Airport Maintenance	5,300	3,864	1,975	(1,889)	(49)%	
			<b>5,300</b>	<b>3,864</b>	<b>1,975</b>	<b>(1,889)</b>		
<b>Operating Income</b>								
12	12601	Income Relating to Aerodromes	(100)	0	0	0		
			<b>(100)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Expense</b>								
12	12605	Airport Land - CAPITAL	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>2,139,504</b>	<b>1,129,493</b>	<b>1,148,903</b>	<b>19,410</b>		
		<b>TOTAL OPERATING INCOME</b>	<b>(886,600)</b>	<b>(651,920)</b>	<b>(655,410)</b>	<b>(3,490)</b>		
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,691,000</b>	<b>1,911,312</b>	<b>1,220,759</b>	<b>(690,553)</b>		

**Schedule 13 Economic Services**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Rural Services</b>								
<b>Operating Expense</b>								
13	13100	ABC Costs- Rural Services	0	0	3,974	3,974		
13	13119	Project TBA	0	0	0	0		State NRM Program- recoup of unspent funds
13	13123	NRM Contract	5,000	1,000	1,088	88	9%	
13	13125	Noxious Weed Control	2,000	0	0	0		
13	13126	Wild Dog Contribution	0	0	0	0		
			<b>7,000</b>	<b>1,000</b>	<b>5,061</b>	<b>4,061</b>		
<b>Operating Income</b>								
13	13105	Govt. Grant Funding	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Tourism &amp; Area Promotion</b>								
<b>Operating Expense</b>								
13	13200	Admin Allocations Tourism & Area Prom	48,000	26,000	25,112	(888)	(3)%	
13	13210	Area Promotion	8,000	2,100	1,940	(160)	(8)%	
13	13211	SUBS- CW Visitor Centre	4,500	2,300	2,273	(27)	(1)%	
13	13212	SUBS- Newtravel	6,400	5,800	5,818	18	0%	
13	13213	Maintenance Caravan Park	60,250	53,320	71,307	17,987	34%	Replace Bio Seal & repair underground leak to water service Building Maintenance
13	13214	Information Bay- Carrabin	11,050	7,352	2,317	(5,035)	(68)%	
13	13215	Old Club Hotel Museum -Maintenance	26,100	17,384	16,865	(519)	(3)%	
13	13299	Depreciation - Tourism & Area Promotic	33,000	25,500	25,669	169	1%	
			<b>197,300</b>	<b>139,756</b>	<b>151,300</b>	<b>11,544</b>		
<b>Operating Income</b>								
13	13201	Income Relating to Tourism & Area Pron	0	0	0	0		
13	13202	Caravan Site Charges	(45,000)	(29,250)	(29,321)	(71)	0%	
13	13203	Tent Site Charges	(300)	(300)	(491)	(191)	64%	
13	13204	Souvenir Sales	(200)	(200)	(335)	(135)	67%	
13	13221	Income - Old Club Hotel Museum Entry	0	(3,328)	(4,423)	(1,095)	33%	
			<b>(45,500)</b>	<b>(33,078)</b>	<b>(34,570)</b>	<b>(1,492)</b>		
<b>Capital Expense</b>								
13	13217	Caravan Park - CAPITAL	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Building Control</b>								
<b>Operating Expense</b>								
13	13301	Contract EH Services	9,000	4,375	4,360	(15)	(0)%	
			<b>9,000</b>	<b>4,375</b>	<b>4,360</b>	<b>(15)</b>		
<b>Operating Income</b>								
13	13303	Building Permit Charges	(2,000)	(300)	(233)	67	(22)%	
13	13304	Demolition Charges	(100)	(100)	(100)	0	0%	
13	13305	Commission BRB	(200)	0	0	0		
13	13307	Planning Fee	0	0	0	0		
			<b>(2,300)</b>	<b>(400)</b>	<b>(333)</b>	<b>67</b>		
<b>Community Development (CRC)</b>								
<b>Operating Expense</b>								
13	13400	ABC Costs - Community Development	64,000	35,331	34,049	(1,282)	(4)%	
13	13401	Programs / Activities	20,000	1,500	1,342	(158)	(11)%	
13	13402	Workers Compensation Premiums	10,000	10,000	6,485	(3,515)	(35)%	
13	13403	Superannuation	17,000	8,912	8,315	(597)	(7)%	
13	13404	Salaries	95,000	73,244	72,066	(1,178)	(2)%	
13	13405	Community Events	40,000	40,000	47,204	7,204	18%	
13	13406	Grant Generated Expenditure	0	0	0	0		
13	13610	Building Maintenance	23,500	15,632	12,677	(2,955)	(19)%	
			<b>269,500</b>	<b>184,619</b>	<b>182,138</b>	<b>(2,481)</b>		
<b>Operating Income</b>								
13	13410	Grant Funding Opportunities	(40,000)	(13,500)	(13,182)	318	(2)%	
13	13412	Income Relating to Westonia CRC Opera	0	0	2,695	2,695		
13	13413	Events Income	0	(26,664)	(41,164)	(14,500)	54%	Recieval of Event Income not Budgeted for.
13	13411	DPIRD Grants Funding (CRC)	(107,200)	(53,600)	(52,524)	1,076	(2)%	
			<b>(147,200)</b>	<b>(93,764)</b>	<b>(104,174)</b>	<b>(10,410)</b>		
<b>Plant Nursery</b>								
<b>Operating Expense</b>								
13	13502	Nursery Operating Costs	1,800	200	161	(39)	(20)%	
			<b>1,800</b>	<b>200</b>	<b>161</b>	<b>(39)</b>		
<b>Operating Income</b>								
13	13505	Tree Planter Hire	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Schedule 13 Economic Services**

Prog	COA	Description	Original			Var. \$	Var. %	Comment
			Budget	YTD Budget	YTD Actual			
<b>Other Economic Services</b>								
<b>Operating Expense</b>								
13	13600	ABC Costs to Other Economic Services	8,000	8,000	9,765	1,765	22%	
13	13611	Water Supply Standpipes	404,500	133,312	145,850	12,538	9%	
13	13613	Ramelius Resource Lease - Industrial She	0	0	183	183		
13	13614	St Lukes Church	0	0	1,296	1,296		
13	13615	CO-OP Bus -Expense	150,000	150,000	150,000	0	0%	
13	13699	Depreciation- Other Economic Services	70,500	43,542	47,039	3,497	8%	
			<b>633,000</b>	<b>334,854</b>	<b>354,133</b>	<b>19,279</b>		
<b>Other Economic Services</b>								
<b>Operating Income</b>								
13	13602	Community Bus Hire Charges	(1,000)	(2,664)	(3,558)	(894)	34%	Bus Hire Charges
13	13603	Ramelius Resource Lease - Industrial She	(19,500)	(15,650)	(15,734)	(84)	1%	
13	13604	Police Licensing Commissions	(5,000)	(5,328)	(7,355)	(2,027)	38%	
13	13609	Standpipe Water Charges - per kL	(380,000)	(100,000)	(75,222)	24,778	(25)%	
13	13618	Reimbursements General	(200)	(20)	(18)	2	(9)%	
			<b>(405,700)</b>	<b>(123,662)</b>	<b>(101,888)</b>	<b>21,774</b>		
<b>Capital Expense</b>								
13	13606	Land & Buildings - Wolfram Street Shed	0	0	103	103		
			<b>0</b>	<b>0</b>	<b>103</b>	<b>103</b>		
<b>TOTAL OPERATING EXPENDITURE</b>			<b>1,117,600</b>	<b>664,804</b>	<b>697,153</b>	<b>32,349</b>		
<b>TOTAL OPERATING INCOME</b>			<b>(600,700)</b>	<b>(250,904)</b>	<b>(240,965)</b>	<b>9,939</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>103</b>	<b>103</b>		

### Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Private Works</b>								
<b>Operating Expense</b>								
14	14102	Private Works	25,000	16,656	23,165	6,509	39%	
			<b>25,000</b>	<b>16,656</b>	<b>23,165</b>	<b>6,509</b>		
<b>Operating Income</b>								
14	14100	Private Works Income	(70,000)	(46,664)	(53,376)	(6,712)	14%	Private works income - New House/Shed Pads
			<b>(70,000)</b>	<b>(46,664)</b>	<b>(53,376)</b>	<b>(6,712)</b>		
<b>Public Works Overheads</b>								
<b>Operating Expense</b>								
14	14200	Administration Allocations to PWOH	266,300	146,128	145,577	(551)	(0)%	
14	14202	Sick Leave Expense	19,000	26,664	34,954	8,290	31%	
14	14203	Annual & Long Service Leave Expense	100,000	80,000	106,370	26,370	33%	Payout of J.Criddle Long service Extended Annual Leave J Geier
14	14204	Protective Clothing - Outside Staff	5,000	5,000	6,530	1,530	31%	
14	14205	Conference Expenses- Engineering	2,000	2,000	3,647	1,647	82%	
14	14206	Medical Examination Costs	0	0	0	0		
14	14207	Public Works Overheads Allocated to W	(597,200)	(551,144)	(556,036)	(4,892)	1%	
14	14208	OSH Expenses	4,500	500	644	144	29%	
14	14211	Unallocated Wages	0	0	0	0		
14	14214	Eng. & Technical Support	10,000	10,000	9,380	(620)	(6)%	
14	14215	Staff Training	8,000	19,992	30,375	10,383	52%	St John Training All Outside Staff & Lifesaving Training Scott Huggett
14	14216	Insurance on Works	17,000	15,565	15,106	(459)	(3)%	
14	14217	Supervision Costs	20,000	14,328	15,236	908	6%	
14	14218	Service Pay	6,400	4,264	3,890	(374)	(9)%	
14	14219	Superannuation Cost	100,000	75,664	76,187	523	1%	
14	14220	Allowances & Other Costs	30,000	26,000	26,255	255	1%	
14	14221	Fringe Benefits Tax - Works	8,000	3,200	3,477	277	9%	
			<b>(1,000)</b>	<b>(121,839)</b>	<b>(78,407)</b>	<b>43,432</b>		
<b>Operating Income</b>								
14	14201	Income Relating to Public Works Overhe	(7,000)	(5,830)	(5,875)	(45)	1%	
			<b>(7,000)</b>	<b>(5,830)</b>	<b>(5,875)</b>	<b>(45)</b>		
<b>Plant Operation Costs</b>								
<b>Operating Expense</b>								
14	14302	Insurance - Plant	17,000	12,500	12,510	10	0%	
14	14303	Fuel & Oils	200,000	136,994	161,886	24,892	18%	Timing on Budget allocation
14	14304	Tyres and Tubes	20,000	12,128	12,852	724	6%	
14	14305	Parts & Repairs	125,000	77,336	78,032	696	1%	
14	14306	Internal Repair Wages	29,734	21,816	22,034	218	1%	
14	14307	Licences - Plant	8,000	8,000	7,555	(445)	(6)%	
14	14308	Depreciation - Plant	356,500	104,664	104,450	(214)	(0)%	
14	14309	Plant Operation Costs Allocated to Work	(801,234)	(312,000)	(311,640)	360	(0)%	
14	14310	Blades & Tynes	15,000	0	0	0		
14	14311	Consumable Items	20,000	9,662	9,386	(276)	(3)%	
14	14312	Expendable Tools	10,000	3,500	3,836	336	10%	
			<b>0</b>	<b>74,600</b>	<b>100,900</b>	<b>26,300</b>		
<b>Stock Fuels &amp; Oils</b>								
<b>Operating Expense</b>								
14	14402	Purchase of Stock Materials	0	0	23,917	23,917		
			<b>0</b>	<b>0</b>	<b>23,917</b>	<b>23,917</b>		
<b>Operating Income</b>								
14	14404	Diesel Fuel Rebate	(30,000)	(23,000)	(31,100)	(8,100)	35%	
14	14405	Sale of Stock	(500)	0	0	0		
14	14406	Sale of Fuel and Scrap	(2,000)	0	513	513		
			<b>(32,500)</b>	<b>(23,000)</b>	<b>(30,587)</b>	<b>(7,587)</b>		
<b>Administration</b>								
<b>Operating Expense</b>								
14	14500	Expenses relating to Administration	522,000	268,869	268,461	(408)	(0)%	
14	14501	Administration Office Maintenance	64,200	42,784	47,213	4,429	10%	
14	14502	Workers Compensation Premiums- Adm	28,000	28,000	26,758	(1,242)	(4)%	
14	14503	Office Equipment Maintenance - Admin	8,500	2,000	1,731	(269)	(13)%	
14	14504	Telecommunications - Admin	0	0	350	350		
14	14505	Travel & Accommodation - Admin	2,000	0	745	745		

**Schedule 14 Other Property & Services**

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
<b>Administration</b>								
<b>Operating Expense - Continued</b>								
14	14506	Legal Expenses Administration	5,000	0	0	0		
14	14507	Training Expenses - Admin	7,500	5,625	6,229	604	11%	
14	14508	Printing & Stationery - Admin	6,000	6,000	10,381	4,381	73%	
14	14509	Fringe Benefits Tax - Admin	17,000	8,500	8,115	(385)	(5)%	
14	14510	Conference Expenses - Admin	6,000	0	0	0		
14	14511	Staff Uniform - Admin	3,000	1,500	1,293	(208)	(14)%	
14	14515	Administration Costs Allocated to Progr	(745,700)	(417,001)	(417,111)	(110)	0%	
14	14517	Postage & Freight	1,500	500	598	98	20%	
14	14521	IT/Accounting Programs	35,000	30,000	29,529	(471)	(2)%	
14	14522	Advertising	3,000	0	0	0		
14	14559	Admin Loss on Sale	0	0	0	0		
14	14599	Depreciation - Admin	37,000	24,664	24,207	(457)	(2)%	
			<b>0</b>	<b>1,441</b>	<b>8,500</b>	<b>7,059</b>		
<b>Operating Income</b>								
14	14525	Admin - Reimbursement	(11,000)	(7,336)	(11,580)	(4,244)	58%	DTWD Traineeship Assistance
14	14512	Admin Re-Allocations	0	0	(8,500)	(8,500)		
14	14598	Profit on Sale of Asset - Admin	0	(15,336)	(8,128)	7,208	(47)%	
			<b>(11,000)</b>	<b>(22,672)</b>	<b>(28,209)</b>	<b>(5,537)</b>		
<b>Capital Expense</b>								
14	14514	Purchase Furniture & Equipment Admin	20,000	7,600	7,410	(190)	(3)%	
14	14520	CEO Vehicle - CAPITAL	100,000	80,000	119,919	39,919	50%	Increase in Cost to Purchase New LC300 Toyota Landcruiser
14	14523	Administration Vehicle - CAPITAL	75,000	0	0	0		
			<b>195,000</b>	<b>87,600</b>	<b>127,329</b>	<b>39,729</b>		
<b>Operating Expense</b>								
14	14602	Gross Salaries & Wages	1,500,000	982,500	968,030	(14,470)	(1)%	
14	14603	Less Sal & Wages Alloc to Works	(1,500,000)	(982,500)	(968,030)	14,470	(1)%	
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Unclassified</b>								
<b>Operating Income</b>								
14	14701	Income Relating to Unclassified	(15,000)	(15,000)	(15,660)	(660)	4%	
14	14705	Ramelius Resources Haulage Operation	(410,000)	(200,000)	(219,304)	(19,304)	10%	
			<b>(425,000)</b>	<b>(215,000)</b>	<b>(234,964)</b>	<b>234,167</b>		
<b>Unclassified</b>								
<b>Capital Expense</b>								
14	14704	Land Development	50,000	80,000	104,664	24,664	31%	Department Of Planning, Lands & Heritage Contract of Sale Granite/Jasper Street Block, Development WA blocks Lots 166,170&427 on DP203298 and Lots 234&258 on DP203299 Land Purchase
			<b>50,000</b>	<b>80,000</b>	<b>104,664</b>	<b>24,664</b>		
<b>Capital Income</b>								
14	14799	Proceeds on Sale of Assets	0	0	0	0		
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>24,000</b>	<b>(29,142)</b>	<b>78,075</b>	<b>107,217</b>		
		<b>TOTAL OPERATING INCOME</b>	<b>(545,500)</b>	<b>(313,166)</b>	<b>(353,011)</b>	<b>214,287</b>		
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>245,000</b>	<b>167,600</b>	<b>231,993</b>	<b>64,393</b>		
		<b>TOTAL CAPITAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**SHIRE OF WESTONIA**  
**SUPPLEMENTARY INFORMATION**

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SHIRE OF WESTONIA  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
PETTY CASH and FLOATS	Cash and cash equivalents	\$ 870	\$ 0	\$ 870	\$ 0		NIL	On Hand
MUNCIPAL BANK ACCOUNT	Cash and cash equivalents	1,515,262	0	1,515,262	0	Bendigo	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	4,230,156	4,230,156	0	Bendigo	4.05%	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0	0	0	39,535	Bendigo	Variable	Cheque Acc.
<b>Total</b>		<b>1,516,132</b>	<b>4,230,156</b>	<b>5,746,287</b>	<b>39,535</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,516,132	4,230,156	5,746,287	39,535			
		<b>1,516,132</b>	<b>4,230,156</b>	<b>5,746,287</b>	<b>39,535</b>			

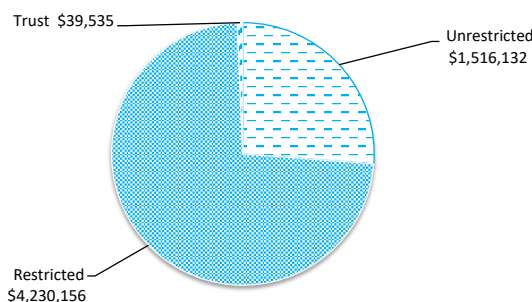
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. 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 a



Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
<b>Card # 5526 38** **** *129</b>					
Price, Arthur W	Microsoft 365 Business Std Recurring	264.99	Bendigo	13.99%	29-Feb-24
	Active8me internet service	434.15			
	1049449 Managed Endpoint & Subscriptions Recurring	371.80			
	Rustic Gallery	31.50			
	BWS Liquor	167.00			
	Card Fee & Interest Charges	4.00			
		<b>1273.44</b>			
<b>Card # 5526 38** **** *137</b>					
Geier, Jasmine L	Plate Remake OWT	130.50	Bendigo	13.99%	29-Feb-24
	New Vehicle Licence	253.00			
	DisplayPot Cables - OfficeWorks	61.91			
	Trailer Licences	75.35			
	Hilton Perth - J.Geier / H.Lockyer Accommodation - Budget Workshop	983.65			
	National Character Check x5	249.40			
	Car Parking Perth City- Budget Workshop	21.71			
	Clark Rubber - Dumbbells & Noodles Westonia Pool	351.27			
	Card Fee & Interest Charges	4.00			
		<b>2130.79</b>			
		<b>3404.23</b>			
<b>Corporate Fuel Cards</b>	<b>Transaction Summary</b>	<b>Total Amount</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Period End Date</b>
		\$			
<b>Card #**** **** **** 5677</b>					
Kevin Paust	05/1/2024 WT111 BP Lakes	65.86	BP		29-Feb-24
	17/02/2024 WT111 BP Lakes	91.68			
		<b>157.54</b>			
<b>Card #**** **** **** 5510</b>					
Jasmine Geier	15/01/2024 O2WT BP Jurien Bay	298.97	BP		29-Feb-24
		<b>298.97</b>			
		<b>456.51</b>			



SHIRE OF WESTONIA  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfer	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Reserve -Long Service Leave	112,168	4,000	0		116,168	112,168	2,362	0	0	114,530
Reserve -Plant	1,030,587	40,000	0	(110,000)	960,587	1,030,587	21,702	0	#####	942,289
Reserve -Building	1,524,667	15,000	0	(600,000)	939,667	1,524,667	32,105	0	0	1,556,772
Reserve -Communication/Inform	70,765	2,500	0		73,265	70,765	1,490	0	0	72,255
Reserve -Community Developme	591,711	23,000	0	(150,000)	464,711	591,711	12,460	0	#####	454,171
Reserve -Waste Management	125,468	5,000	0		130,468	125,468	2,642	0	0	128,110
Reserve -Swimming Pool Redev	464,606	6,000	0	(400,000)	70,606	464,606	9,783	0	0	474,389
Reserve -Roadworks	477,583	15,000	0		492,583	477,583	10,057	0	0	487,640
	<b>4,397,555</b>	<b>110,500</b>	<b>0</b>	<b>(1,260,000)</b>	<b>3,248,055</b>	<b>4,397,555</b>	<b>92,601</b>	<b>0</b>	<b>#####</b>	<b>4,230,156</b>

## 5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Buildings - specialised	2,075,000	253,000	290,845	37,845
Furniture and equipment	37,500	8,600	20,560	11,960
Plant and equipment	687,000	532,000	570,861	38,861
<b>Acquisition of property, plant and equipment</b>	<b>2,799,500</b>	<b>793,600</b>	<b>882,266</b>	<b>88,666</b>
Infrastructure - roads	1,994,000	1,467,976	910,330	(557,646)
Infrastructure-footpaths	120,000	80,000	2,613	(77,387)
<b>Acquisition of infrastructure</b>	<b>2,114,000</b>	<b>1,547,976</b>	<b>912,943</b>	<b>(457,701)</b>
<b>Total capital acquisitions</b>	<b>4,913,500</b>	<b>2,341,576</b>	<b>1,795,209</b>	<b>(369,034)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	931,500	496,920	496,920	0
Other (disposals & C/Fwd)	0	0	93,000	93,000
Reserve accounts				
Reserve -Plant	110,000	0	110,000	110,000
Reserve -Building	600,000	0	0	0
Reserve -Community Development	150,000	0	150,000	150,000
Reserve -Swimming Pool Redevelopment	400,000	0	0	0
Contribution - operations	2,722,000	1,844,656	2,645,129	800,473
<b>Capital funding total</b>	<b>4,913,500</b>	<b>2,341,576</b>	<b>3,495,049</b>	<b>1,153,473</b>

### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

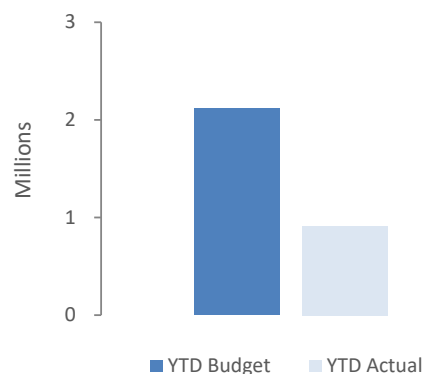
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

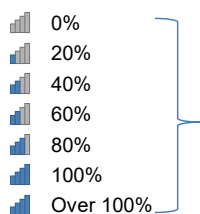
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



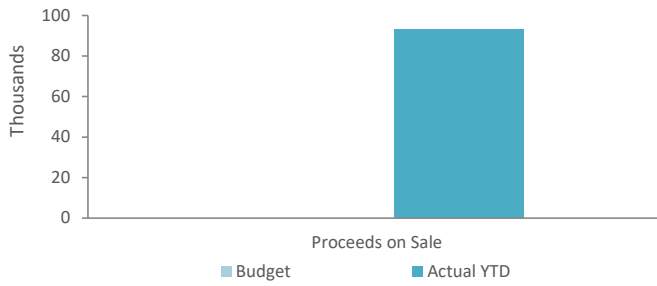
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
<b>Building</b>					
07702	Purchase Buildings - Medical Centre Upgrades	25,000	0	0	0
08104	Purchase Land & Buildings- Seniors civic Centre	200,000	0	18	-17.73
09127	Purchase - Staff Housing - Shed 4 Quartz Street	40,000	0	0	0
09128	Purchase Land & Buildings - New Staff Housing	160,000	0	0	0
10702	Purchase Land & Buildings - Niche Wall Cemetery	15,000	0	0	0
11102	Purchase Land & Buildings - Sun Deck	20,000	0	0	0
11204	Purchase Land & Buildings -Kiosk/Ablution Redevelopmen	1,350,000	3,000	3,000	0
11309	Bowling Green Redevelopment - CAPITAL	200,000	200,000	220,103	-20102.81
12218	Electric Car Charging Station - CAPITAL	50,000	50,000	67,725	-17724.7
12220	L&B Depot Shed	15,000	0	0	0
		<b>2,075,000</b>	<b>253,000</b>	<b>290,845</b>	
<b>Furniture &amp; Equipment</b>					
11103	Purchase Furniture & Equipment -Generator Complex	12,500	0	0	0
11603	Purchase Furniture & Equipment - Playground Fencing	5,000	1,000	1,000	0
11609	Projector Upgrades- Old Hall Movie Theater	0	0	12,047	-12047.46
13606	Land & Buildings - Wolfram Street Shed & Façade	0	0	103	-102.67
14514	Purchase Furniture & Equipment Administration	20,000	7,600	7,410	190
		<b>37,500</b>	<b>8,600</b>	<b>20,560</b>	
<b>Plant &amp; Equipment</b>					
12308	Prime Movers - CAPITAL	452,000	452,000	450,942	1058.3
14213	Construction Supervisor Vehicle - CAPITAL	60,000	0	0	0
14520	CEO Vehicle - CAPITAL	100,000	80,000	119,919	-39919.1
14523	Administration Vehicle - CAPITAL	75,000	0	0	0
		<b>687,000</b>	<b>532,000</b>	<b>570,861</b>	
<b>Infrastructure-roads</b>					
C0010	Begley Road (No 0010)	44,500	29,664	0	29664
C0018	George Road (No 0015)	89,000	59,336	0	59336
C0092	Leeman Road (No 0092)	80,500	53,664	0	53664
C0011	Maxfield Road (No 0011)	103,000	68,664	0	68664
C0025	Rabbit Proof Fence Road (No 0025)	87,500	58,328	58,166	162.03
C0025N	Rabbit Proof Fence Road North (No 0025)	150,000	100,000	0	100000
C0069	Wahlsten Road (No 0069)	79,500	53,000	0	53000
C0021	Warrachuppin Nth Road (No 0021)	76,500	51,000	1,860	49139.88
C0015	Echo Valley Gravel Resheet	149,500	99,664	63,750	35914.19
C0030	Maisefield Gravel Resheet	130,000	86,664	77,181	9483.08
C0078	Geelakin Road (No 0078)	52,000	34,664	22,904	11760.34
12106	LRCI Phase 4 Part B DellaBosca Road	0	138,664	210,850	-72186.16
C0013	McPharlin Road (No 0013)	87,500	58,328	0	58328
MRWA Project Construction					
RRG84C	Warralakin Road Reconstruction	609,500	406,336	263,750	142586.48
Roads to Recovery Construction					
R2R04	Walgoolan South Road (No 0005)	69,000	46,000	0	46000
R2R80	DellaBosca Road (No 0080)	186,000	124,000	211,869	-87869.43
		<b>1,994,000</b>	<b>1,467,976</b>	<b>910,330</b>	
<b>Infrastructure-footpaths</b>					
FP0061	Wolfram Street Footpaths	50,000	33,336	2,613	30722.59
R2R60	Cement Street Footpaths	70,000	46,664	0	46664
		<b>4,913,500</b>	<b>2,341,576</b>	<b>1,795,209</b>	<b>623,753</b>

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
552	Toyota Hilux Duel Cab -111WT	50,000	0	0	(50,000)	0	0	0	0
418	Freightliner 2014 Prime Mover WT12	127,000	0	0	(127,000)	0	0	0	0
544	Toyota LandCruiser - 0WT	100,000	0	0	(100,000)	84,872	93,000	8,128	0
545	Toyota Prado -02WT	85,000	0	0	(85,000)	0	0	0	0
		<b>362,000</b>	<b>0</b>	<b>0</b>	<b>(362,000)</b>	<b>84,872</b>	<b>93,000</b>	<b>8,128</b>	<b>0</b>



7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 202
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials	19,308	(23,778)	(19,308)	(23,778)
<b>Total other current assets</b>	<b>19,308</b>	<b>(23,778)</b>	<b>(19,308)</b>	<b>(23,778)</b>
<b>Amounts shown above include GST (where applicable)</b>				

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.

10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
		\$	\$	\$	\$	\$
<b>Employee Related Provisions</b>						
Provision for annual leave		124,635	0	0	0	144,593
Provision for long service leave		77,253	0	19,958	0	77,253
<b>Total Provisions</b>		201,888	0	19,958	0	221,846
<b>Total other current liabilities</b>		201,888	0	19,958	0	221,846

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

**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 Related Provisions**

**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 employee related 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.

**SHIRE OF WESTONIA  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**OPERATING ACTIVITIES**

**11 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Grants and subsidies</b>			
Grants Commission Grant Received - General	362,000	26,664	37,251
Grants Commission Grant Received- Roads	250,000	21,328	24,014
FESA Operating Grant	35,000	26,250	24,885
LRCIP - Round 3	361,000	311,000	310,690
Grant - MRWA Direct	155,000	155,000	158,490
	<b>1,163,000</b>	<b>540,242</b>	<b>555,330</b>
<b>Contributions</b>			
Edna May MOU Emergency Services	13,500	10,125	10,227
Reimbursement Rural Health West	9,500	6,500	2,258
WAPHA - Medical Centre Upgrades Income	25,000	25,000	25,000
WAPHA /Other Funding	45,000	0	0
Income School Facility/Main Building	22,000	14,664	22,276
Income Relating to Aged & Disabled - Senior Citizens	5,000	0	0
Income 55 Wolfram St -Ramelius Resources	500	328	0
Income Edna May MOU 33%	17,500	14,664	18,533
Income Edna May MOU WPA 67%	30,000	28,000	37,622
DFES Grant	12,500	0	0
LRCIP Phase 4 Funding - Part B	0	138,664	0
Grant -Electric Car Charging Station	22,000	14,664	19,491
Grant Funding Opportunities	40,000	13,500	13,182
Other Economic Services	0	0	0
DPIRD Grants Funding (CRC)	107,200	53,600	52,524
	<b>349,700</b>	<b>319,709</b>	<b>201,113</b>
<b>TOTALS</b>	<b>1,512,700</b>	<b>859,951</b>	<b>756,443</b>

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grants, subsidies and contributions revenue		
	Adopted Budget	YTD	YTD Revenue
	Revenue	Budget	Actual
	\$	\$	\$
<b>Capital grants and subsidies</b>			
LotteryWest /Menshed	200,000	0	0
Grant - MRWA Specific	406,500	310,920	310,920
Grant - Roads to Recovery	325,000	186,000	186,000
	<b>931,500</b>	<b>496,920</b>	<b>496,920</b>



**SHIRE OF WESTONIA  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**



**13 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

<b>Description</b>	<b>Opening Balance 1 July 2023</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 29 Feb 2024</b>
	\$	\$	\$	\$
LGMA - Receipts	5,672	1,600	0	7,272
Westonia Historical Society	23,445	250	0	23,695
Cemetry Committee	16,920	0	(8,353)	8,568
	<b>46,037</b>	<b>1,850</b>	<b>(8,353)</b>	<b>39,535</b>

**9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2024**

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

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**Purpose of the Report**

- Executive Decision  Legislative Requirement

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

**Background**

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at February 2024 provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

**Comment**

The GST Reconciliation Report is attached for Councillor consideration.

**Statutory Environment**

Nil

**Policy Implications**

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

**Strategic Implications**

Nil

**Financial Implications**

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

**Voting Requirements**

- Simple Majority  Absolute Majority

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**OFFICER RECOMMENDATIONS**

**That the GST Reconciliation totalling \$26,592.00 for the period ending February 2024 adopted.**

**Shire of Westonia**  
**Business Activity Statement**  
**February 2024**

Total Sales and Purchases		\$
G1	Total Sales	374,182
G3	Other GST Free Sales	50,673
G4	Input Taxed	39,901
G10	Capital Purchases	238,457
G11	Non-Capital Purchases	88,685

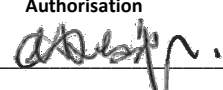

Amounts you owe the ATO (Credits in ledger)		\$
1A/ G9	GST On Sales (GL Balance)	25,783
4	PAYG (GL 94660)	25,432
6A	FBT Instalment	-
7C	Fuel Tax credit over claim	-
<i>Total you owe the ATO</i>		<u>51,215</u>

PAYG		\$
W1	Total Salary Wages & Other	120,465
W2	Amount withheld from Payments at W1	25,432
W4	Amount withheld where no ABN is quoted	-
W3	Other amounts withheld	-

Amounts the ATO owes you (Debits in ledger)		\$
1B/ G20	GST on Purchases (GL Balance)	18,423
7D	Fuel Tax Credit	6,200
<i>Total the ATO owes you</i>		<u>24,623</u>

FBT		\$
F1	FBT Instalment Amount	-

Activity Statement Net Amount		\$
Amounts you owe the ATO (Credits in ledger)		51,215
Amounts the ATO owes you (Debits in ledger)		24,623
<b>Payment ( Red - Refund )</b>		<u>26,592</u>

Authorisation	
Prepared By: _____	
Date: _	18/03/2024
Checked & Lodged By: _____	
Date: _	18/03/2024


BAS Journal		
Debit	Credit	Description
1405000 - GST Income (Liability)	25,783	BAS liability due to ATO
1406010 - PAYG Tax Gen	25,432	PAYG paid to ATO
1304000 - GST Expense (Asset)	18,423	BAS purchases claimed from ATO
1144040.114 - Fuel Tax Credit Gen	6,200	FTC
1145090.580 - Fringe Benefits Tax - Admin Gen	-	FBT
1142210.502 - Fringe Benefits Tax - Works Gen	-	FBT
1406020 - ATO Clearing Account	26,592	Due from/to ATO
		BAS-Rounding
<u>51,215</u>	<u>51,215</u>	

### 9.1.4 COMPLIANCE AUDIT RETURN 2023

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<b>Responsible Officer:</b>	Bill Price, CEO
<b>Author:</b>	Bill Price, CEO
<b>File Reference:</b>	ES1.6.1
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Signature:</b>	<b>Officer</b> <span style="float: right;"><b>CEO</b></span>

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#### Purpose of the Report

- Executive Decision  Legislative Requirement

The purpose of this report is for Council to adopt the 2023 Annual Compliance Audit Return as presented.

#### Background

In accordance with the Local Government (Audit) Regulations 1996, a local government is required to carry out a compliance audit for the period 1st January to 31st December each year against the requirements included in the Compliance Audit Return (CAR).

The completed CAR is required to be presented to Council for consideration and adoption, signed by the Shire President and CEO and subsequently submitted to the Director General of the Department of Local Government before 31st March.

#### Comment

The Compliance Audit Return has been a mandatory requirement since the Local Government (Audit) Regulations 1999, were amended and made applicable from 1 January 2000.

Senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2023 calendar year.

Staff involved in the process included.

- Chief Executive Officer
- Deputy CEO

The Return is to be jointly certified by the Shire President and the Chief Executive and subsequently submitted to the Director General of the Department of Local Government before 31st March.

#### Statutory Environment

Local Government (Audit) Regulations 1996 – Regulations 13, 14 & 15 – Compliance Audit Returns.

#### Policy Implications

Council does not have a policy in relation to this matter.

#### Strategic Implications

The Local Government Act 1995 and Local Government (Audit) Regulations 1996 apply.

#### Financial Implications

Nil.



### Voting Requirements

Simple Majority

Absolute Majority

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### OFFICER RECOMMENDATIONS

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That Council as per the Audit Committee:

1. receives the Compliance Audit Return 2023; and
2. recommends to Council that the Compliance Audit Return 2023 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Local Government Act 1995.



## Westonia – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



<b>7</b>	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
<b>8</b>	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
<b>9</b>	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
<b>10</b>	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
<b>11</b>	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
<b>12</b>	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
<b>13</b>	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
<b>1</b>	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
<b>2</b>	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
<b>3</b>	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
<b>4</b>	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
<b>5</b>	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	



<b>6</b>	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
<b>7</b>	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
<b>8</b>	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
<b>9</b>	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
<b>10</b>	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
<b>11</b>	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
<b>12</b>	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
<b>13</b>	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
<b>14</b>	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
<b>15</b>	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	





<b>16</b>	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
<b>17</b>	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
<b>18</b>	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
<b>19</b>	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	
<b>20</b>	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
<b>21</b>	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

#### Disposal of Property

No	Reference	Question	Response	Comments
<b>1</b>	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
<b>2</b>	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



<b>4</b>	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
<b>5</b>	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
<b>6</b>	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
<b>7</b>	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

#### Local Government Employees

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
<b>1</b>	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
<b>2</b>	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
<b>3</b>	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
<b>4</b>	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
<b>5</b>	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



<b>4</b>	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
<b>5</b>	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
<b>6</b>	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
<b>7</b>	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
<b>8</b>	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
<b>9</b>	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
<b>10</b>	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
<b>11</b>	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
<b>12</b>	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
<b>13</b>	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



<b>14</b>	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
<b>15</b>	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
<b>16</b>	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
<b>17</b>	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
<b>18</b>	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
<b>19</b>	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
<b>20</b>	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
<b>21</b>	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
<b>22</b>	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	N/A	
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	N/A	
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	N/A	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	20/07/2023
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	17/03/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	N/A	



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
<b>4</b>	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
<b>5</b>	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
<b>6</b>	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
<b>7</b>	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	
<b>8</b>	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
<b>9</b>	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President



\_\_\_\_\_  
Date





Department of  
**Local Government, Sport  
and Cultural Industries**

## 9.1.5 2023/2024 MID YEAR BUDGET REVIEW

<b>Responsible Officer:</b>	Bill Price, CEO		
<b>Author:</b>	Jasmine Geier, DCEO		
<b>File Reference:</b>			
<b>Disclosure of Interest:</b>	Nil		
<b>Attachments:</b>	2023/2024 Budget Review Statement of Financial Activity, notes on Closing Funds, and Budget Amendments		
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>	
			

### Purpose of the Report

- Executive Decision  Legislative Requirement

The Purpose of the report is to consider the Shire's financial position as at 29 February 2024 and performance for the period 1 July 2023 to 29 February 2024 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

### Background

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2023 to 29 February 2024 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is presented for council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels which have been reported for the budget review, have utilised the same materiality levels as monthly reporting to determine the extent of explanation / are based on a materiality level of \$10,000 and 15%. implemented for the purpose of the budget review) / are based upon management judgement where explanations are considered appropriate.

### Comment

The budget review report includes at Note 4 a summary of predicted variances contained within the Statement of Financial Activity, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g. where a project is likely to be delayed).

Features of the budget review include:

Increase in interim rates due to 2x GRV Residential Assessments, Granted (x7 UV) Mining Assessments - interim rates raised on the new Assessments were not accounted for in the adopted budget.	<b>\$4,135.00</b>
Due to adjustments made to Grants Commission Grants	<b>(\$319,500.00)</b>
Due to Decrease in Standpipe water Usage, Haulage Operation Agreement	<b>(\$213,000.00)</b>
Due to the Bank change new interest bearing operational Municipal Account, Plus Penalty Interest on Rates increase to the budget forecast	<b>\$96,100.00</b>
Due to Income received Via Medicare Benefits, Rural Health West Reimbursements and Receival of Synergy Extended Power Outage Payments	<b>\$10,000.00</b>

Due to Profit on Sale of Asset LC300 Toyota Landcruiser F33A0014951 & includes Budget for Sale of Fibro Dwelling (Old Pool House ) (No 37) Diorite St, Westonia	<b>\$23,000.00</b>
Due to Payout to Shire of Chapman Valley total Long service owed to J. Criddle, also Extended Annual Leave J.Geier January 2024, Extending Sick Leave used by Outside Employees, Increase in Allocation for Cleaning Kerry Lyne French, and lastly Labor Overheads Allocated.	<b>(\$94,800.00)</b>
State NRM Program- recoup of unspent funds , New Bed purchase Of Unit Accommodation, Supply & install new 50lt Rheem to ablution block & Progress MOU Q2 21/22 Missed Payment & Westonia Caravan Park Replace Bio Seal & repair underground leak to water service Building Maintenance	<b>(\$164,350.00)</b>
Due Decrease estimate on Standpipe Water usages Charges	<b>\$195,500.00</b>
Due in increase of Insurance Costs	<b>(\$2,400.00)</b>
Decrease in net current assets brought forward Due to Change in Depreciation, and Receival of the profit on Asset Disposal	<b>(\$23,000.00)</b>
Proceeds from disposal of asset Trade Value of LC300 Toyota Landcruiser F33A0014951 & Sale of Fibro Dwelling (Old Pool House) (No 37) Diorite St, Westonia	<b>\$183,000.00</b>
Due Increase in Cost to Purchase New LC300 Toyota Landcruiser, Increase In Museum Project & decrease in New Staff Housing	<b>\$60,000.00</b>
This Variation to DellaBosca Road Full Completion of seal via LRCIP Phase 4 Funding - Part B.	<b>(\$208,000.00)</b>
Transfers from reserve accounts	<b>\$200,000.00</b>
Overall Change (surplus)	<b>(\$237,615.00)</b>

In considering the above variances and projections within the attached budget review, the closing position has Decreased from \$95,601.00 to (\$267,615.00) reflected in the Statement of Budget Review.

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments have been included in Note 5 of the attached budget review document for information, and also presented as a separate recommendation to the budget review for council consideration.



### **Statutory Environment**

Regulation 33A of the *Local Government (Financial Management) Regulations. 1996* requires:

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must -
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
  - (d) include the following -
    - (i) the annual budget adopted by the local government;
    - (ii) an update of each of the estimates included in the annual budget;
    - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
    - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.

- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8(1) (b) of the *Local Government Act 1995* provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

#### **Policy Implications**

There are no known policy implications arising from this report.

#### **Strategic Implications**

The budget review has been developed having regard for the Shire's integrated planning and reporting documents adopted by council.

#### **Financial Implications**

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the body of this report.

#### **Voting Requirements**

Simple Majority  Absolute Majority

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#### **OFFICER RECOMMENDATIONS**

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**That council adopt as per Audit committee recommendation by absolute majority the following budget amendments to the 2023/2024 adopted annual budget:**

- 1. Receive the 2023/2024 Budget Review for the period ending 28<sup>th</sup> February 2023 and adopt the recommended Budget figures as presented.**
- 2. Forward the review to the Department of Local Government as per the requirements of the act.**

# SHIRE OF WESTONIA

## BUDGET REVIEW REPORT

### FOR THE PERIOD ENDED 29 FEBRUARY 2024

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

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SHIRE OF WESTONIA  
STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

		Budget v Actual		Estimated	Predicted	
	Note	Adopted Budget (a)	Year to Date Actual	Year at End Amount (b)	Variance (a) - (b)	
		\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	4.1	1,165,765	1,169,450	1,169,900	4,135	▲
Grants, subsidies and contributions	4.2	1,512,700	756,443	1,193,200	(319,500)	▼
Fees and charges	4.3	1,377,250	871,299	1,164,250	(213,000)	▼
Interest revenue	4.4	140,400	125,728	236,500	96,100	▲
Other revenue	4.5	54,550	38,425	64,550	10,000	▲
Profit on asset disposals	4.6	0	8,128	23,000	23,000	▲
		<u>4,250,665</u>	<u>2,969,473</u>	<u>3,851,400</u>	<u>(389,265)</u>	▼
<b>Expenditure from operating activities</b>						
Employee costs	4.7	(1,285,118)	(764,802)	(1,379,918)	(94,800)	▲
Materials and contracts	4.8	(1,085,514)	(1,104,296)	(1,249,864)	(164,350)	▲
Utility charges	4.9	(508,059)	(231,435)	(312,559)	195,500	▼
Depreciation		(1,832,250)	(1,115,368)	(1,832,250)	0	
Insurance	4.10	(164,700)	(146,526)	(167,100)	(2,400)	▲
Other expenditure		(61,500)	(26,010)	(61,500)	0	
Loss on asset disposals		(362,000)	0	(362,000)	0	
		<u>(5,299,141)</u>	<u>(3,388,437)</u>	<u>(5,365,191)</u>	<u>59,650</u>	▲
Non-cash amounts excluded from operating activities	4.11	2,194,250	1,107,240	2,171,250	(23,000)	▼
<b>Amount attributable to operating activities</b>		<u>1,145,774</u>	<u>688,276</u>	<u>657,459</u>	<u>(352,615)</u>	▼
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Capital grants, subsidies and contributions		931,500	496,920	931,500	0	
Proceeds from disposal of assets	4.12	0	93,000	183,000	183,000	▲
		<u>931,500</u>	<u>589,920</u>	<u>1,114,500</u>	<u>183,000</u>	▲
<b>Outflows from investing activities</b>						
Purchase of property, plant and equipment	4.13	(2,799,500)	(882,266)	(2,859,500)	(60,000)	▼
Purchase and construction of infrastructure	4.14	(2,114,000)	(912,943)	(2,322,000)	(208,000)	▼
		<u>(4,913,500)</u>	<u>(1,795,209)</u>	<u>(5,181,500)</u>	<u>(268,000)</u>	▼
<b>Amount attributable to investing activities</b>		<u>(3,982,000)</u>	<u>(1,205,289)</u>	<u>(4,067,000)</u>	<u>(85,000)</u>	▼
<b>FINANCING ACTIVITIES</b>						
<b>Cash inflows from financing activities</b>						
Transfers from reserve accounts	4.15	1,260,000	260,000	1,460,000	200,000	▲
		<u>1,260,000</u>	<u>260,000</u>	<u>1,460,000</u>	<u>200,000</u>	▲
<b>Cash outflows from financing activities</b>						
Transfers to reserve accounts		(110,500)	(92,601)	(110,500)	0	
		<u>(110,500)</u>	<u>(92,601)</u>	<u>(110,500)</u>	<u>0</u>	
<b>Amount attributable to financing activities</b>		<u>1,149,500</u>	<u>167,399</u>	<u>1,349,500</u>	<u>200,000</u>	▲
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>		2,068,210	2,068,210	2,068,210	0	
Amount attributable to operating activities		1,145,774	688,276	793,159	(352,615)	▼
Amount attributable to investing activities		(3,982,000)	(1,205,289)	(4,067,000)	(85,000)	▼
Amount attributable to financing activities		1,149,500	167,399	1,349,500	200,000	▲
<b>Surplus or deficit after imposition of general rates</b>	3(a),4.16	<u>381,484</u>	<u>1,718,596</u>	<u>143,869</u>	<u>(237,615)</u>	▼

## 1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the Shire of Westonia to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996, regulation 33A* prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review 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.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements.

### **Judgements and 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 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

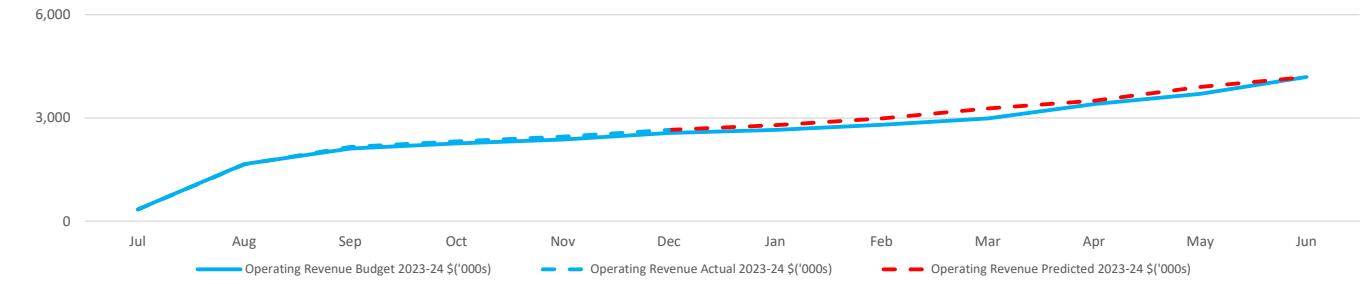
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

### **SIGNIFICANT ACCOUNTING POLICES**

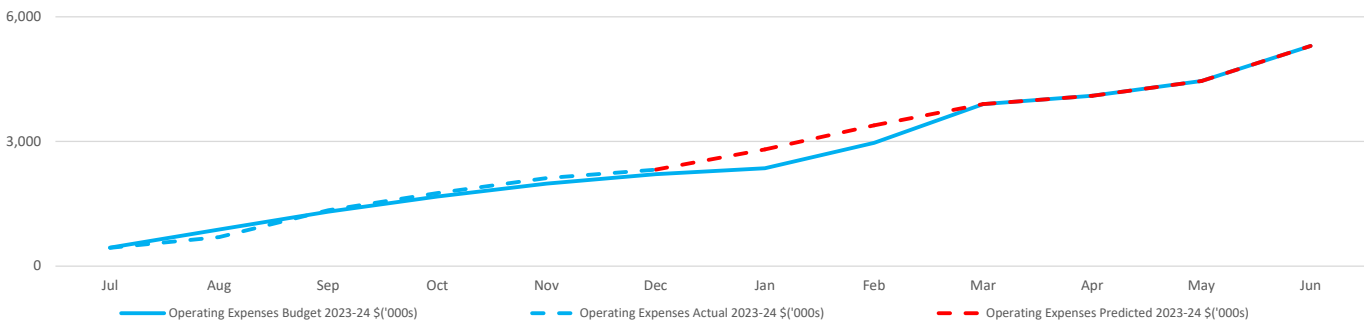
Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

2. SUMMARY GRAPHS - BUDGET REVIEW

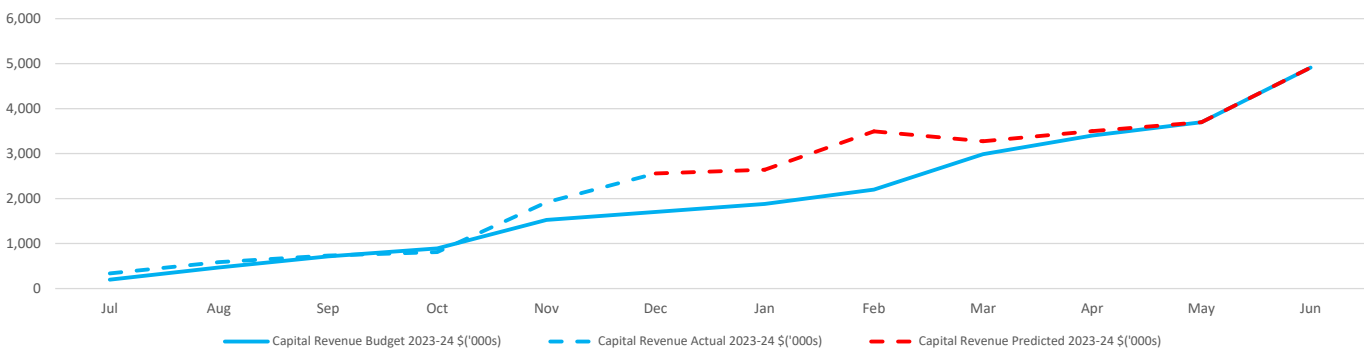
Operating Revenue



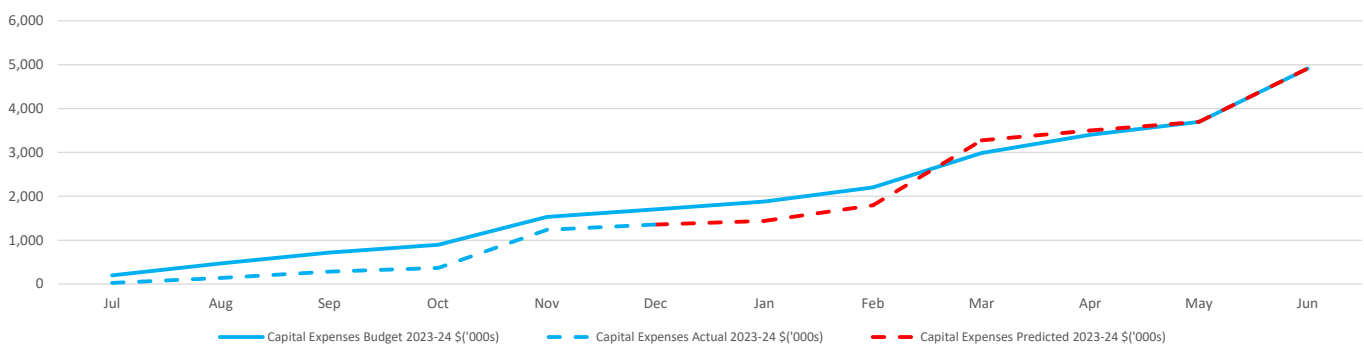
Operating Expenses



Capital Revenue



Capital Expenditure



This information is to be read in conjunction with the accompanying financial statements and notes.



3 NET CURRENT FUNDING POSITION  
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>(a) Composition of estimated net current assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	2,009,744	2,008,873	1,728,824	1,516,132	1,728,824
Financial assets	4,397,554	4,397,554	4,403,212	4,230,156	4,403,212
Trade and other receivables	374,268	368,120	320,000	459,705	320,000
Inventories	19,308	19,308	(23,778)	(23,778)	(23,778)
	6,800,874	6,793,855	6,428,258	6,182,215	6,428,258
<b>Less: current liabilities</b>					
Trade and other payables	(245,390)	(240,276)	(350,000)	(126,147)	(350,000)
Employee related provisions	(201,888)	(201,888)	(21,846)	(221,846)	(21,846)
	(447,278)	(442,164)	(371,846)	(347,993)	(371,846)
<b>Net current assets</b>	6,353,596	6,351,691	6,056,412	5,834,222	6,056,412
Less: Total adjustments to net current assets	(4,285,386)	(4,285,387)	(4,115,626)	(4,115,626)	(4,115,626)
<b>Closing funding surplus / (deficit)</b>	2,068,210	2,066,304	1,940,786	1,718,596	1,940,786

(b) Non-cash amounts excluded from operating activities

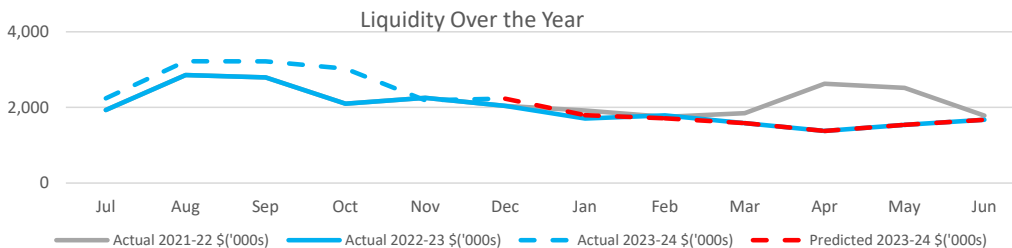
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	151,421	0	(23,000)	(8,128)	(23,000)
Add: Loss on disposal of assets	1,037	362,000	362,000	0	362,000
Add: Depreciation on assets	1,828,420	1,832,250	1,832,250	1,115,368	1,832,250
<b>Non-cash amounts excluded from operating activities</b>	1,980,878	2,194,250	2,171,250	1,107,240	2,171,250

(c) Current assets and liabilities excluded from budgeted deficiency

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.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
<b>Adjustments to net current assets</b>					
Less: Reserve accounts	(4,397,554)	(4,397,555)	(4,230,156)	(4,230,156)	(4,230,156)
Less: Financial assets at amortised cost - self supporting loans					
Less: Current assets not expected to be received at end of year					
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	0	0	0	0	0
- Current portion of contract liability held in reserve					
- Current portion of lease liabilities					
- Employee benefit provisions					
- Current portion of provisions held in reserve	112,168	112,168	114,530	114,530	114,530
Add: Contract liability not expected to be cleared at end of year					
Add: Change in accounting policy					
<b>Total adjustments to net current assets</b>	(4,285,386)	(4,285,387)	(4,115,626)	(4,115,626)	(4,115,626)



3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire of Westonia 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.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Westonia applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**INVENTORIES**

**General**

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.

**CONTRACT ASSETS**

Contract assets primarily relate to the Shire of Westonia's right to consideration for work completed but not billed at the end of the period.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire of Westonia's obligation to transfer goods or services to a customer for which the Shire of Westonia has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**PROVISIONS**

Provisions are recognised when the Shire of Westonia 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.

**CURRENT AND NON-CURRENT CLASSIFICATION**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Westonia's operational cycle. In the case of liabilities where the Shire of Westonia does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Westonia's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire of Westonia prior to the end of the financial year that are unpaid and arise when the Shire of Westonia 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Westonia recognises revenue for the prepaid rates that have not been refunded.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

Provision is made for the Shire of Westonia'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 of Westonia'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 net current funding position. Shire of Westonia's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

**Other long-term employee benefits**

Long-term employee benefits provisions 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 of Westonia's obligations for long-term employee benefits where the Shire of Westonia does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

SHIRE OF WESTONIA  
NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4 PREDICTED VARIANCES

		<u>Variance</u>	
		\$	
<b>Revenue from operating activities</b>			
4.1	General rates	4,135	▲
	<i>Sch 03 Increase in interim rates due to 2x GRV Residential Assessments, Granted (x7 UV) Mining Assessments - interim rates raised on the new Assessments were not accounted for in the adopted budget.</i>	4,135	
4.2	Grants, subsidies and contributions	(319,500)	▼
	<i>Sch 03 Decrease in Grants Commission Grant Received - General</i>	(322,000)	
	<i>Sch 03 Decrease in Grants Commission Grant Received- Roads</i>	(218,000)	
	<i>Sch 08 Decrease in Income School Facility/Main Building</i>	(4,000)	
	<i>Sch 11 Increase in income Edna May MOU 33%</i>	4,500	
	<i>Sch 11 Increase in income Edna May MOU WPA 67%</i>	12,000	
	<i>Sch 12 Increase in LRCIP Phase 4 Funding - Part B</i>	208,000	
4.3	Fees and charges	(213,000)	▼
	<i>Sch 07 Decrease in User Pay Fee Nurse Practitioner Services</i>	(10,000)	
	<i>Sch 07 Increase in HACC Service Fee</i>	10,000	
	<i>Sch 08 Increase in Income Unit Accommodation</i>	31,000	
	<i>Sch 13 Included a Budget amount for Events Income</i>	40,000	
	<i>Sch 13 Increase Community Bus Hire Charges</i>	3,000	
	<i>Sch 13 Increase Old Club Hotel Museum Entry</i>	5,000	
	<i>Sch 13 Increase DPI Licensing Commissions</i>	3,000	
	<i>Sch 13 Decrease in Standpipe Water Charges - per kL</i>	(230,000)	
	<i>Sch 14 Decrease in Ramelius Resources Haulage Operation Agreement</i>	(110,000)	
	<i>Sch 14 Increase in Private Works income</i>	45,000	
4.4	Interest revenue	96,100	▲
	<i>Sch 03 Increase in Penalty Interest Raised on Rates</i>	11,700	
	<i>Sch 03 Increase Interest Received</i>	84,400	
4.5	Other revenue	10,000	▲
	<i>Sch 07 Increase in Medicare Benefits</i>	10,000	
4.6	Profit on asset disposals	23,000	▲
	<i>Sch 14 Increase in Profit on Sale of Asset - Admin</i>	23,000	
<b>Expenditure from operating activities</b>			
4.7	Employee costs	(94,800)	▲
	<i>Sch 07 Increase in HCS -Salaries</i>	(10,000)	
	<i>Sch 08 Increase in Westonia Primary School</i>	(43,800)	
	<i>Sch 14 Increase in Sick Leave Expense</i>	(21,000)	
	<i>Sch 14 Increase in Annual &amp; Long Service Leave Expense</i>	(20,000)	
4.8	Materials and contracts	(164,350)	▲
	<i>Sch 04 Increase in Members Refreshments &amp; Receptions Expense</i>	(4,500)	
	<i>Sch 08 Increase in Westonia Primary School</i>	(12,500)	
	<i>Sch 09 Decrease in Maintenance 301 Pyrite Street - CEO</i>	17,800	
	<i>Sch 09 Increase in Rental Lifestyle Village - Westonia Progress</i>	(3,900)	
	<i>Sch 11 Decrease in Maintenance - Wanderers Stadium</i>	5,500	
	<i>Sch 11 Increase in MOU Westonia Progress Payment</i>	(30,000)	
	<i>Sch 12 Increase in Maintenance - Depot</i>	(25,000)	
	<i>Sch 13 Increase in Maintenance Caravan Park</i>	(19,750)	
	<i>Sch 14 Increase in Staff Training</i>	(22,000)	
	<i>Sch 14 Increase in Land Development</i>	(70,000)	
4.9	Utility charges	195,500	▼
	<i>Sch 08 Increase in Westonia Primary School</i>	(5,500)	
	<i>Sch 11 Increase in Maintenance - Wanderers Stadium</i>	(3,500)	
	<i>Sch 13 Decrease in Water Supply Standpipes</i>	204,500	

SHIRE OF WESTONIA  
NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4 PREDICTED VARIANCES

		<u>Variance</u>	
		\$	
4.10	Insurance		(2,400) ▲
	<b>Sch 08</b> Increase in Insurance to Westonia Primary School	(400)	
	<b>Sch 11</b> Increase in Insurance to Wanderers Stadium	(2,000)	
	Non-cash amounts excluded from operating activities		(23,000) ▼
	<b>Sch 09</b> Profit on Sale Fibro Dwelling (Old Pool House ) (No 37) Diorite St, Westonia	(15,000)	
	<b>Sch 14</b> Profit on Sale Asset 544 Toyota LandCruiser - 0WT	(8,000)	
	<b>Inflows from investing activities</b>		
4.12	Proceeds from disposal of assets		183,000 ▲
	<b>Sch 09</b> Sale Fibro Dwelling (Old Pool House ) (No 37) Diorite St, Westonia	90,000	
	<b>Sch 14</b> Sale Asset 544 Toyota LandCruiser - 0WT	93,000	
	<b>Outflows from investing activities</b>		
4.13	Purchase of property, plant and equipment		(60,000) ▼
	<b>Sch 09</b> Decrease in Purchase Land & Buildings - New Staff Housing	160,000	
	<b>Sch 13</b> Increase Old Club Hotel Museum Project - CAPITAL	(200,000)	
	<b>Sch 14</b> Increase in Cost to purchase CEO Vehicle - CAPITAL	(20,000)	
4.14	Purchase and construction of infrastructure		(208,000) ▼
	<b>Sch 12</b> Increase in Capital works LRCI Phase 4 Part B DellaBosca Road	(208,000)	
	<b>Cash inflows from financing activities</b>		
4.15	Transfers from reserve accounts		200,000 ▲
.16	<b>Surplus or deficit after imposition of general rates</b>		(237,615) ▼
	Due to variations described above		

**Schedule 03 General Purpose Funding**

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Rates Income</b>						
<b>Operating Expense</b>						
03	03100	ABC Costs- Rate Revenue	32,000	16,684	32,000	0
03	03101	Rate Notice Stationery expense	500	273	500	0
03	03102	Rates Recovery - Legal Expenses	1,500	92	1,500	0
03	03103	Valuation Expenses and Title Searches Expense	4,000	554	4,000	0
03	03107	Rates Written-off	500	156	500	0
			<b>38,500</b>	<b>17,758</b>	<b>38,500</b>	<b>0</b>
<b>Operating Income</b>						
03	03104	General Rates Levied	(1,160,865)	(1,164,518)	(1,165,000)	4,135 ▲
03	03105	Ex-Gratia Rates Received	(4,900)	(4,931)	(4,900)	0
03	03106	Penalty Interest Raised on Rates	(2,800)	(14,093)	(14,500)	11,700 ▲
03	03109	Instalment Interest Received	(2,000)	(1,887)	(2,000)	0
03	03110	Rates Administration Fee Received	(1,000)	(948)	(1,000)	0
03	03112	Other Revenue	(500)	(560)	(500)	0
			<b>(1,172,065)</b>	<b>(1,186,938)</b>	<b>(1,187,900)</b>	<b>15,835 ▲</b>
<b>Other General Purpose Funding</b>						
<b>Operating Expense</b>						
03	03210	Bank Fees Expense	5,000	4,743	5,000	0
			<b>5,000</b>	<b>4,743</b>	<b>5,000</b>	<b>0</b>
<b>Operating Income</b>						
03	03201	Grants Commission Grant Received - General	(362,000)	(37,251)	(40,000)	(322,000) ▼
03	03202	Grants Commission Grant Received- Roads	(250,000)	(24,014)	(32,000)	(218,000) ▼
03	03204	Interest Received	(135,600)	(109,748)	(220,000)	84,400 ▲
03	03205	Other General Purpose funding received	(250)	(0)	(250)	0
			<b>(747,850)</b>	<b>(171,013)</b>	<b>(292,250)</b>	<b>(455,600) ▼</b>
<b>TOTAL OPERATING EXPENDITURE</b>			<b>43,500</b>	<b>22,501</b>	<b>43,500</b>	<b>0</b>
<b>TOTAL OPERATING INCOME</b>			<b>(1,919,915)</b>	<b>(1,357,950)</b>	<b>(1,480,150)</b>	<b>(439,765) ▼</b>

## Schedule 04 Governance

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Members Of Council</b>						
<b>Operating Expense</b>						
04	04100	Members Travelling Expenses paid	1,000	248	1,000	0
04	04101	Members Conference Expenses	15,000	13,330	15,000	0
04	04102	Council Election Expenses	2,500	0	2,500	0
04	04103	President's Allowance paid	5,600	2,300	5,600	0
04	04104	Members Refreshments & Receptions Expense	17,500	16,566	22,000	(4,500) ▲
04	04105	Members - Insurance	15,000	15,000	15,000	0
04	04106	Members - Subscriptions	73,000	59,882	73,000	0
04	04107	Members - Donation & Gifts	3,000	1,203	3,000	0
04	04108	Members Telephone Subsidy Paid	1,200	1,300	1,200	0
04	04109	Members Sitting Fees Paid	23,400	11,705	23,400	0
04	04110	Consultant Fees Expense	40,000	10,757	40,000	0
04	04111	Training Expenses of Members	3,000	5,542	3,000	0
04	04112	Maintenance - Council Chambers	3,200	897	3,200	0
04	04113	ABC Costs- Relating to Members	80,200	40,861	80,200	0
04	04114	Audit Fees expense	27,000	29,090	27,000	0
04	04118	Advertising	3,000	1,048	3,000	0
04	04120	Public Relations/ Promotions	2,500	0	2,500	0
04	04199	Depreciation - Members of Council	50	0	50	0
			<b>316,150</b>	<b>209,729</b>	<b>320,650</b>	<b>(4,500) ▲</b>
<b>Operating Income</b>						
04	04121	Contributions, Reimbursements	(1,000)	0	(1,000)	0
04	04122	Photocopying	(100)	0	(100)	0
04	04124	Sale of Electoral Rolls	(50)	0	(50)	0
			<b>(1,150)</b>	<b>0</b>	<b>(1,150)</b>	<b>0</b>
<b>TOTAL OPERATING EXPENDITURE</b>			<b>316,150</b>	<b>209,729</b>	<b>320,650</b>	<b>(4,500) ▲</b>
<b>TOTAL OPERATING INCOME</b>			<b>(1,150)</b>	<b>0</b>	<b>(1,150)</b>	<b>0</b>

**Schedule 05 Law, Order & Public Safety**

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Fire Prevention</b>						
<b>Operating Expense</b>						
05	05100	ABC Costs- Fire Prevention	24,000	19,854	24,000	0
05	05101	Bush Fire Control Maintenance Plant & Equipment	10,000	9,245	10,000	0
05	05102	Bush Fire Control Maintenance Land & Building	1,500	1,306	1,500	0
05	05103	Bush Fire Control	1,000	0	1,000	0
05	05104	Bush Fire Control Insurance	16,500	18,902	16,500	0
05	05112	Bush Fire Clothing, Training & Accs.	3,200	0	3,200	0
05	05113	Utilities Communication & Power	7,000	2,479	7,000	0
05	05114	Other Goods & Services	1,000	642	1,000	0
05	05199	Depreciation - Fire Prevention	15,500	14,167	15,500	0
			<b>79,700</b>	<b>66,595</b>	<b>79,700</b>	<b>0</b>
<b>Operating Income</b>						
05	05106	Bush Fire Reimbursements	0	0	0	0
05	05107	FESA Operating Grant	(35,000)	(24,885)	(35,000)	0
05	05108	Edna May MOU Emergency Services	(13,500)	(10,227)	(13,500)	0
05	05111	FESA ESL Admin Fee	(4,000)	(4,400)	(4,000)	0
			<b>(52,500)</b>	<b>(39,512)</b>	<b>(52,500)</b>	<b>0</b>
<b>Capital Expense</b>						
05	5110	Purchase Plant Fire Prevention	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Animal Control</b>						
<b>Operating Expense</b>						
05	05200	Expenses Relating to Animal Control	0	0	0	0
05	05201	Animal Control - Ranger Expense	5,000	2,470	5,000	0
			<b>5,000</b>	<b>2,470</b>	<b>5,000</b>	<b>0</b>
<b>Operating Income</b>						
05	05202	Fines and Penalties - Animal Control	(100)	0	(100)	0
05	05203	Dog Registration Fees	(750)	(736)	(750)	0
05	05301	Income Relating to Other Law	(50)	0	(50)	0
			<b>(900)</b>	<b>(736)</b>	<b>(900)</b>	<b>0</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>84,700</b>	<b>69,065</b>	<b>84,700</b>	<b>0</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(53,400)</b>	<b>(40,248)</b>	<b>(53,400)</b>	<b>0</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Schedule 07 Health

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Health-HACC</b>						
<b>Operating Expense</b>						
07	07110	HCS -Salaries	50,000	39,892	60,000	(10,000) ▲
07	07112	Expenses Relating to Health HCS	50,000	36,796	50,000	0
07	07114	HCS - ABC Costs	64,000	31,501	64,000	0
			<b>164,000</b>	<b>108,188</b>	<b>174,000</b>	<b>(10,000) ▲</b>
<b>Operating Income</b>						
07	07101	Service Fee	(150,000)	(118,904)	(160,000)	10,000 ▲
			<b>(150,000)</b>	<b>(118,904)</b>	<b>(160,000)</b>	<b>10,000 ▲</b>
<b>Preventative Services - Administration &amp; Inspections</b>						
<b>Operating Expense</b>						
07	07400	ABC Costs- Preventative Services - Administration & I	16,000	8,342	16,000	0
07	07404	Analytical Expenses	400	360	400	0
07	07406	Contract - EHO Expense	8,000	5,440	8,000	0
			<b>24,400</b>	<b>14,142</b>	<b>24,400</b>	<b>0</b>
<b>Operating Income</b>						
07	07401	Income Relating to Preventative Services - Administrat	0	0	0	0
07	07407	Reimbursement	(100)	0	(100)	0
			<b>(100)</b>	<b>0</b>	<b>(100)</b>	<b>0</b>
<b>Preventative Services - Pest Control</b>						
<b>Operating Expense</b>						
07	07500	Mosquito Control Preventative Services - Pest Control	2,500	1,509	2,500	0
			<b>2,500</b>	<b>1,509</b>	<b>2,500</b>	<b>0</b>
<b>Preventative Services -Other</b>						
<b>Operating Expense</b>						
07	07600	Ambulance Services - Other	2,000	1,231	2,000	0
07	07601	Medical Rooms & Dr Expense - Other	9,000	10,468	9,000	0
08	08600	ABC Costs- Other Welfare	56,000	18,342	56,000	0
			<b>67,000</b>	<b>30,041</b>	<b>67,000</b>	<b>0</b>
<b>Operating Income</b>						
07	7602	Reimbursement Rural Health West	(9,500)	(6,458)	(9,500)	0
			<b>(9,500)</b>	<b>(6,458)</b>	<b>(9,500)</b>	<b>0</b>
<b>Other Health</b>						
<b>Operating Expense</b>						
07	07700	Nurse Practitioner Clinic	43,800	21,079	43,800	0
07	07799	Depreciation - Health	2,100	1,358	2,100	0
			<b>45,900</b>	<b>22,437</b>	<b>45,900</b>	<b>0</b>
<b>Operating Income</b>						
07	07701	WAPHA /Other Funding	(45,000)	0	(45,000)	0
07	07703	User Pay Fee Nurse Practitioner Services	(20,000)	(7,453)	(10,000)	(10,000) ▼
07	07704	Medicare Benefits	0	(3,482)	(10,000)	10,000 ▲
			<b>(65,000)</b>	<b>(10,934)</b>	<b>(65,000)</b>	<b>0</b>
<b>Capital Expense</b>						
07	07702	Purchase Buildings - Medical Centre Upgrades	25,000	0	25,000	0
			<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
<b>Capital Income</b>						
07	07603	WAPHA - Medical Centre Upgrades Income	(25,000)	(25,000)	(25,000)	0
			<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>0</b>
<b>TOTAL OPERATING EXPENDITURE</b>			<b>303,800</b>	<b>176,318</b>	<b>313,800</b>	<b>(10,000) ▲</b>
<b>TOTAL OPERATING INCOME</b>			<b>(224,600)</b>	<b>(136,296)</b>	<b>(234,600)</b>	<b>10,000 ▲</b>
<b>TOTAL CAPITAL INCOME</b>			<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>



## Schedule 08 Education & Welfare

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Pre-Schools</b>						
<b>Operating Expense</b>						
08	08100	Expenses Relating to Schools	16,000	29,793	16,000	0
08	08101	Westonia Primary School	12,800	63,292	75,000	(62,200) ▲
08	08199	Depreciation - School	14,000	9,122	14,000	0
			<b>42,800</b>	<b>102,207</b>	<b>105,000</b>	<b>(62,200) ▲</b>
<b>Operating Income</b>						
08	08103	Income School Facility/Main Building	(26,000)	(22,276)	(22,000)	(4,000) ▼
08	08105	Income Unit Accomodation	(104,000)	(124,742)	(135,000)	31,000 ▲
08	08107	LotteryWest /Menshed	(200,000)	0	(200,000)	0
			<b>(330,000)</b>	<b>(147,018)</b>	<b>(357,000)</b>	<b>27,000 ▲</b>
<b>Capital Expense</b>						
08	08104	Purchase Land & Buildings- Seniors civic Centre	200,000	18	200,000	0
			<b>200,000</b>	<b>18</b>	<b>200,000</b>	<b>0</b>
<b>Other Education</b>						
<b>Capital Expense</b>						
08	08203	Purchase Furniture & Equipment	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aged &amp; Disabled - Senior Citizens</b>						
<b>Operating Expense</b>						
08	08401	Seniors Activities	7,500	398	7,500	0
08	08402	Wheatbelt Agcare	500	500	500	0
			<b>8,000</b>	<b>898</b>	<b>8,000</b>	<b>0</b>
<b>Operating Income</b>						
08	08403	Income Relating to Aged & Disabled - Senior Citizens	(5,000)	0	(5,000)	0
			<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>50,800</b>	<b>103,106</b>	<b>113,000</b>	<b>(62,200) ▲</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(335,000)</b>	<b>(147,018)</b>	<b>(362,000)</b>	<b>27,000 ▲</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>200,000</b>	<b>18</b>	<b>200,000</b>	<b>0</b>

## Schedule 09 Housing

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Staff Housing</b>						
<b>Operating Expense</b>						
09	09100	Staff Housing - ABC Costs	24,000	12,768	24,000	0
09	09101	Maintenance 20 Diorite St -Rental	4,850	2,424	4,850	0
09	09102	Maintenance 11 Quartz St - Swimming Pool Manager	7,800	4,686	7,800	0
09	09104	Maintenance 37 Diorite St - Rental	4,500	1,760	4,500	0
09	09105	Maintenance 7 Quartz St - Plant Operator	6,500	1,893	6,500	0
09	09107	Staff House Costs Allocated to Works	0	3,557	0	0
09	09108	Depreciation - Staff Housing	53,000	34,052	53,000	0
09	09109	Maintenance 13 Pyrite Street -Plant Operator	7,450	2,651	7,450	0
09	09201	Maintenance 4 Quartz St - Plant Operator	8,300	2,089	8,300	0
09	09211	Maintenance 301 Pyrite Street - CEO	25,300	5,182	7,500	17,800 ▼
			<b>141,700</b>	<b>71,062</b>	<b>123,900</b>	<b>17,800 ▼</b>
<b>Operating Income</b>						
09	09121	Income 20 Diorite St -Rental	(10,000)	(8,500)	(10,000)	0
09	09122	Income 11 Quartz St - Senior Finance	(2,100)	(1,570)	(2,100)	0
09	09124	Income 37 Diorite St - Rental	(4,400)	(2,890)	(4,400)	0
09	09125	Income 7 Quartz St - Plant Operator	(2,100)	(1,360)	(2,100)	0
09	09129	Reimbursements	0	0	0	0
09	09130	Income 13 Pyrite Street -Plant Operator	(2,100)	(1,750)	(2,100)	0
09	09220	Income 4 Quartz St - Plant Operator	(2,100)	(1,700)	(2,100)	0
09	09230	Income 301 Pyrite Street - CEO	0	(360)	0	0
			<b>(22,800)</b>	<b>(18,130)</b>	<b>(22,800)</b>	<b>0</b>
<b>Other Housing</b>						
<b>Operating Expense</b>						
09	09200	Other Housing - ABC Costs	24,000	12,768	24,000	0
09	09202	Maintenance 55 Wolfram St -Ramelius Resources	800	1,596	800	0
09	09203	Maintenance - Lifestyle	19,500	7,043	19,500	0
09	09206	Maintenance Quartz Street Age Units	12,150	4,502	12,150	0
09	09208	Maintenance - 17 Pyrite Street JV Units	13,350	7,926	13,350	0
09	09212	Rental Lifestyle Village - Westonia Progress	18,100	18,096	22,000	(3,900) ▲
09	09236	Depreciation Other Housing	60,500	36,986	60,500	0
			<b>148,400</b>	<b>88,917</b>	<b>152,300</b>	<b>(3,900) ▲</b>
<b>Other Housing</b>						
<b>Operating Income</b>						
09	09221	Income 55 Wolfram St -Ramelius Resources	(20,000)	(14,453)	(20,000)	0
09	09222	Income - Lifestyle	(86,500)	(66,534)	(86,500)	0
09	09227	Income 17Pyrite St - JV Units	(9,200)	(7,550)	(9,200)	0
09	09231	Income - Ramelius Resources Lease Camp/Carport	(24,000)	(18,132)	(24,000)	0
09	09238	Income -Age Units Quartz Street	(17,600)	(16,320)	(17,600)	0
09	09298	Profit on Sale of Asset	0	0	0	0
			<b>(157,300)</b>	<b>(122,990)</b>	<b>(157,300)</b>	<b>0</b>
<b>Capital Expense</b>						
09	09127	Purchase - Staff Housing - Shed 4 Quartz Street	40,000	0	40,000	0
09	09128	Purchase Land & Buildings - New Staff Housing	160,000	0	0	160,000 ▼
			<b>200,000</b>	<b>0</b>	<b>40,000</b>	<b>160,000 ▼</b>
<b>Capital Income</b>						
09	09237	Income -Sale of 37 Diorite St, Westonia - CAPITAL	0	0	(90,000)	90,000 ▲
			<b>0</b>	<b>0</b>	<b>(90,000)</b>	<b>90,000 ▲</b>
<b>TOTAL OPERATING EXPENDITURE</b>			<b>290,100</b>	<b>159,979</b>	<b>276,200</b>	<b>13,900 ▼</b>
<b>TOTAL OPERATING INCOME</b>			<b>(180,100)</b>	<b>(141,120)</b>	<b>(180,100)</b>	<b>0</b>
<b>TOTAL CAPITAL INCOME</b>			<b>0</b>	<b>0</b>	<b>(90,000)</b>	<b>90,000 ▲</b>
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>200,000</b>	<b>0</b>	<b>40,000</b>	<b>160,000 ▼</b>

### Schedule 10 Community Amenities

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Sanitation - Household Refuse</b>						
<b>Operating Expense</b>						
10	10100	ABC Costs- Household Refuse	24,000	12,513	24,000	0
10	10103	Domestic Refuse Collection	13,000	8,501	13,000	0
10	10105	Refuse Collection Public Bins	10,000	8,050	10,000	0
10	10106	Refuse Maintenance	26,469	11,126	26,469	0
10	10107	Waste Oil Recycling	500	0	500	0
10	10108	Containers for Change Recycling Bins	5,500	7,182	5,500	0
			<b>79,469</b>	<b>47,372</b>	<b>79,469</b>	<b>0</b>
<b>Operating Income</b>						
10	10120	Income Relating to Sanitation - Household Refuse	(14,000)	(13,624)	(14,000)	0
10	10122	Drum-Muster	0	0	0	0
			<b>(14,000)</b>	<b>(13,624)</b>	<b>(14,000)</b>	<b>0</b>
<b>Other Community Amenities</b>						
<b>Operating Expense</b>						
10	10704	Maintenance - Public Conveniences	9,000	4,917	9,000	0
10	10706	Maintenance - Grave Digging	11,000	4,261	11,000	0
10	10799	Depreciation - Community Services	19,400	12,849	19,400	0
			<b>39,400</b>	<b>22,027</b>	<b>39,400</b>	<b>0</b>
<b>Operating Income</b>						
10	10701	Income Relating to Other Community Amenities	0	0	0	0
10	10708	Cemetery Fees	(1,000)	(1,929)	(1,000)	0
			<b>(1,000)</b>	<b>(1,929)</b>	<b>(1,000)</b>	<b>0</b>
<b>Capital Expenditure</b>						
10	10702	Purchase Land & Buildings - Niche Wall Cemetery	15,000	0	15,000	0
			<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>118,869</b>	<b>69,399</b>	<b>118,869</b>	<b>0</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(1,000)</b>	<b>(1,929)</b>	<b>(1,000)</b>	<b>0</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>

## Schedule 11 Recreation & Culture

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Public Halls &amp; Civic Centres</b>						
<b>Operating Expense</b>						
11	11100	ABC Costs- Public Halls & Civic Centres	80,200	41,286	80,200	0
11	11104	Maintenance - Public Halls	19,750	10,239	19,750	0
11	11105	Maintenance - Complex/ Gym	38,000	20,913	38,000	0
11	11106	Maintenance - Wanderers Stadium	22,700	22,511	30,000	(7,300) ▲
11	11107	MOU Westonia Progress Payment	30,000	53,240	60,000	(30,000) ▲
11	11199	Depreciation - Public Halls	67,500	45,011	67,500	0
			<b>258,150</b>	<b>193,200</b>	<b>295,450</b>	<b>(37,300) ▲</b>
<b>Operating Income</b>						
11	11110	Income Relating to Public Halls & Civic Centres	(200)	(100)	(200)	0
11	11111	Income Edna May MOU 33%	(17,500)	(18,533)	(22,000)	4,500 ▲
11	11112	Income Charges Stadium	(700)	0	(700)	0
11	11114	Income Edna May MOU WPA 67%	(30,000)	(37,622)	(42,000)	12,000 ▲
			<b>(48,400)</b>	<b>(56,256)</b>	<b>(64,900)</b>	<b>16,500 ▲</b>
<b>Capital Expense</b>						
11	11102	Purchase Land & Buildings - Sun Deck	20,000	0	20,000	0
11	11103	Purchase Furniture & Equipment -Generator Complex	12,500	0	12,500	0
			<b>32,500</b>	<b>0</b>	<b>32,500</b>	<b>0</b>
<b>Swimming Pool</b>						
<b>Operating Expense</b>						
11	11207	Maintenance Westonia Swimming Pool	31,000	33,618	31,000	0
11	11208	Chlorine Expenses	2,000	3,534	2,000	0
11	11209	Management Contract Charges	75,000	49,853	75,000	0
11	11210	Water Charges	7,000	5,409	7,000	0
11	11299	Depreciaton - Swimming Pool	44,700	21,942	44,700	0
			<b>159,700</b>	<b>114,356</b>	<b>159,700</b>	<b>0</b>
<b>Capital Expense</b>						
11	11204	Purchase Land & Buildings -Kiosk/Ablution Redevelop	1,350,000	3,000	1,350,000	0
11	11205	Purchase Furniture & Equipment - Swimming Pools	0	0	0	0
			<b>1,350,000</b>	<b>3,000</b>	<b>1,350,000</b>	<b>0</b>
<b>Other Recreation &amp; Sport</b>						
<b>Operating Expense</b>						
11	11307	Maintenance - Playground, Tennis & Bowls	289,559	152,200	289,559	0
11	11308	Maintenance - Recreation Oval	21,809	30,011	21,809	0
11	11399	Depreciation - Other Rec & Sport	35,800	35,800	35,800	0
			<b>347,168</b>	<b>218,010</b>	<b>347,168</b>	<b>0</b>
<b>Operating Income</b>						
11	11302	Marquee Hire Charges	(100)	(100)	(100)	0
			<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>0</b>
<b>Capital Income</b>						
11	11301	DFES Grant	(12,500)	0	(12,500)	0
11	11310	Bowling Green Redevelopment - LRCIP Top Up	0	0	0	0
11	11211	LRCIP - Round 3	(361,000)	(310,690)	(361,000)	0
			<b>(373,500)</b>	<b>(310,690)</b>	<b>(373,500)</b>	<b>0</b>
<b>Capital Expense</b>						
11	11303	Purchase Land & Buildings - Bowling Green Stadium	0	0	0	0
11	11304	Purchase Furniture & Equipment - Other Recreation &	0	0	0	0
11	11309	Bowling Green Redevelopment - CAPITAL	200,000	220,103	200,000	0
			<b>200,000</b>	<b>220,103</b>	<b>200,000</b>	<b>0</b>
<b>Television and Rebroadcasting</b>						
<b>Operating Expense</b>						
11	11401	Maintenance - Television and Rebroadcasting	1,000	960	1,000	0
11	11499	Depreciation - TV & Radio	5,500	3,620	5,500	0
			<b>6,500</b>	<b>4,580</b>	<b>6,500</b>	<b>0</b>

## Schedule 11 Recreation & Culture

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Capital Expense</b>						
11	11404	Purchase Furniture & Equipment - Television and Rebr	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Recreation &amp; Sport</b>						
<b>Operating Expense</b>						
11	11504	Library Salaries	19,500	13,446	19,500	0
11	11505	Library Expenses	3,500	2,006	3,500	0
			<b>23,000</b>	<b>15,452</b>	<b>23,000</b>	<b>0</b>
<b>Operating Income</b>						
11	11501	Income Relating to Libraries	0	0	0	0
11	11502	Fines & Penalties Charged	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expense</b>						
11	11503	Purchase Furniture & Equipment - Libraries	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Culture</b>						
<b>Operating Expense</b>						
11	11605	Nature Reserve Management	20,000	17,337	20,000	0
11	11606	Maintenance Walgoolan Gazebo	600	591	600	0
			<b>20,600</b>	<b>17,928</b>	<b>20,600</b>	<b>0</b>
<b>Operating Income</b>						
11	11602	Income Charges History Books	(200)	(136)	(200)	0
11	11604	Ramelius Common Management - Income	0	0	0	0
			<b>(200)</b>	<b>(136)</b>	<b>(200)</b>	<b>0</b>
<b>Capital Expense</b>						
11	11603	Purchase Furniture & Equipment - PlayGround Fencing	5,000	1,000	5,000	0
11	11609	Projector Upgrades- Old Hall Movie Theater	0	12,047	0	0
			<b>5,000</b>	<b>13,047</b>	<b>5,000</b>	<b>0</b>
<b>TOTAL OPERATING EXPENDITURE</b>			<b>815,118</b>	<b>563,527</b>	<b>852,418</b>	<b>(37,300) ▲</b>
<b>TOTAL OPERATING INCOME</b>			<b>(48,600)</b>	<b>(56,392)</b>	<b>(65,100)</b>	<b>16,500 ▲</b>
<b>TOTAL CAPITAL INCOME</b>			<b>(373,500)</b>	<b>(310,690)</b>	<b>(373,500)</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>			<b>1,587,500</b>	<b>236,150</b>	<b>1,587,500</b>	<b>0</b>

## Schedule 12 Transport

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Streets Roads Bridges &amp; Depot Construction</b>						
<b>Capital Expense</b>						
12	12101	Roads Construction Council	1,129,500	223,860	1,129,500	0
12	12103	MRWA Project Construction	609,500	263,750	609,500	0
12	12104	Roads to Recovery Construction	325,000	211,869	325,000	0
12	12106	LRCI Phase 4 Part B DellaBosca Road	0	210,850	208,000	(208,000) ▲
12	12108	Footpath Construction	50,000	2,613	50,000	0
			<b>2,114,000</b>	<b>912,943</b>	<b>2,322,000</b>	<b>(208,000) ▲</b>
<b>Streets Roads Bridges &amp; Depot Maintenance</b>						
<b>Operating Expense</b>						
12	12202	Power - Street Lighting	8,500	4,793	8,500	0
12	12203	Maintenance - GRM	674,504	343,378	674,504	0
12	12204	Maintenance - Depot	19,500	40,301	45,000	(25,500) ▲
12	12205	Maintenance - Footpaths	500	0	500	0
12	12206	Traffic Signs Maintenance	17,000	12,959	17,000	0
12	12208	Townsite Beautification	35,000	46,402	35,000	0
12	12219	RRG Expenses	0	0	0	0
12	12299	Depreciation - Street, Roads, Bridges	1,017,200	699,095	1,017,200	0
			<b>1,772,204</b>	<b>1,146,928</b>	<b>1,797,704</b>	<b>(25,500) ▲</b>
<b>Operating Income</b>						
12	12211	Grant - MRWA Project	0	0	0	0
12	12212	Grant - MRWA Direct	(155,000)	(158,490)	(155,000)	0
12	12213	Grant - MRWA Specific	(406,500)	(310,920)	(406,500)	0
12	12215	LRCIP Phase 4 Funding - Part B	0	0	(208,000)	208,000 ▲
12	12216	Grant - Roads to Recovery	(325,000)	(186,000)	(325,000)	0
			<b>(886,500)</b>	<b>(655,410)</b>	<b>(1,094,500)</b>	<b>208,000 ▲</b>
<b>Capital Expense</b>						
12	12218	Electric Car Charging Station - CAPITAL	50,000	67,725	50,000	0
12	12220	L&B Depot Shed	15,000	0	15,000	0
			<b>65,000</b>	<b>67,725</b>	<b>65,000</b>	<b>0</b>
<b>Road Plant Purchase</b>						
<b>Operating Expense</b>						
12	12359	Loss on Sale of Asset	362,000	0	362,000	0
			<b>362,000</b>	<b>0</b>	<b>362,000</b>	<b>0</b>
<b>Operating Income</b>						
12	12398	Profit on Sale of Asset	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Road Plant Purchase</b>						
<b>Capital Expense</b>						
12	12308	Prime Movers - CAPITAL	452,000	450,942	452,000	0
12	14213	Construction Supervisor Vehicle - CAPITAL	60,000	0	60,000	0
12	12305	Side Tipper & Dolly - CAPITAL	0	0	0	0
			<b>512,000</b>	<b>450,942</b>	<b>512,000</b>	<b>0</b>
<b>Aerodromes</b>						
<b>Operating Expense</b>						
12	12604	Airport Maintenance	5,300	1,975	5,300	0
			<b>5,300</b>	<b>1,975</b>	<b>5,300</b>	<b>0</b>
<b>Operating Income</b>						
12	12601	Income Relating to Aerodromes	(100)	0	(100)	0
			<b>(100)</b>	<b>0</b>	<b>(100)</b>	<b>0</b>
<b>Capital Expense</b>						
12	12605	Airport Land - CAPITAL	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>2,139,504</b>	<b>1,148,903</b>	<b>2,165,004</b>	<b>(25,500) ▲</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(886,600)</b>	<b>(655,410)</b>	<b>(1,094,600)</b>	<b>208,000 ▲</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,691,000</b>	<b>1,431,609</b>	<b>2,899,000</b>	<b>(208,000) ▲</b>

### Schedule 13 Economic Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Rural Services</b>						
<b>Operating Expense</b>						
13	13100	ABC Costs- Rural Services	0	3,974	0	0
13	13119	Project TBA	0	0	0	0
13	13123	NRM Contract	5,000	1,088	5,000	0
13	13125	Noxious Weed Control	2,000	0	2,000	0
13	13126	Wild Dog Contribution	0	0	0	0
			<b>7,000</b>	<b>5,061</b>	<b>7,000</b>	<b>0</b>
<b>Operating Income</b>						
13	13105	Govt. Grant Funding	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tourism &amp; Area Promotion</b>						
<b>Operating Expense</b>						
13	13200	Admin Allocations Tourism & Area Promotion	48,000	25,112	48,000	0
13	13210	Area Promotion	8,000	1,940	8,000	0
13	13211	SUBS- CW Visitor Centre	4,500	2,273	4,500	0
13	13212	SUBS- Newtravel	6,400	5,818	6,400	0
13	13213	Maintenance Caravan Park	60,250	71,307	80,000	(19,750) ▲
13	13214	Information Bay- Carrabin	11,050	2,317	11,050	0
13	13215	Old Club Hotel Museum -Maintenance	26,100	16,865	26,100	0
13	13299	Depreciation - Tourism & Area Promotion	33,000	25,669	33,000	0
			<b>197,300</b>	<b>151,300</b>	<b>217,050</b>	<b>(19,750) ▲</b>
<b>Operating Income</b>						
13	13201	Income Relating to Tourism & Area Promotion	0	0	0	0
13	13202	Caravan Site Charges	(45,000)	(29,321)	(45,000)	0
13	13203	Tent Site Charges	(300)	(491)	(300)	0
13	13204	Souvenir Sales	(200)	(335)	(200)	0
13	13221	Income - Old Club Hotel Museum Entry	0	(4,423)	(5,000)	5,000 ▲
			<b>(45,500)</b>	<b>(34,570)</b>	<b>(50,500)</b>	<b>5,000 ▲</b>
<b>Capital Expense</b>						
13	13216	Old Club Hotel Museum Project - CAPITAL	0	0	200,000	(200,000) ▲
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Building Control</b>						
<b>Operating Expense</b>						
13	13301	Contract EH Services	9,000	4,360	9,000	0
			<b>9,000</b>	<b>4,360</b>	<b>9,000</b>	<b>0</b>
<b>Operating Income</b>						
13	13303	Building Permit Charges	(2,000)	(233)	(2,000)	0
13	13304	Demolition Charges	(100)	(100)	(100)	0
13	13305	Commission BRB	(200)	0	(200)	0
13	13307	Planning Fee	0	0	0	0
			<b>(2,300)</b>	<b>(333)</b>	<b>(2,300)</b>	<b>0</b>
<b>Community Development (CRC)</b>						
<b>Operating Expense</b>						
13	13400	ABC Costs - Community Development	64,000	34,049	64,000	0
13	13401	Programs / Activities	20,000	1,342	20,000	0
13	13402	Workers Compensation Premiums	10,000	6,485	10,000	0
13	13403	Superannuation	17,000	8,315	17,000	0
13	13404	Salaries	95,000	72,066	95,000	0
13	13405	Community Events	40,000	47,204	40,000	0
13	13406	Grant Generated Expenditure	0	0	0	0
13	13610	Building Maintenance	23,500	12,677	23,500	0
			<b>269,500</b>	<b>182,138</b>	<b>269,500</b>	<b>0</b>

### Schedule 13 Economic Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Operating Income</b>						
13	13410	Grant Funding Opportunities	(40,000)	(13,182)	(40,000)	0
13	13412	Income Relating to Westonia CRC Operations	0	2,695	0	0
13	13413	Events Income	0	(41,164)	(40,000)	40,000 ▲
13	13411	DPIRD Grants Funding (CRC)	(107,200)	(52,524)	(107,200)	0
			<b>(147,200)</b>	<b>(104,174)</b>	<b>(187,200)</b>	<b>40,000 ▲</b>
<b>Plant Nursery</b>						
<b>Operating Expense</b>						
13	13502	Nursery Operating Costs	1,800	161	1,800	0
			<b>1,800</b>	<b>161</b>	<b>1,800</b>	<b>0</b>
<b>Operating Income</b>						
13	13505	Tree Planter Hire	0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Economic Services</b>						
<b>Operating Expense</b>						
13	13600	ABC Costs to Other Economic Services	8,000	9,765	8,000	0
13	13611	Water Supply Standpipes	404,500	145,850	200,000	204,500 ▼
13	13613	Ramelius Resource Lease - Industrial Shed	0	183	0	0
13	13614	St Lukes Church	0	1,296	0	0
13	13615	CO-OP Bus -Expense	150,000	150,000	150,000	0
13	13699	Depreciation- Other Economic Services	70,500	47,039	70,500	0
			<b>633,000</b>	<b>354,133</b>	<b>428,500</b>	<b>204,500 ▼</b>
<b>Other Economic Services</b>						
<b>Operating Income</b>						
13	13602	Community Bus Hire Charges	(1,000)	(3,558)	(4,000)	3,000 ▲
13	13603	Ramelius Resource Lease - Industrial Shed	(19,500)	(15,734)	(19,500)	0
13	13604	Police Licensing Commissions	(5,000)	(7,355)	(8,000)	3,000 ▲
13	13609	Standpipe Water Charges - per KL	(380,000)	(75,222)	(150,000)	(230,000) ▼
13	13618	Reimbursements General	(200)	(18)	(200)	0
			<b>(405,700)</b>	<b>(101,888)</b>	<b>(181,700)</b>	<b>(224,000) ▼</b>
<b>Capital Expense</b>						
13	13606	Land & Buildings - Wolfram Street Shed & Façade	0	103	0	0
			<b>0</b>	<b>103</b>	<b>0</b>	<b>0</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,117,600</b>	<b>697,153</b>	<b>932,850</b>	<b>184,750 ▼</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(600,700)</b>	<b>(240,965)</b>	<b>(421,700)</b>	<b>(179,000) ▼</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>0</b>



## Schedule 14 Other Property & Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Private Works</b>						
<b>Operating Expense</b>						
14	14102	Private Works	25,000	23,165	25,000	0
			<b>25,000</b>	<b>23,165</b>	<b>25,000</b>	<b>0</b>
<b>Operating Income</b>						
14	14100	Private Works Income	(25,000)	(53,376)	(70,000)	45,000 ▲
			<b>(25,000)</b>	<b>(53,376)</b>	<b>(70,000)</b>	<b>45,000 ▲</b>
<b>Public Works Overheads</b>						
<b>Operating Expense</b>						
14	14200	Administration Allocations to PWOH	266,300	145,577	266,300	0
14	14202	Sick Leave Expense	19,000	34,954	40,000	(21,000) ▲
14	14203	Annual & Long Service Leave Expense	100,000	106,370	120,000	(20,000) ▲
14	14204	Protective Clothing - Outside Staff	5,000	6,530	5,000	0
14	14205	Conference Expenses- Engineering	2,000	3,647	2,000	0
14	14206	Medical Examination Costs	0	0	0	0
14	14207	Public Works Overheads Allocated to Works	(597,200)	(556,036)	(597,200)	0
14	14208	OSH Expenses	4,500	644	4,500	0
14	14211	Unallocated Wages	0	0	0	0
14	14214	Eng. & Technical Support	10,000	9,380	10,000	0
14	14215	Staff Training	8,000	30,375	30,000	(2,000) ▲
14	14216	Insurance on Works	17,000	15,106	17,000	0
14	14217	Supervision Costs	20,000	15,236	20,000	0
14	14218	Service Pay	6,400	3,890	6,400	0
14	14219	Superannuation Cost	100,000	76,187	100,000	0
14	14220	Allowances & Other Costs	30,000	26,255	30,000	0
14	14221	Fringe Benefits Tax - Works	8,000	3,477	8,000	0
			<b>(1,000)</b>	<b>(78,407)</b>	<b>62,000</b>	<b>(63,000) ▲</b>
<b>Operating Income</b>						
14	14201	Income Relating to Public Works Overheads	(7,000)	(5,875)	(7,000)	0
			<b>(7,000)</b>	<b>(5,875)</b>	<b>(7,000)</b>	<b>0</b>
<b>Plant Operation Costs</b>						
<b>Operating Expense</b>						
14	14302	Insurance - Plant	17,000	12,510	17,000	0
14	14303	Fuel & Oils	200,000	161,886	200,000	0
14	14304	Tyres and Tubes	20,000	12,852	20,000	0
14	14305	Parts & Repairs	125,000	78,032	125,000	0
14	14306	Internal Repair Wages	29,734	22,034	29,734	0
14	14307	Licences - Plant	8,000	7,555	8,000	0
14	14308	Depreciation - Plant	356,500	104,450	356,500	0
14	14309	Plant Operation Costs Allocated to Works	(801,234)	(311,640)	(801,234)	0
14	14310	Blades & Tynes	15,000	0	15,000	0
14	14311	Consumable Items	20,000	9,386	20,000	0
14	14312	Expendable Tools	10,000	3,836	10,000	0
			<b>0</b>	<b>100,900</b>	<b>0</b>	<b>0</b>
<b>Stock Fuels &amp; Oils</b>						
<b>Operating Expense</b>						
14	14402	Purchase of Stock Materials	0	23,917	0	0
			<b>0</b>	<b>23,917</b>	<b>0</b>	<b>0</b>
<b>Operating Income</b>						
14	14404	Diesel Fuel Rebate	(30,000)	(31,100)	(30,000)	0
14	14405	Sale of Stock	(500)	0	(500)	0
14	14406	Sale of Fuel and Scrap	(2,000)	513	(2,000)	0
			<b>(32,500)</b>	<b>(30,587)</b>	<b>(32,500)</b>	<b>0</b>

## Schedule 14 Other Property & Services


Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
<b>Administration</b>						
<b>Operating Expense</b>						
14	14500	Expenses relating to Administration	522,000	268,461	522,000	0
14	14501	Administration Office Maintenance	64,200	47,213	64,200	0
14	14502	Workers Compensation Premiums- Administration	28,000	26,758	28,000	0
14	14503	Office Equipment Maintenance - Admin	8,500	1,731	8,500	0
14	14504	Telecommunications - Admin	0	350	0	0
14	14505	Travel & Accommodation - Admin	2,000	745	2,000	0
14	14506	Legal Expenses Administration	5,000	0	5,000	0
14	14507	Training Expenses - Admin	7,500	6,229	7,500	0
14	14508	Printing & Stationery - Admin	6,000	10,381	6,000	0
14	14509	Fringe Benefits Tax - Admin	17,000	8,115	17,000	0
14	14510	Conference Expenses - Admin	6,000	0	6,000	0
14	14511	Staff Uniform - Admin	3,000	1,293	3,000	0
14	14515	Administration Costs Allocated to Programs	(745,700)	(417,111)	(745,700)	0
14	14517	Postage & Freight	1,500	598	1,500	0
14	14521	IT/Accounting Programs	35,000	29,529	35,000	0
14	14522	Advertising	3,000	0	3,000	0
14	14559	Admin Loss on Sale	0	0	0	0
14	14599	Depreciation - Admin	37,000	24,207	37,000	0
			<b>0</b>	<b>8,500</b>	<b>0</b>	<b>0</b>
<b>Operating Income</b>						
14	14525	Admin - Reimbursement	(11,000)	(11,580)	(11,000)	0
14	14512	Admin Re-Allocations	0	(8,500)	0	0
14	14598	Profit on Sale of Asset - Admin	0	(8,128)	(23,000)	23,000 ▲
			<b>(11,000)</b>	<b>(28,209)</b>	<b>(34,000)</b>	<b>23,000 ▲</b>
<b>Capital Expense</b>						
14	14514	Purchase Furniture & Equipment Administration	20,000	7,410	20,000	0
14	14520	CEO Vehicle - CAPITAL	100,000	119,919	120,000	(20,000) ▲
14	14523	Administration Vehicle - CAPITAL	75,000	0	75,000	0
			<b>195,000</b>	<b>127,329</b>	<b>215,000</b>	<b>(20,000) ▲</b>
<b>Operating Expense</b>						
14	14602	Gross Salaries & Wages	1,500,000	968,030	1,500,000	0
14	14603	Less Sal & Wages Alloc to Works	(1,500,000)	(968,030)	(1,500,000)	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unclassified</b>						
<b>Operating Income</b>						
14	14701	Income Relating to Unclassified	(15,000)	(15,660)	(15,000)	0
14	14705	Ramelius Resources Haulage Operation Agreement	(410,000)	(219,304)	(300,000)	(110,000) ▼
			<b>(425,000)</b>	<b>(234,964)</b>	<b>(315,000)</b>	<b>(110,000) ▼</b>
<b>Unclassified</b>						
<b>Capital Expense</b>						
14	14704	Land Development	50,000	104,664	120,000	(70,000) ▲
			<b>50,000</b>	<b>104,664</b>	<b>120,000</b>	<b>(70,000) ▲</b>
<b>Capital Income</b>						
14	14799	Proceeds on Sale of Assets	0	0	(93,000)	93,000 ▲
			<b>0</b>	<b>0</b>	<b>(93,000)</b>	<b>93,000 ▲</b>
		<b>TOTAL OPERATING EXPENDITURE</b>	<b>24,000</b>	<b>78,075</b>	<b>87,000</b>	<b>(63,000) ▲</b>
		<b>TOTAL OPERATING INCOME</b>	<b>(500,500)</b>	<b>(353,011)</b>	<b>(458,500)</b>	<b>(42,000) ▼</b>
		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>245,000</b>	<b>231,993</b>	<b>335,000</b>	<b>(90,000) ▲</b>
		<b>TOTAL CAPITAL INCOME</b>	<b>0</b>	<b>0</b>	<b>(93,000)</b>	<b>93,000 ▲</b>

## 9.1.6 POLICY MANUAL REVIEW

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<b>Responsible Officer:</b>	Bill Price, CEO
<b>Author:</b>	Bill Price, CEO
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	9.1.6 Policy Manual
<b>Signature:</b>	<b>Officer</b> <span style="float: right;"><b>CEO</b></span>

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### **Purpose of the Report**

Executive Decision

Legislative Requirement

The Purpose of the Report is that Council reviews the current Council Members/ Governance policies, makes changes and adopts the policies contained within the Policy Manual.

### **Background**

Council consideration in adopting Council's Policy Manual last reviewed in April 2022. To complete an annual review and update the Council Policy Manual. Each Quarter Council will review a different Section of our Current Policy Manual in question for March being **Council Members/ Governance** policies

### **Comment**

Council's Policy Manual was last reviewed in April 2022. The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable staff to act promptly in accordance with Council's requirements bur without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

A copy of the Policy Manual is attached which includes any new policies adopted by Council since the last review.

The Chief Executive Officer will provide comment on existing and future policies prior to the meeting.

Councillors are requested to also review the policies and advise the CEO of any requested changes.

### **Statutory Environment**

Local Government Act 1995 – Section 2.7(2)(b) Role of Council.

A key role of Council is to determine the local government's policies.

Local Government Act 1995 – Section 5.42 Delegation of some powers and duties to CEO.

In order for the CEO to carry out the duties and tasks contained within the policy, appropriate delegations need to be in place.

Local Government (Financial Management) Regulations 1996 – Regulations 5 and 11.

### **Policy Implications**

Review of Council Policies



**Strategic Implications**

N/A



**Financial Implications**

There are no direct financial implications in relation to his item



**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

**That Council reviews the current Council Members/ Governance policies, makes changes and adopts the policies contained within the Policy Manual.**



SHIRE OF  
**WESTONIA**  
A vibrant community lifestyle

# COUNCIL POLICIES

SHIRE OF WESTONIA

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# Preamble

## Introduction

This manual contains Shire of Westonia Council adopted policies. This document is a 'living' document which has been designed to serve as a guide for Council, employees, and the general public on the normal practices and activities of the Shire of Westonia.

Council's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

The objectives of Council's Policy Manual is:

- To provide Council with a formal written record of all policy decisions;
- To provide employees with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- To enable Council Members to adequately handle enquiries from electors without undue reference to Shire employees;
- To enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends, and circumstances; and
- To enable electors to obtain immediate advice on matters of Council Policy.

The policies may be changed as circumstances dictate, in accordance with Council's directions, and amended by Council from time to time. Employees are expected to comply closely with the spirit and intention of the policies, and to use care and discretion in implementing the policies, to ensure the best possible outcome for all. Implementation should be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

This document does not stand alone, but is underpinned by legislative requirements, which comprises (in order of priority):

- Legislation – Acts of Parliament, Regulations etc.
- Common Law – legal precedent, interpretation and decisions made by the Courts
- Delegated legislation – local laws and by-laws, town planning policy

## Process

It is a requirement of the Local Government Act 1995 s5.18 and s5.46 (1) (2) that all delegations be reviewed at least once in each financial year. In order to ensure that there is clear authority and to ensure consistency and relevancy, the applicable policy is to be updated where a delegation applies.

A policy may be reviewed at any time as a result of:

- Legislative changes (Acts/Regulations/Local Laws) which have a bearing on a particular policy;
- Council decisions which affect the continued validity or applicability of a policy;
- Important technological or social changes; or
- Any other such circumstance that would justify an earlier review

In order to ensure that policies remain current, the assigned Responsible Officer should review them on a regular basis and no less than once every two years.

## New Policies

Council may make new policies at any time. However, unless specifically stated that the authority is to be included in the Policy Manual at the time of adoption, it should be assumed that the authority to act is for a specific matter and is not a general or on-going policy.

## Amended Policies

The document is to include a version date to ensure that the most current version is being referred to. A version and amendment table is included at the front of the document to track minor changes. Complete re-writes to be noted for reference.

The history of the policy is amended to show date and resolution number of the motion of the amendment.



# Amendment Record

Date	Council Resolution	Amendment Details	Author
April 2022	08/04-22	Review and update All – Entire Manual	Deputy Chief Executive Officer
27 Feb 2024		Review and update All – Council Members/Governance Section	Deputy Chief Executive Officer

# **COUNCIL MEMBER / GOVERNANCE**



# Council Policy

## Code of Conduct Policy

### Purpose

The purpose of this policy is to provide Council Members, Committee Members, and Candidates of Local Government Members and staff with consistent guidelines for an acceptable standard of professional conduct.

The following Code of Conduct Attachment 1 is adopted, and forms part of this Policy: -

#### 1.1 Code of Conduct for Council members, Committee Members and Candidates

The Code of Conduct applies to Council Members, Committee Members and Candidates of Local Government Elections.

### Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Code of Conduct Policy".
Council Members	Includes all Councillors.

### Policy Statement

The Code of Conduct provides Council Members, Committee Members and staff of the Shire of Westonia with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in–

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

#### STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

#### RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

#### 1. ROLES

### 1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows: "A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

### 1.2 Role of Staff

The role of staff is determined by the functions of the Chief Executive Officer as set out in S 5.41 of the Local Government Act 1995: -

*"The Chief Executive Officer's functions are to:*

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

### 1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

*"(1) The council —*

- (a) *directs and controls the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.”*

#### 1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council’s functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual’s rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination, and this is supported by anti- discriminatory legislation.

### 2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

### 2.3 Disclosure of Interest

#### *Definition:*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -*

*“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
  - (i) in a written notice given to the Chief Executive Officer before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter

- 
- (i) in a written notice given to the Chief Executive Officer before the meeting; or
- (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of items (a) or (b), then -
  - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

### 3. PERSONAL BENEFIT

#### 3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

#### 3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

#### 3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

#### 3.4 Gifts

##### *Definitions:*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity –*

- (a) *that cannot be undertaken without an authorisation from the local government; or*
- (b) *by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include –*

- (a) *a gift from a relative as defined in S 5.74(1); or*
- (b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means –*

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“prohibited gift”, in relation to a person who is an employee, means –*

- (a) *a gift worth \$300 or more; or*
  - (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*
- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who –
- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who –
- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(c) The notification of the acceptance of a notifiable gift must be in writing and include–

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition)–
  - (1) a description; and
  - (2) the estimated value; and
  - (3) the date of acceptance,

of each other gift accepted within the 6-month period.

- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

(g) **Amendment to disclosure of gifts:**

Following the publication of the Governance Bulletin - Issue 11 - March 2016 the Local Government Act 1995 was amended with regard to the disclosure of gifts. A relevant person who accepts a gift which is worth greater than \$200 must disclose acceptance of the gift within ten days of receipt to the Chief Executive Officer. Rather than in an annual return, the disclosure must be made online.

(h) **Disclosure of a contribution to travel:**

The disclosure of a contribution to travel must include:

- Name of relevant person making the disclosure;
- A description of the contribution to travel;

- The name and address of the person who made the contribution to travel;
  - The date on which the contribution to travel was received;
  - The estimated value of the contribution to travel at the time it was made;
  - The nature of the relationship between the relevant person and the person who made the contribution;
  - A description of the travel undertaken; and
  - Date of travel undertaken.
- (i) The Chief Executive Officer is required to keep a record of the disclosures by way of a register. This is to be published on the local government's official website as well as made available for public inspection at the council offices.
- (j) As soon as is practicable after a person ceases to be a relevant person, the Chief Executive Officer must remove all records relating to that person from the register. However, a Chief Executive Officer must ensure that these disclosures are kept for a period of at least 5 years and made available for public inspection if requested.

#### 4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

##### 4.1 Personal Behaviour

(a) Council Members, Committee Members and staff will:

- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

##### 4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

##### 4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

##### 4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any



person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

#### 4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### 4.6 Corporate Obligations

##### (a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

##### (b) Communication and Public Relations

(i) All aspects of communication by staff (including verbal, written or personal) involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:

- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### 4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

### 5. DEALING WITH COUNCIL PROPERTY

#### 5.1 Use of Local Government Resources Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

#### 5.2 not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer). Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or

business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	<i>Local Government Act 1995 s.5.8 and s.5.10</i>
<b>Related Documentation</b>	



# Council Policy

## Attendance at Events

### Purpose

The Shire of Westonia (Shire) is required under Section 5.90A of the Local Government Act 1995 to prepare and adopt an Attendance at Events Policy

The purpose of this Policy is to outline the process associated with attendance at any event, whether free of charge, part of a sponsorship or paid by the local government, and provide transparency about the attendance at events of Council Members and the Chief Executive Officer.

Attendance at an event in accordance with this Policy excludes the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 inclusive of GST and the donor has a matter before Council. Any gift received that is \$300 or less, either one gift or cumulative over twelve months from the same donor, also does not need to be disclosed as an interest. Receipt of the gift is still required under the gift register provisions.

### Scope

This Policy only applies to Council Members and the Chief Executive Officer of the Shire. The Chief Executive Officer is required to determine and apply a Policy regarding such matters, as they apply to all employees, other than the Chief Executive Officer.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Attendance at Events".
District	Local Government of the Shire of Westonia, as per Act Division 2, Section 2.5.
Council Members	Includes all Councillors.
Event	In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a: <ul style="list-style-type: none"><li>• Concert</li><li>• Conference</li><li>• Function</li><li>• Sporting event</li><li>• Occasion prescribed by the Local Government (Administration) Regulations 1996.</li></ul>
Gift	Means a single gift or cumulative gifts within any rolling 12 month period and is not limited to either calendar or financial year.

### Policy Statement

Council Members and the Chief Executive Officer occasionally receive tickets or invitations to attend events. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be a free/open invitation

event to the community in general.

### Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events are to be received by the Shire, as opposed to in the name of a specific person in their role with the Shire. Individual tickets and associated hospitality with a dollar value above \$500, inclusive of GST and travel if relevant, provided to the Shire are to be referred to Council for determination.

Council approves attendance at the following events:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- Meetings of clubs or organisations within the Shire of Westonia;
- Any free event held within the Shire of Westonia;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Westonia to which the individual has been officially invited;
- Shire hosted ceremonies, functions and events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire of Westonia or District;
- Cultural events/festivals within the Shire of Westonia or District;
- Events run by a Local, State, or Federal Government;
- Events run by schools and universities within the Shire of Westonia;
- Major professional bodies associated with local government at a local, state, and federal level;
- Opening or launch of an event or facility within the Shire of Westonia or District;
- Recognition of Service events within the Shire of Westonia or District;
- RSL events within the Shire of Westonia or District;
- Events run by Western Australian Local Government Association (WALGA), Local Government Insurance Scheme (LGIS), or other recognised and incorporated WA based local government professional association; and
- Where Council Member or employee representation has been formally requested.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement.

If there are more Council members than tickets provided, the Council President is to allocate the tickets.

### Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Council President may be approved by the Deputy Council President;
- Events for Councillors may be approved by the Council President; and
- Events for the Chief Executive Officer may be approved by the Council President;

Considerations for approval of the event are to include:

- Any justification provided by the applicant when the event is submitted for approval,
- The benefit to the Shire of the person attending,
- Alignment to the Shire's Strategic Objectives, and
- The number of Shire representatives already approved to attend.

Where a Council Member has an event approved through this process and there is a fee associated with the event, the cost, including for attendance of a partner, is to be paid out of the Members Receptions budget. Where an employee has an event approved through this process and there is a fee associated with the event, then the cost is to be paid for out of the Shire's relevant budget line.

### Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and dealt with as follows:

- If the event is a free event to the public, then no action is required.
- If the event is ticketed and the attendee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the attendee pays a discounted rate or is provided with a free ticket/s with a discount value greater than \$300, the recipient is to disclose the ticket/s and associated hospitality within ten days to the Chief Executive Officer (or Council President if recipient is the Chief Executive Officer).

If a Council Member receives a ticket in their name, in their role as a Council Member, and of \$300 value or greater, they are still required to comply with normal gift disclosure requirements.

An event does not include training, which is dealt with separately.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Section 5.90A of the Local Government Act 1995
<b>Related Documentation</b>	Forms & Templates : Declaration of Gifts, Code of Conduct



# Council Policy

## Freeman of the Shire of Westonia

### Purpose

The purpose of this policy is to ensure consistency in the appointment of Freeman of the Shire and uphold the honour of the position.

### Scope

This policy is applied to the Shire of Westonia and its elected members and employees..

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Freeman of the Shire of Westonia".
District	Includes all Councillors.

### Policy Statement

The award of Honorary Freeman by resolution of Council should have regard for the following criteria;

- This title is intended to recognise outstanding service to the community over a significant period of time and in a wide range of activities within the Shire of Westonia.
- For the position to have the desired standing within the community, it should only be applied where there is assurance of public approval of those who become recipients.
- The award of Honorary Freeman will only be made occasionally for rare and exceptional contribution over a long period of time.
- The award of Honorary Freeman is recognized as the highest honour that the local community, through its Council, can offer to one of its citizens.
- The nominee must have made an outstanding contribution to the community such that the nominee's contribution can be seen to stand above the contributions made by most other people.
- At any one time, a maximum of four living persons may hold the title of 'Honorary Freeman' of the Shire of Westonia.
- If an elected member of Council has an objection to the nomination, that elected member must provide valid reasons for the objection
- The Honorary Freeman shall be invited to attend civic events and functions conducted by the Council.
- The award of Honorary Freeman shall be recognised by a framed certificate being presented to the recipient with a framed photograph and plaque displayed in the Shire Administration Centre.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	



# Council Policy

## Council Forum/Briefing Sessions

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### Purpose

The purpose of this Policy is to provide details on the schedule for Ordinary Meetings of Council

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### Scope

This Policy applies to the Chief Executive Officer and Council Members of the Shire of Westonia.

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### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Meeting Schedule".
District	Includes all Councillors.

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### Policy Statement

A Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing 3.30pm

The following Forum Procedure Applies Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
  - Forums to be attended by Councillors, Chief Executive Officer and Executive Managers. Consultants may participate by invitation from the Chief Executive Officer in consultation with the Shire President.
  - Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
  - The CEO will ensure timely written notice and the Agenda for each forum is provided at all members.
  - Forum papers should be distributed to members at least three days prior to the meeting.
  - The President is to be the presiding member at all forums.
  - Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
  - Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing an interest will not participate in that part of the Forum relating to their interest and leave the meeting room.
  - There is to be no opportunity for a person with an interest to request that they continue in the forum.
  - A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.
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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	





# Council Policy

## Council Meeting Schedule

### Purpose

The purpose of this Policy is to provide details on the schedule for Ordinary Meetings of Council

### Scope

This Policy applies to the Chief Executive Officer and Council Members of the Shire of Westonia.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Meeting Schedule".
District	Includes all Councillors.

### Policy Statement

A Councilors Forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month, commencing at 3.30pm in the Shire of Westonia Council Chambers. No Ordinary Council Meeting is to be held in January.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	



# Council Policy

## Conference & Meeting Attendance & Expenses

### Purpose

The purpose of this policy is to ensure Councillors are aware of opportunities to attend Local Government Week Conference and other conferences and meetings requiring/allowing the attendance of a representative of Council.

### Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Conference & Meeting Attendance & Expenses".
District	Includes all Councillors.

### Policy Statement

Notices inviting Council to nominate delegates or observers to conferences, meetings and similar occasions be circulated to all Councillors. Any Councillors who wish to represent Council at such an event shall request nomination at a Council Meeting. Council shall decide by resolution to nominate such representatives as Council may consider are appropriate.

Councillors receiving authorisation to attend are required to provide a written report on attendance of meeting. Council will pay the conference/meeting registration fees, accommodation expenses as deemed appropriate by Council and travelling expenses for the delegate if using their private vehicle, at a rate prescribed in the Local Government Industrial Award 2010.

### Conference – Local Government Week

The Council President, Deputy President and the Chief Executive Officer will be the nominated delegates for Council. In the event of these delegates not being able to attend, Council may decide by resolution, to choose other Councillors to replace them.

Councillors wishing to attend the Annual Conference in addition to the nominated delegates should advise when registrations are requested or when notice of Conference is presented to Council.

Council shall determine by resolution all matters pertaining to representatives, numbers of Councillors attending and payment of expenses, but the following shall be used as a guide;

- Council shall pay the expenses of Annual Conference delegates.
- Council shall pay the cost of conference registration for the delegate and the annual dinner fee for both the delegate and delegate's partner.
- Council shall pay the accommodation expenses, which includes bed and breakfast for the delegate and delegate's partner.

### Other Conferences. Meetings and Occasions

All proposals for attendance at other conferences and meetings shall firstly be subject to an assessment by Council with advice from the Chief Executive Officer based on the following criteria –

- Whether the proposal relates to an objective identified within the current or future strategic direction of Council.
- The current relevance of the proposal to the Shire.
- Historic or expected attendance.
- The relationship of the proposal to the outcomes to be delivered and how these relate to the Councillor's role as either a Presiding Member, Committee Member or Councillor.
- Equity of opportunity and the remaining period of office of the Councillor concerned including recognition of the number of opportunities previously provided to the Councillor.
- Whether there are more cost effective options to acquire the relevant knowledge and information.
- Whether it is appropriate that more than one Councillor attend.
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the future impact on conference attendance by other Councillors during the current financial year.

### **Administration Process**

Registration for all approved conferences and meetings including travel and accommodation must be organised through the Chief Executive Officer. Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be paid direct by the Shire.

#### **Reimbursement of Expenses**

Authorised expenditure shall be reimbursed to the Councillor delegate upon presentation of receipts. Councillor delegates will be personally liable for any outstanding amounts not properly authorised.

The Chief Executive Officer is responsible for implementing this policy.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	



# Council Policy

## Council Member Continuing Professional Development

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### Purpose

The purpose of this Policy is to ensure that Council Members of the Shire of Westonia (Shire) meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance the skills and knowledge relating to roles and responsibilities as a Council Member of the Shire.

The Local Government Act 1995 requires all Council Members to undertake compulsory training within twelve months of being elected. The Shire is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Council Members.

The professional development of Council Members is an important activity to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by trained and committed Council Members acting in the best interest of all the community.

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### Scope

This Policy applies to Shire of Westonia Council Members.

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### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Member Continuing Professional Development"
Council Members	Includes all Councillors.

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### Policy Statement

Council Members of the Shire are to undertake and successfully complete the following prescribed professional development training modules titled 'Council Member Essentials' within twelve months from the day the Council Member was elected, unless a prescribed exemption applies:

- Understanding Local Government,
- Serving on Council,
- Meeting Procedures,
- Conflicts of Interest, and
- Understanding Financial Reports and Budgets.

All units and associated costs are to be paid for by the Shire. The training is valid for five years. The Shire is to publish, on the Shire's website, training undertaken by all Council Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

It is Council's preference that training is undertaken via the eLearning method, which is the more cost efficient form

of delivery. However, it is acknowledged that there may be Council Members who prefer to receive training face-to-face. Council Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

The formal training events to which this Policy applies is limited to those conducted or organised by any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA),
- Local Government Professionals WA,
- Accredited training organisations offering training which is directly related to the role and responsibilities of Council Members,
- Information sessions organised by the Department of Local Government, and
- Seminars, training and/or information sessions provided by individuals with demonstrably strong knowledge of local government in Western Australia.

The following are examples of other training opportunities:

- National General Assembly of Local Government,
- WA Local Government Week,
- Special 'one off' conferences sponsored by WALGA or the Department of Local Government on important local government issues,
- Annual conferences of major professions of local government,
- The Annual Road Congress,
- Conferences which advance the development of Council Members in their role, or
- Conferences of organisations on which a Council Member has been elected or appointed as a delegate.

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel, and accommodation,
- The budget provisions allowed and the uncommitted or unspent funds remaining,
- Any justification provided by the applicant when the training is submitted for approval,
- The benefits to the Shire of the person attending,
- Identified skills gaps of Council Members both individually and as a collective,
- Alignment to the Shire's strategic objectives, and
- The number of Shire representatives already approved to attend.

Events for the Shire President are to be approved by the Deputy Shire President in conjunction with the Chief Executive Officer. Events for other Councillors are to be approved by either Council or the Shire president in conjunction with the Chief Executive Officer.

All Council Members are expected to report to Council on the benefits achieved by attending training and are to make the conference papers available to the other Councillors. A record of conferences and training attended by Council Members is to be maintained by the Chief Executive Officer.

#### Travel Arrangements and Expenses

All booking arrangements for conferences and training for Council members are coordinated through the Chief Executive Officer's office. Council Members should note that the Local Government Act 1995 precludes a Council Member to pre-spend Shire funds.

Any airline travel is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the Council Member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded, or rebated. Bookings are not to be altered to include personal travel that is not part of the scheduled

conference itinerary.

Expenses relating to conferences and training, as approved, are to be paid directly by the Shire.

Such expenses may include:

- Air fare,
- Travel insurance,
- Conference registration,
- Copy of conference proceedings,
- Room accommodation,
- Reasonable phone utilisation,
- Reasonable laundry expenses,
- Meals, and/or
- Travel to and from the event and to and from the airport.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Sections 5.126, 5.127, 5.128, Local Government Act 1995 Regulation 32(1) and 35, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	Forms & Templates : Travel Expense Claim Form



# Council Policy

## Legal Representation Costs Indemnification

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### Purpose

The purpose of this Policy is to establish guidelines concerning the provision of legal representation and cost indemnification to assist Council Members and employees facing or taking court action.

This Policy is designed to protect the interests of Council Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions

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### Scope

This Policy applies to Council Members and employees of the Shire of Westonia (Shire).

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### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Legal Representation Costs Indemnification”.
Council Members	Means a current or former person elected as a Councillor.
Legal Proceedings	May be civil, criminal or investigative.
Legal Representation	Is the provision of legal services, to or on behalf of a relevant person by an approved lawyer that are in respect of: <ol style="list-style-type: none"> <li>a. A matter or matters arising from the performance of the functions of the relevant person; and</li> </ol> Legal proceeds involving the relevant person that have been, or may be commenced.
Approved Lawyer	Is to be: <ol style="list-style-type: none"> <li>a. A person who is admitted to the legal profession under the Legal Profession Act 2008.</li> <li>b. From a law firm on the WALGA’s panel of legal service providers, if relevant, unless Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and</li> </ol> Approved by resolution of Council or in writing by the Chief Executive Officer under delegated authority.

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### Policy Statement

The Shire may provide financial assistance to Council Members and employees with the performance of their duties, provided that the individual has acted reasonable and has not acted illegally, dishonestly, against the interests of the Shire, or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- Proceedings brought by Council Members and employees to enable them to carry out their Shire functions (e.g. where a Council Member or employee seeks a restraining order against a person using threatening behaviour);

- Proceedings brought against Council Members or employees – this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a Council Member or employee, in carrying out their functions, is considered detrimental to the person (e.g. defending defamation actions); and
- Statutory or other inquiries where representation of Council Members or employees is justified.

In each case it is to be determined whether assistance with legal costs and other liabilities is justified for the good government of the district.

The Shire is not to support any defamation actions seeking the payment of damages for individual Council Members or employees in regard to comments or criticisms levelled at their conduct in their respective roles.

Decisions as to financial assistance under this Policy are to be made by Council. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000, provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under section 5.42 of the Local Government Act 1995. Where it is the Chief Executive Officer who is seeking urgent financial support for legal services, Council is to deal with the application.

A Council Member or employee requesting financial support for legal services under this Policy is to make an application in writing, in advance where possible, to the CEO, or in the case of the CEO requesting financial support, to Council, providing full details of the circumstances and the legal services required.

An individual requesting financial support for legal services, or any other individual who might have a financial interest in the matter, it so take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

Any amount recovered by an individual in proceedings, whether for costs or damages, is to be offset against any moneys paid or payable by the Shire.

Assistance is to be withdrawn where the CEO or Council determines, upon legal advice, that an individual has acted unreasonably, illegally, dishonestly, against the interest of the Shire, or otherwise in bad faith, or where information from the individual is shown to have been false or misleading. Where assistance is withdrawn, any moneys already paid are to be repaid.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Section 9.56, Local Government Act 1995
<b>Related Documentation</b>	





# Council Policy

## Related Party Disclosure

### Purpose

The purpose of this Policy is to provide guidance to Council Members and identified key management personnel to assist them in making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

### Scope

This Policy applies to Shire of Westonia (Shire) employees and Council Members

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Related Party Disclosures".
Council Members	Includes all Councillors.
Key Management Personnel	AASB 124 defines Key Management Personnel as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. Key Management Personnel for the Shire of Westonia are: <ul style="list-style-type: none"> <li>• Council Members, and</li> <li>• Persons employed under section 5.36 of the Local Government Act 1995 in the capacity of the Chief Executive Officer or Deputy Chief Executive Officer</li> </ul>

### Policy Statement

The Shire of Westonia is committed to producing financial information with high standards. In delivering high standard financial information, the Shire is committed to complying with the principles of transparency and good governance, as well as with the Accounting Standards prescribed by the Australian Accounting Standards Board (AASB), Local Government Act 1995, and Local Government (Financial Management) Regulations 1996.

Council recognises the requirement to comply with the Australian Accounting Standards Board 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standard AASB124 – Related Party Disclosures
<b>Related Documentation</b>	Attain : Related Party Disclosures Declaration Form



# Council Policy

## Management of Council Member iPads

### Purpose

The purpose of this Policy is to establish guidelines for the management and use of information technology (IT) devices issued to Council Members for use in their role as a Council Member of the Shire of Westonia (Shire).

### Scope

This Policy applies to Shire of Westonia Council Members.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Management of Council Member Tablets".
Council Members	Includes all Councillors.

### Policy Statement

All Council Members are to be issued with an IT device for the purpose of managing agendas, minutes, and documentation related to their role.

- The IT devices remain the property of the Shire until time of disposal.
- Replacement devices are to be issued every four years, which is considered to be the maximum reliable life span. If a Council Member retires or is not re-elected within the four year period, they are to hand back the device for it to be reissued to the incoming Council Member.
- At the time of replacement, or exiting Council the Council Member who is in possession of the device is given the device for their own personal purposes.
- All software and applications installed on the devices are to be approved by the Shire's IT support provider before installation.
- The device is to be used for Council purposes only, and not in any way that may reflect badly on Council.
- All maintenance on the devices is the responsibility of the Shire and is to be performed only by its employees or appointed contractors. Council Members are to report maintenance and technical issues to the Chief Executive Officer who is to refer the matter for resolution.
- All devices are to be password protected in an attempt to prevent unauthorised access. Council Members are not to make their device available to anyone else to use, and are not to divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.
- Council Members acknowledge that all information and documents contained at any time on the devices remains the property of the Shire, and at any time may be the subject of a Freedom of Information, Police, Crime and Corruption Commission, or other competent authority inquiry, and as such may be made available to any of these investigating bodies. In addition, all documents, images, sound recordings, and emails are subject to the State Records Act 2000 and as such form part of the official records of the Shire

of Westonia, and therefore are to be maintained in accordance with the Act.

- Council Members are wholly responsible for the security of their Shire issued device, and should make every effort to keep their device secure at all times. In the event that a device is misplaced, lost, or stolen, the Council Member is to advise the Chief Executive Officer immediately so that appropriate steps can be taken.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	State Records Act 2000
<b>Related Documentation</b>	Council Policy : Council Member Records



# Council Policy

## Recognition of Service

### Purpose

The purpose of this Policy is to establish a guide for recognition of outgoing Council Members so as to avoid the necessity to refer every instance to the Department of Local Government, Sport and Cultural Industries for Determination.

### Scope

This Policy applies to Shire of Westonia (Shire) Council Members..

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Recognition of Service".
Council Members	Includes all Councillors.
Retiring	Not being re-elected or standing down from public office.

### Policy Statement

- Written permission of the Minister for Local Government must be obtained prior to any change to this Policy.

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A and the consent of the Minister under s.5.69, is therefore required prior to any amendment, alteration or revocation of the Policy.

The Policy is made under the authority of the Local Government Act s.5.100A and the Administration Regulations r.34AC.

Although Councillors are able to claim travel, meeting expenses etc as of right, it is considered appropriate that there be some recognition from the Shire on their behalf of the community for their commitment to the district.

Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.

- Each departing Councillor shall receive an appropriate plaque or certificate of service.
- Outgoing Shire Presidents, whether retiring from Council or relinquishing the office of President, may be presented with their gavel and striker plate suitably engraved on the completion of their term of Shire President.
- The Chief Executive Officer is to arrange a suitable gift for departing Councillors, up to the specified value, after the following periods of service:-

Less than 4 years of service	Nil
More than 4, less than 8 years of service	\$150
More than 8, less than 12 years of service	\$300

More than 12, less than 16 years of service	\$750
16 or more years of service	\$1,000

- The cumulative value of commemorative plaque or certificate, gavel and striker plate and gift is not to exceed the limits specified in (2.4) above.
- Multiple periods of service as a member of Council are to be considered individually according to each period and not cumulatively.
- Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.
- Presentation of any commemorative plaque, certificate or gavel and striker plate and gift will generally be made at the final meeting being attended by the Councillor, or at an alternative function.
- Councillors are entitled to a civic dinner after they have completed (3) terms or twelve(12) years in office.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Regulation 34AC, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	Code of Conduct for Elected Members

### Purpose

To establish, in accordance with the requirements of section 9.49A of the Local Government Act 1995:

- a. Authority for the Chief Executive Officer and other Senior employees to sign documents on behalf of the Shire of Westonia ; and
- b. Protocols for the affixing and administration of the Shire’s Common Seal.

### Scope

This Policy applies to Shire of Westonia (Shire) Council Members and employees.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Use of Common Seal”.

### Policy Statement

1. Documents executed by the Shire of Westonia will be done in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Local Government Act 1995 provides that:
  - a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
  - b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
2. Pursuant to section 9.49A(4) of the Local Government Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

### Affixing the Common Seal

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –
  - (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
  - (3) *The common seal of the local government is to be affixed to a document in the presence of –*
    - a. *the mayor or president; and*
    - b. *the chief executive officer,*

*each of whom is to sign the document to attest that the common seal was so affixed.*

- (4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
3. For most documents, there is no statutory requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document (s9.49A(1)(b) and s9.49A(4)). Some exceptions include local laws and resolutions relating to the preparation, adoption or amendment of the Local Planning Scheme.

### **Administration of the Common Seal**

1. The Chief Executive Officer is to be:
- responsible for the safe custody of and proper use of the Common Seal; and
  - maintain a record of each time the Common Seal is used in the Document Execution Register.

### **Categories of Documents and Authorised Signing Authorities**

For the purposes of this policy, documents commonly executed by the Shire are grouped into 3 categories. The way in which a document is to be executed and who has the authority to sign is based upon its assigned category. This policy defines those categories and the Shire officers who are authorised to execute the documents.

#### **Level 1 Documents**

Level 1 Documents require the Shire's Common Seal to be affixed in accordance with Section 9.49A(2) – (3) of the Act and requires that:

- Council has specifically authorised by resolution:
  - The execution of the document by the Shire; and
  - The affixing of the Common Seal to the document in accordance with Section 9.49(2).
- The Common Seal is affixed to the document in the presence of the Shire President and Chief Executive Officer, each of whom are to sign the document to attest that the Common Seal was affixed in accordance with S9.49A(3).
- Documents that have the Common Seal affixed to them are to be recorded in the Common Seal Register.
- Documents defined as Level 1 are:
  - Local Laws (made and amended);
  - Local Planning Schemes (preparation, adoption, repeal or amendment);
  - Any documents for a new, lost or replacement title over land, or to take possession of land;
  - Enabling the Shire to take possession of land for the purpose of public works;
  - Mortgages (that encumber Shire assets);
  - Loans and debentures not included in the Annual Budget; and
  - Power of Attorney to act on behalf of the Shire.

#### **Level 2 Documents**

Level 2 Documents require:

- Council authorises, the Chief Executive Officer, other Senior employees and/or agents to sign documents on behalf of the Shire in accordance with S 9.49A(4) of the Act.
- A Council Resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any document listed under Level 2 by an authorised signatory.
- This policy does not prevent the execution of any Level 2 documents by the affixing of the Common Seal in accordance with s9.49A(1)(a) of the Act.
- Documents defined as Level 2 are:
  - Lease or licence of real property (land and/or buildings), including but not limited to:
    - Grant of Lease or licence by Shire to a third party;
    - Shire acquiring lease or licence from another party;
    - Variation of lease or licence;

- Loans and debentures included in the Annual Budget;
- Assignment of lease or licence;
- Surrender of lease or licence;
- Extension of existing lease or licence, where the extension option included in the lease document;
- Sublease or sublicense; and
- Transfer of lease or licence.
- Contract documents resulting from the procurement process;
- Transfer of Land Landgate Forms;
- Landgate documents (including but not limited to S70A notifications, restrictive covenants, easements, lodgement or withdrawal of caveats) or other documents required by, or to satisfy a condition of subdivision or development approval;
- The signing of subdivision application, development application and building application forms for development on land owned or managed by the Shire;
- Deeds or contracts in respect to sale, purchase or other commercial dealings relating to real property (land and buildings) comprising of Shire assets including grant of easements or other interests in real property;
- Memorandum of Understandings;
- Grants and Funding Agreements (incoming and outgoing);
- State or Commonwealth Government Funding Agreements;
- Community Service Projects, Service Agreements (incoming and outgoing), Licences & Related documents;
- Prosecution Notices & Court Documents;
- Deeds of Settlement – Employee matters;
- Documents that enable compliance with a local government statutory obligation, which, if not signed, constitutes a possible risk to the Shire;
- Other documents required to affect a decision of Council; and
- Other documents required in the management of local government property.

### Level 3 Documents

Level 3 Documents are documents that are created in the normal course of business to undertake the duties of an officer's position in a manner consistent with the Council's or Shire's policies and procedures. Such duties may be undertaken by employees at the discretion of the Chief Executive Officer where the authority and accountability has been granted through an Authorisation, Delegation, Policy, Executive Instruction, approved Position Description or 'acting through'.

In the event of ambiguity over what category might apply to a document, i.e. 2 levels may have relevance to a document, then the higher level is take precedence unless a decision has been made under delegated authority, in which case, it is a level 2 document and can be executed by the officer exercising the delegated authority

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Section 9.49, Local Government Act 1995
<b>Related Documentation</b>	





# Council Policy

## Acting Chief Executive Officer

### Purpose

The purpose of this policy is to appoint an Acting Chief Executive Officer while the Chief Executive Officer is away on an extended period of leave

### Scope

This policy is applied to the Shire of Westonia Chief Executive Officer and senior staff.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Acting Chief Executive Officer”.
Senior Management	An employee who is responsible for a business unit of the Shire.

### Policy Statement

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Deputy Chief Executive Officer

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee’s employment conditions are not varied other than the employee is entitled at the CEO’s discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Deputy Chief Executive Officer is automatically appointed as Acting CEO, on that Officer’s salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995 Part 5 Division 4

	Local Government Administration Regulations 1996
<b>Related Documentation</b>	



# Council Policy

## Elected Member Entitlements

### Purpose

The purpose of this policy is to determine the level of sitting and attendance fees to be paid to Councillors for attending the eleven Ordinary Council Meetings and Council Committee Meetings.

### Scope

This policy is applied to the Shire of Westonia elected members.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Elected Member Entitlements".
Council Members	Includes all Councillors.

### Policy Statement

The Shire of Westonia is bound by the provisions of the WA Salaries and Allowances Act 1975 and the determination of the Salaries and Allowances Tribunal in regard to the payment of Elected Members. The Shire of Westonia is classified as Band 4 and must pay within the range allocated to Band 4.

To determine the scope and extent of expenses that may be claimed by, and equipment and facilities provided to Councillors so that these may be reasonable and appropriate within the provisions of the Local Government Act, 1995.

#### Annual Attendance Fees

Elected members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.

Attendance fees are to be paid to elected members in two (2) equal instalments during the months of December and June.

Elected members who do not wish to receive attendance fees are to advise the Chief Executive Officer, annually in writing, prior to the payment months.

Elected members who resign or who are disqualified during their term of office are to reimburse Council that portion (if any) of attendance fees that have been paid in advance.

#### Shire President's and Deputy Shire President's Allowance

The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid biannually in arrears.

#### Information and Communications Technology Allowance

Elected members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.

The Information and Communications Technology Allowance is to be paid to elected members biannually in arrears.

### **Reimbursement of Expenses**

The reimbursement of elected members' expenses in accordance with Section 5.98 (2)(b) of the *Local Government Act 1995* and Regulation 32(1) of the *Local Government (Administration) Regulations 1996*, shall be for the following expenses:

1. Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations); and
2. Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA) or Department of Local Government, Sport & Cultural Industries accredited training seminars for elected members, subject to budgetary provisions.
3. Travel costs, meals and accommodation in attending Council approved training or events, subject to budgetary provisions.

Travel costs are defined as:

- a. Travel from the elected member's normal residence within the Shire of Westonia boundary or address within the Shire of Westonia boundary at which the elected member is registered for Council elections;
- b. Travel to and from meetings where the elected member is a Council representative/delegate and no reimbursements for travel are payable from another source; and
- c. Vehicle parking costs.

Where practicable, elected members are encouraged to check on the availability (with sufficient notice) of a Council owned vehicle.

These fees are to be paid in half yearly instalments.

The Chief Executive Officer is responsible for implementing this policy.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
<b>Related Documentation</b>	Salaries and Allowances Tribunal through determination published in the Government Gazette from time to time



# Council Policy

## Induction for Councillors

### Purpose

To set out guidelines for the induction of newly Elected Members of the Shire of Westonia.

### Scope

This policy is applied to the Shire of Westonia elected members

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Induction for Councillors".
Council Members	Includes all Councillors.

### Policy Statement

It is essential to the effective operation of Council decision-making and Council business that Elected Members are provided with a clear understanding of their roles and responsibilities when first elected to Council. It is also important that they understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long term planning documents.

It is also important that returning Members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising. It is equally important that new and returning Members are provided with the same information.

Key to this is the induction process which should be provided for each new Council and/or Councillors, elected or appointed to fill extraordinary vacancies when they arise.

### Principles:

(a) An accessible, informative induction program is essential to Councillors being able to understand their roles and being able to move quickly and easily into their governance responsibilities after being elected to Council.

(b) Sitting Councillors will support newly elected Councillors by participating in the induction process.

### Provisions:

1.1 The Chief Executive Officer (CEO) will prepare an induction program for Councillors which will commence immediately after and election and will be completed no later than 3 months after the election date.

1.2 The CEO will consult with the Shire President in the preparation of the program.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22)

<b>Relevant Legislation</b>	roles and functions of the elected members, ss2.7 to 2.10, 5.2 and 5.41 of the Act
<b>Related Documentation</b>	S5.92 access to information — must relate to role Councillor Code of Conduct (i.e. Model Code).



# Council Policy

## Annual Christmas Function

### Purpose

To provide guidance to staff when organising of the annual Christmas function for elected members and employees.

### Scope

This policy applies to Elected Members and employees of the Shire of Westonia.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Annual Christmas Function".
Council Members	Includes all Councillors.

### Policy Statement

Council will provide in its Annual Budget an annual Christmas Function for elected members, employees and partners each year at a venue to be determined.

#### Employees

All full time and permanent part time employees, including those who have resigned their position since July 1 in the current calendar year, shall be invited.

All casual employees who have worked a minimum total of fifty (50) hours since July 1 in the current calendar year shall be invited.

#### Elected Members

All current serving elected members, and elected members who vacated their positions during the current calendar year.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22)
Relevant Legislation	Nil
Related Documentation	



# Council Policy

## Public Interest Disclosure

### Purpose

To recognise the value and importance of contributions by employees to enhance administrative and management practices and strongly support disclosures being made by employees as to corrupt or other improper conduct.

### Scope

This policy applies to Elected Members and employees of the Shire of Westonia.

### Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Annual Christmas Function".
Council Members	Includes all Councillors.

### Policy Statement

The Shire of Westonia (the Council) acknowledges its obligations under the *Public Interest Disclosure Act 2003* (the Act) and in doing so:

1. Will ensure that staff are supported under the *Public Interest Disclosure Act 2003*, the Council:-

(a) Does not tolerate corrupt or other improper conduct, including mismanagement of community resources, in the exercise of the public functions of the Shire of Westonia and its officers, employees and contractors.

(b) Is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.

(c) Will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

(d) Does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

2. Has in place an internal procedure (Public Interest Disclosure Act 2003 Work Procedure) that describes the manner in which:-

(a) Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer) of the Council. The person from time to time holding or acting in the position of Director Corporate Services is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Westonia.

(b) The PID Officer shall investigate the information disclosed, or cause that information to be investigated.

(c) The PID Officer may take action following the completion of the investigation.



(d) The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.

(e) The confidentiality of the informant, and any person who may be the subject of a public interest disclosure, shall be maintained.

(f) Records as to public interest disclosure shall be maintained and reporting obligations complied with.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	<i>Public Interest Disclosure Act 2003</i>
<b>Related Documentation</b>	Public Interest Disclosure Public Interest Disclosure Officer Declaration Form



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## Purpose

The

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## Scope

This

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## Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Annual Christmas Function".

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## Policy Statement

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Amended April 2022 (Resolution 08/04-22)
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

# **ADMINISTRATION / ORGANISATION**

# **FIRE CONTROL**

# **FINANCIAL MANAGEMENT**

# **WORKS AND SERVICES**

# **PERSONNEL AND STAFF HOUSING**

**UNCLASSIFIED**






## 9.1.7 DISPOSAL OF PROPERTY – 38 DIORITE STREET WESTONIA

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<b>Responsible Officer:</b>	Bill Price, CEO
<b>Author:</b>	Bill Price, CEO
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

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<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>
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### **Purpose of the Report**

Executive Decision  Legislative Requirement

This report seeks Council's decision to consider the disposal of Council property referred to as 38 Diorite Street to Ms Claire McAuliffe as per S 3.58 (3) (4) of the *Local Government Act, 1995*.

### **Background**

Council has resolved previously for the disposal of some old Housing stock to assist in the development of more modern residential facilities moving forward.

The 3 properties being considered for disposal are 42 Jasper Street (already sold), 38 Diorite Street and 7 Quartz Street.

Currently 7 Quartz Street accommodates a Council employee and 38 Diorite Street accommodates a COOP employee.

S 3.58 of the *Local Government Act 1995* stipulates the requirements for the Disposal of Property by Council either by auction or by open tender or alternatively if proposing to dispose not by these methods subsection 3 requires the following

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

### **Comment**

Council has received an expression of interest offer from Ms Claire McAuliffe to purchase 38 Diorite Street, the house in which she currently resides. Claire has offered a purchase price of \$ TBA. Claire is a valued employee

of the local Westonia Community Cooperative, a position which is difficult to recruit in the current environment.

Council have previously obtained a valuation report from Acumentis (Licensed property valuer) who recently visited Westonia to undertake the valuation of the property. The valuation for 38 Diorite Street provided by Acumentis amounts to \$ TBA.

#### **Statutory Environment**

*S 3.58 of the Local Government Act 1995.*

#### **Policy Implications**

Council does not have a policy in relation to this matter.

#### **Strategic Implications**

The sale of old residential housing stock to assist in the financing of future new housing stock and/or land purchases.

#### **Financial Implications**

Council has made an allowance of \$ 90,000 income in the 2023/24 financial budget review for the sale of 38 Diorite Street.

#### **Voting Requirements**

Simple Majority

Absolute Majority

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#### **OFFICER RECOMMENDATIONS**

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That Council propose to sell 38 Jasper Street to Ms Claire McAulliffe for the sum of \$ TBA and that as per S 3.56(3)(4) of the *Local Government Act 1995* give local public notice of the proposed disposition in the prescribed manner with submissions and comments to be considered at the April Council meeting.

**9.1.8 DELEGATIONS MANUAL REVIEW**

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<b>Responsible Officer:</b>	Bill Price, CEO
<b>Author:</b>	Bill Price, CEO
<b>File Reference:</b>	A2.8.5
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	9.1.8 Delegation Manual
<b>Signature:</b>	<b>Officer</b> <span style="float: right;"><b>CEO</b></span>

---



**Purpose of the Report**

- Executive Decision                       Legislative Requirement

The Purpose of this Report is that Council review and adopts the Delegation Manual

**Summary**

To complete the yearly review of the Delegations Manual.

**Background**

The review of delegations to the Chief Executive Officer (CEO) made under the Local Government Act 1995 and other Acts, plus delegations made to other officers by Council pursuant to various Acts.

The existing Delegations Register has been attached for your perusal.

The Chief Executive Officer has conducted an extensive review of the current Delegation with the format being adjusted and grouped into relevant sections to make it easier to follow.

The Delegations in place all being direct delegations to the CEO, who in turn delegates a number to other officers.

**Comment**

As part of the review, all delegations have been thoroughly examined to ensure they are still relevant and the wording of each is appropriate. In considering the review each delegation has been viewed in the context of whether it is a power or a duty of the local government, hence a delegation can occur, or it is an administration function that is part of the CEO or other officer's responsibility and therefore a delegation is not required.

The Delegation Manual received a thorough review the previous year and after reviewing this year the Chief Executive Officer has indicated that there are no significant changes required to the content, excepting the delegations allocated to the title of Works Supervisor being changed to Construction Supervisor. Also, the Finance Officer has been delegated authority to issue purchase orders to the maximum sum of \$ 2,000.

**Statutory Environment**

- Local Government Act 1995
- Section 5.18 – provides that a local government is to keep a register of delegations and review the delegations once every financial year (to committees).
- Section 5.46(2) – provides that at least once in every financial year delegations are to be reviewed by the delegator (Council).
- Local Government (Miscellaneous Provisions) Act 1960
- Sections 374, 374A, 374C, 401A, 403, 408 & 409 all deal with various aspects relating to buildings.
- Bush Fires Act 1954
- Section 17(10) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly its powers and duties under 17 (7-8) – variation of prohibited burning times.

Section 18 (5C) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly the power to vary the restricted burning times.

Clause 11.3 – enables Council to delegate powers and duties to the CEO.

Section 5.42 of the Local Government Act 1995 states that a number of the local government’s powers and duties can be delegated to the CEO. Section 5.43 of the Act details the limitations on those delegations. The review has been conducted within those legislative requirements.

Building Act 2011

Section 127 (6A) provides – The CEO of a Local Government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty –

(a) The CEO’s power under this subsection to delegate the exercise of that power or the discharge of that duty; and

(b) The exercise of that power or the discharge of that duty by the CEO’s delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

An absolute majority of Council is required to adopt the Delegations Register.

### **Policy Implications**

There are no direct implications on any current policies however a number of delegations are linked to Council policies.

### **Strategic Implications**

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

9.10. Appointment of authorised persons

(1) In this section –

law means any of the following –

(a) this Act;

(b) the Caravan Parks and Camping Grounds Act 1995;

(c) the Cat Act 2011;

(d) the Cemeteries Act 1986;

(e) the Control of Vehicles (Off-road Areas) Act 1978;

- (f) the Dog Act 1976;
  - (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
  - (h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment.
- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
- (3) An appointment under subsection (2) is subject to any specified conditions or limitations.
- (4) The CEO must give to each person appointed under subsection (2) an identity card that —
- (a) on the front of the card, sets out —
    - (i) the name and official insignia of the local government; and
    - (ii) the name of the person; and
    - (iii) a recent photograph of the person; and
  - (b) on the back of the card, specifies each law to which the person’s appointment relates.
- (5) A person appointed under subsection (2) (the authorised person) must —
- (a) carry their identity card at all times when performing functions under a specified law; and
  - (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.
- (6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

[Section 9.10 inserted: No. 16 of 2019 s. 64.]

From a local government perspective, the concept of “delegation” is: to entrust or commit (authority etc.) to another as an agent or deputy.

Consequently, the decision-making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision-making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Westonia is perceived more favorably for making timely decisions.

### **Financial Implications**

The delegations allow for staff to authorise expenditure, raise income, write-off monies, provide staff benefits and also hasten processing times across various areas of operations.

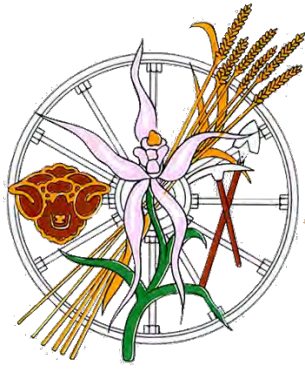
### **Voting Requirements**

- Simple Majority                       Absolute Majority

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### **OFFICER RECOMMENDATIONS**

**That Council review and adopts the Delegation Manual as presented.**



SHIRE OF  
**WESTONIA**  
A vibrant community lifestyle



# Delegation of Authority Register (including Council appointed authorized persons & officers)

LAST REVIEWED

MARCH 2023 08/03-23 ITEM 9.1.6 DELEGATION MANUAL REVIEW

## REVIEW

Reviewed by	Date approved	References
Council	17 Mar 2022	COUNCIL RES: 9.1.6 Review
Council	16 Mar 2023	08/03-23 Item 9.1.6 Delegation Manual Review





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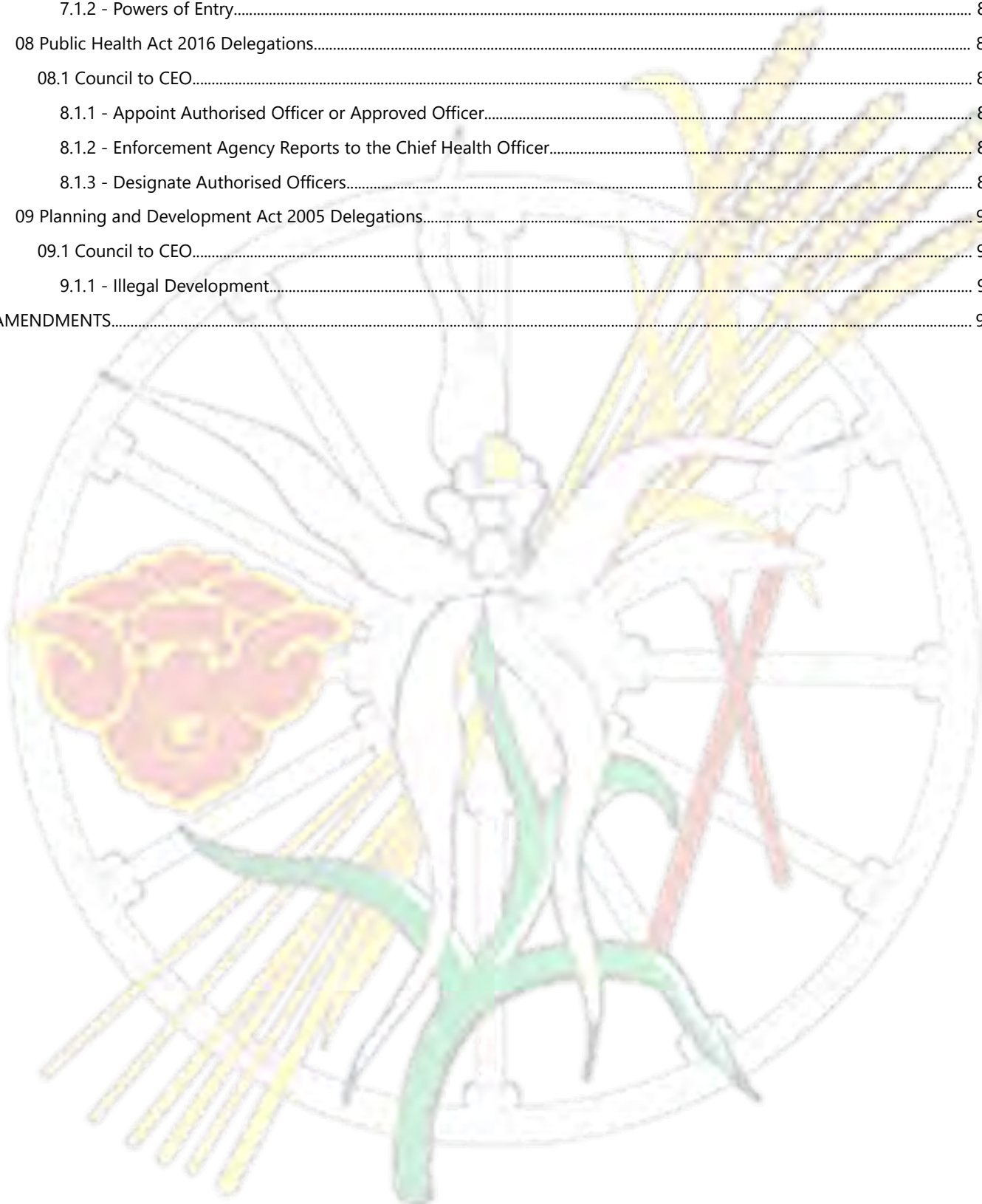
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## INTRODUCTION

### Introduction

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision-making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The Council (and the Chief Executive Officer in the case of most sub delegations) delegate matters where the relevant employees have the appropriate skills and expertise to implement the delegation or sub delegation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority is subject to complying with relevant policies of the Shire, which are referenced within each Instrument.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue.

### Definitions

The terms used throughout this register are defined below:

**Delegate** the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

**Delegation** the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

**Delegator** the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

**Express Power or Duty** a power or duty written (expressly) in legislation.

**Express Power to Delegate** a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

**Head of Power** the legislation, which contains an express power to delegate and/or an express power or duty.

**Instrument of Delegation** the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

**Sub-delegate** the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

### Local Government Act 1995

The majority of delegations and sub delegations described in this Register originate under the *Local Government Act 1995*, which permits a local government (by absolute majority decision under Section 5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in Section 5.43. The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

The *Local Government Act 1995* allows the Chief Executive Officer to delegate any of the powers delegated to the Office of Chief Executive Officer to another employee (Section 5.44(1)), in writing (Section 5.44(2)) and may include conditions (Section 5.44(4)).

### Review of Delegations

The *Local Government Act 1995* requires that a review of the Delegations Register occurs at least once every financial year. Delegations under other Acts may have different requirements. Where there is no statutory requirement for review, the provisions of the

*Local Government Act 1995* shall be applied to ensure uniformity. The review will include the Chief Executive Officer reviewing all sub-delegations and authorisations.

## Standard Conditions of Delegations

In accordance with Section 5.71 of the *Local Government Act 1995* and the Shire of Westonia's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The *Local Government Act 1995* contains severe penalties for failure to comply.

In accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995*, the delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The *Local Government Act 1995* contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of Westonia Local Laws, Council Policies and resolutions of Council.

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Regulation 19 of the *Local Government (Administration) Regulations 1996* requires the person to whom the power or duty has been delegated to keep a written record of:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

## Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (Section 5.46 (3)). Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Officers responsible for a delegated function, power or duty are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required.

## Primary and Annual Returns

An employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

## Matters which cannot be Delegated

The following are decisions that cannot be delegated by Council to the Chief Executive Officer as per Section 5.43 of the Act:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property valued at an amount determined by the local government;
5. Any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49(4) to authorize a person to sign documents on behalf of the local government;
9. Any power of duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12(a), 7.12A(3)(a) and 7.12A(4) of the Local Government Act 1995 (relating to meetings with auditors);
2. Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance); and
3. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

## Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the *Local Government Act 1995* allows for the Chief Executive Officer to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under Section 5.44(4).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year as per Section 5.46(1) and (2) of the Act. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is exercised as per Section 5.46(3) of the Act. The record is to contain the following information:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty under Regulation 19 of *Local Government (Administration) Regulations 1996*.

Officers responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

A person to whom a power is delegated under the Act is considered to be a "designated employee" under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

## Acting through another person

The *Local Government Act 1995* recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

"Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- a. a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- b. a Chief Executive Officer from performing any of his or her functions by acting through another person."

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

## Using delegation to make decisions

Before using a delegated authority a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation.

Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

## Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest, which may require them to be removed from the decision making process. A Delegate may also refer the decision making back to the Delegator where they consider there is a risk or sensitivity which makes it more appropriate for the Delegator to make that decision.

The Shire's Code of Conduct requires that employees immediately disclose interests that could be in conflict, or could be perceived to be in conflict, with the performance of their public duties.

## DELEGATIONS

## 01 Local Government Act 1995

## 01 Local Government Act 1995

## 01.1 Council to Committees of Council

<b>Delegation</b>	<b>1.1.1 Audit and Risk Committee</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].</li> <li>2. Authority to: <ol style="list-style-type: none"> <li>a. examine the report of the Auditor and determine matters that require action to be taken by the shire of Westonia and</li> <li>b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].</li> </ol> </li> <li>3. Authority to review and endorse the Shire of Westonia's report on any actions taken in</li> </ol>
<b>Delegates</b>	Audit and Risk Committee
<b>Conditions</b>	This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
<b>Express power to subdelegate</b>	Nil. Sub-delegation is prohibited by s.7.1B.
<b>Statutory framework</b>	<a href="#">Local Government (Audit) Regulations 1996</a> <a href="#">Department of Local Government, Sport and Cultural Industries</a> <a href="#">Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</a>
<b>Policy</b>	Audit and Risk Committee Terms of Reference
<b>Record keeping</b>	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
<b>Date adopted</b>	17 March 2022



**Adoption references**

09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review

**Last reviewed**

16 March 2023



## 01.2 Council to CEO

<b>Delegation</b>	<b>1.2.1 Powers of Entry</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Chief Bush Fire Control Officer Construction Supervisor Deputy Chief Executive Officer Health & Building Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the subdelegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995:</a> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review

Last reviewed

16 March 2023





<b>Delegation</b>	<b>1.2.2 Declare Vehicle is Abandoned Vehicle Wreck</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Function</b>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor Ranger
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub delegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3
<b>Record keeping</b>	All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in Compliance/Ranger/Abandoned Vehicles.
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023





<b>Delegation</b>	<b>1.2.3 Confiscated or Uncollected Goods</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</li> <li>b. The Delegation can only be used where the Delegate's reasonable efforts to identify and contract an owner have failed.</li> <li>c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles are to be disposed of via a Private Treaty.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
<b>Record keeping</b>	All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in Compliance/Ranger/Abandoned Vehicles.
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

<b>Delegation</b>	<b>1.2.4 Close Thoroughfares to Vehicles</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> <li>• give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>• consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ul> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>b. Where the closure is required for the conduct of an event, the requirements of the <i>Road Traffic (Events on Roads) Regulations 1991</i> will be applied.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation

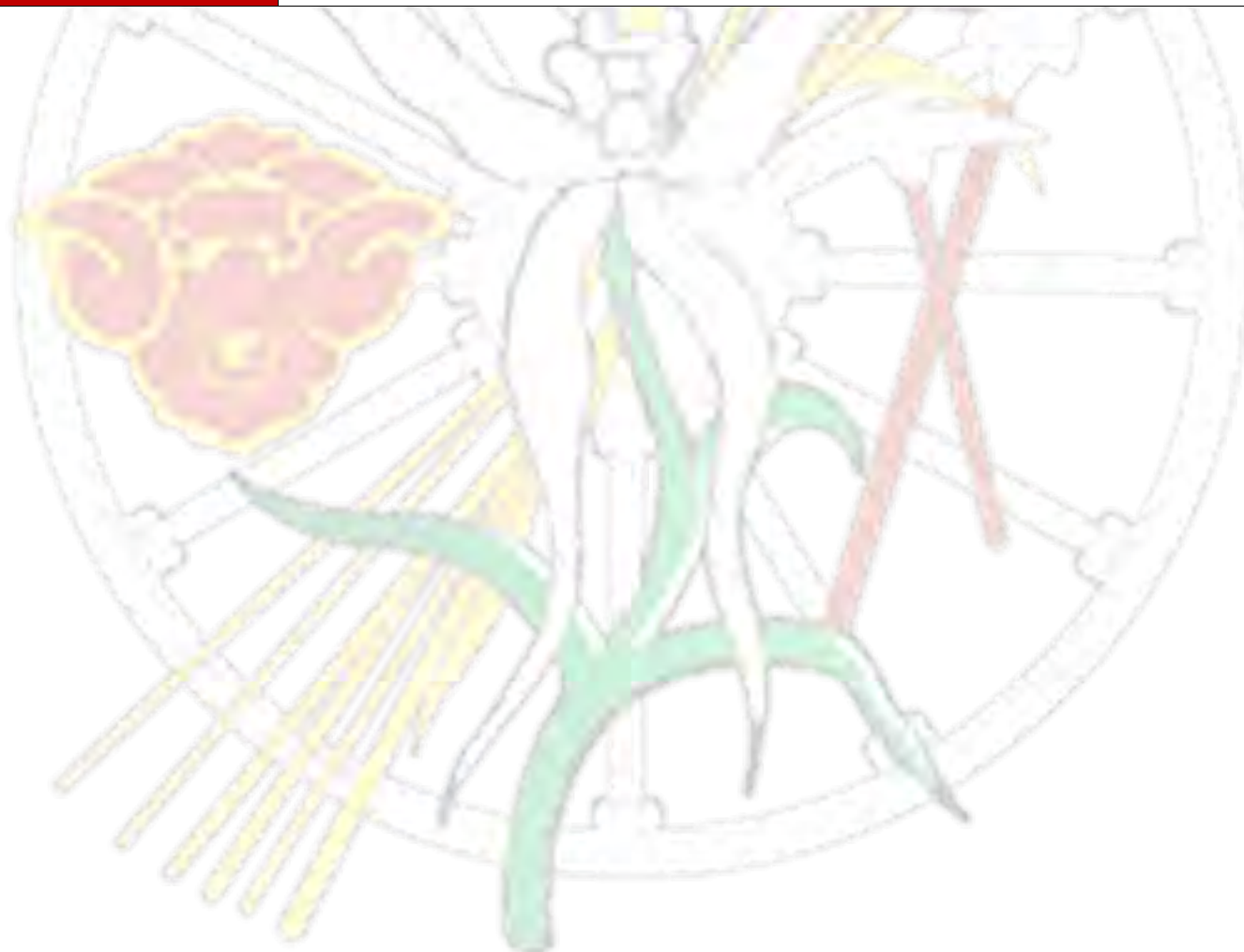


<b>Statutory framework</b>	<a href="#">Local Government Act 1995: Part 3, Division 3, Subdivision 3</a> <a href="#">Road Traffic (Events on Roads) Regulations 1991</a> <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> <i>Activities on Thoroughfares Local Law</i>
<b>Record keeping</b>	Local Government Property Local Law Record Keeping: Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>1.2.5 Obstruction of Footpaths and Thoroughfares</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Subdelegates</b>	Construction Supervisor
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation.
<b>Statutory framework</b>	<a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a> <a href="#">Road Traffic (Events on Roads) Regulations 1991</a> Activities on Thoroughfares Local Law Local Government Property Local Law
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.6 Performing Particular things on Land which is not Local Government's Property</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property.
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property.
<b>Function</b>	Authority to carry out things as follows: <ol style="list-style-type: none"> <li>1. Carry out works for the drainage of land [Sch.3.2(1)];</li> <li>2. Do earthworks or other works on land for preventing or reducing flooding [Sch.3.2(2)];</li> <li>3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate [Sch.3.2(3)];</li> <li>4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require [Sch.3.2(4)];</li> <li>5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare [Sch.3.2(5)];</li> <li>6. Place on land signs to indicate the names of public thoroughfares [Sch.3.2(6)]; and</li> <li>7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations [Sch.3.2(7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	An effort must have been made to notify the owner(s) and seek approval prior to works being carried out
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>

<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>1.2.7 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land  Sch.3.1 Powers under notices to owners or occupiers of land Sch.3.2 Particular things local governments can do on land even though it is not local government property  <i>Local Government (Uniform Local Provisions) Regulations 1995</i> r.11 Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl. 6
<b>Function</b>	Authority to exercise the powers and duties of the local government in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
<b>Delegates</b>	CEO
<b>Conditions</b>	Must comply with relevant Council Policies.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>1.2.8 RAV Network Requests</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.53 Control of certain unvested facilities.
<b>Function</b>	Authority to approve or reject applications to use RAV Network 2, 3 & 4 combinations on all local roads considered suitable for use by that combination.
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. All applications must be made in writing and will be subject to assessment against criteria and conditions stipulated in Council Policy – Restricted Access Vehicle Policy.</li> <li>b. All applications for Network 5 and above are to be presented to Council for determination.</li> </ul>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Road Traffic Act 1974</a> <a href="#">MRWA Guidelines</a>
<b>Policy</b>	Council Policy – Restricted Access Vehicle Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>1.2.9 Reserves Under Control of Local Government</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government
<b>Function</b>	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <a href="#">Parks and Reserves Act 1895 [s.3.54(1)]</a>
<b>Delegates</b>	CEO
<b>Conditions</b>	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub- delegation</li> <li>b. Must comply with relevant Council Policies</li> </ul>
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 <a href="#">Parks and Reserves Act 1895</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
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<b>Delegation</b>	<b>1.2.10 Expressions of Interest for Goods and Services</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services  <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees.
<b>Statutory framework</b>	<a href="#">Local Government (Functions and General) Regulations 1996</a> prescribe applicable statutory procedures <a href="#">WALGA Subscription Service – Procurement Toolkit</a>
<b>Policy</b>	Council Policy 6.3 - Purchasing Policy Council Policy 6.2 – Preference to Local Suppliers Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
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<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.11 Tenders for Goods and Services</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited. r.13 Requirements when local government invites tenders though not required to do so. r.14 Publicly inviting tenders, requirements for.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r.11(f)].</li> <li>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r.11 (2)].</li> <li>4. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14 (5)].</li> <li>8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r.18(4)].</li> <li>9. Authority to accept, or reject tenders, only within the \$150,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</li> <li>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$10,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&amp;Gr.20(1) and (3)].</li> <li>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> </ol>

	<ol style="list-style-type: none"> <li>1. Authority to decline any tender [F&amp;G r.18(5)].</li> <li>2. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</li> <li>3. Authority to:             <ol style="list-style-type: none"> <li>a. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.</li> <li>b. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&amp;G r.21A]</li> </ol> </li> <li>4. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Sole supplier arrangements may only be approved where a record is retained that evidences:             <ol style="list-style-type: none"> <li>i. A detailed specification;</li> <li>ii. The outcomes of market testing of the specification;</li> <li>iii. The reasons why market testing has not met the requirements of the specification; and</li> <li>iv. Rationale for why the supply is unique and cannot be sources through other suppliers;</li> </ol> </li> <li>b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:             <ol style="list-style-type: none"> <li>i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,</li> <li>ii. current supply contract expiry is imminent,</li> <li>iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> <li>c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.</li> </ol>
<b>Express power to subdelegate</b>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>
<b>Subdelegate conditions</b>	<p>Conditions on the original delegation also apply to the sub- delegation</p>
<b>Statutory framework</b>	<p><a href="#">Local Government Act 1995</a>  <a href="#">Local Government (Functions and General) Regulations 1996</a> prescribe applicable statutory procedures.  <a href="#">WALGA Subscription Service – Procurement Toolkit Council</a>          Council Policy 6.3 - Purchasing Policy          Council Policy 6.2 – Preference to Local Suppliers Policy</p>

<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Delegation</b>	<b>1.2.12 Application of Regional Price Preference Policy</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of.
<b>Function</b>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Construction Supervisor Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation.
<b>Statutory framework</b>	<a href="#"><u>Local Government (Functions &amp; General) Regulations 1996</u></a>
<b>Policy</b>	Council Policy 6.3 - Purchasing Policy Council Policy 6.2 – Preference to Local Suppliers Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.13 Payments from the Municipal or Trust Funds</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Function</b>	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Authority to make payments is subject to annual budget limitations.</li> <li>Procedures are to be systematically documented, retained and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit &amp; Risk Committee at least once each financial year. [Audit r.17].</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer Senior Finance Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</li> <li>Payments by cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be either the CEO, Manager of Corporate Services.</li> <li>The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Delegates, one of whom must be either the CEO, Manager of Corporate Services.</li> <li>Conditions on the original delegation also apply to the sub- delegation.</li> </ol>
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <a href="#">Local Government (Audit) Regulations 1996</a> Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a> <a href="#">Department of Local Government, Sport and Cultural Industries: Accounting Manual</a>
<b>Policy</b>	Council Policy 6.3– Purchasing Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

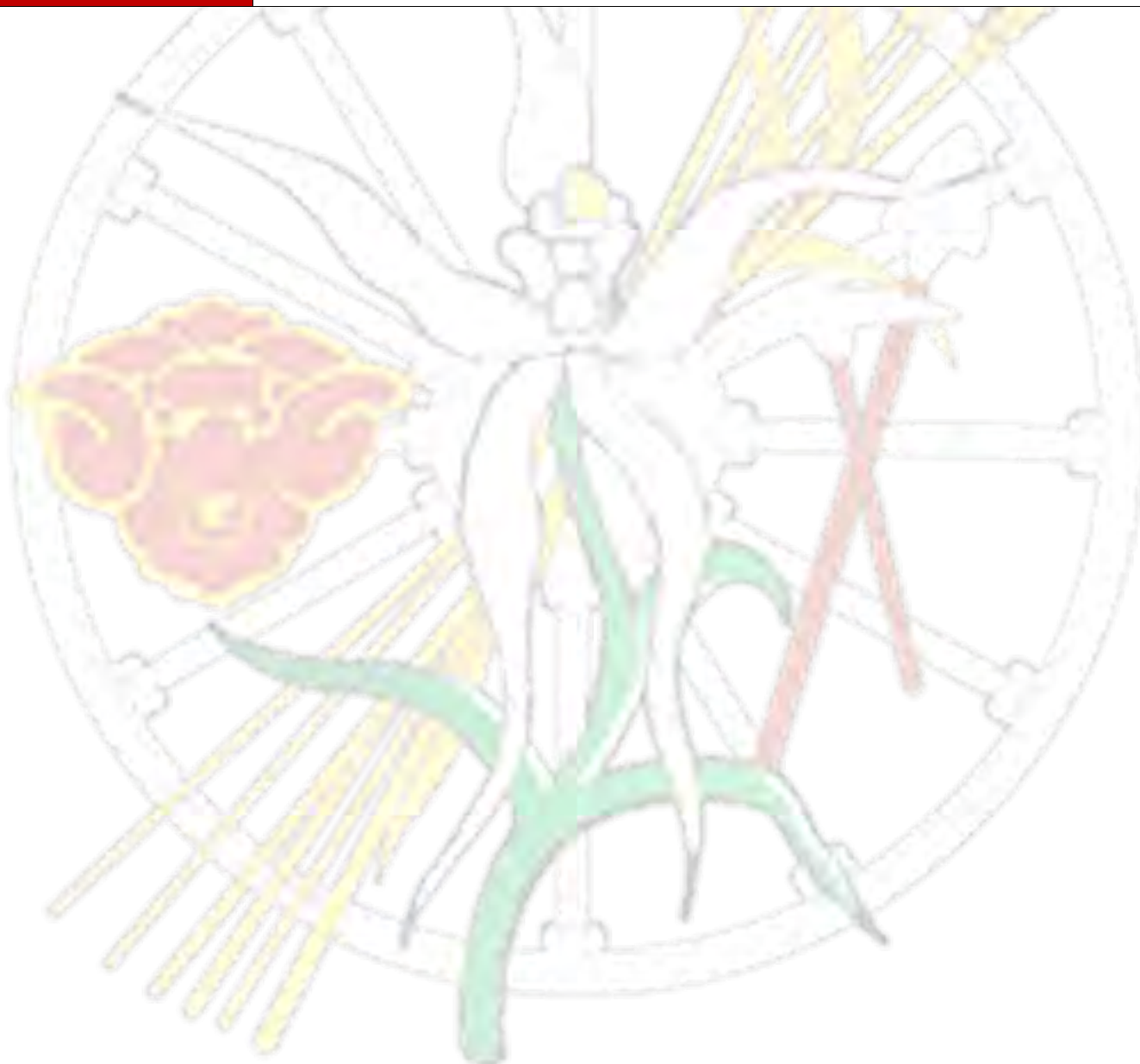
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.14 Affixing of the Common Seal</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.9.49A . Execution of documents
<b>Function</b>	The authority to affix the common seal of the Shire to a document that needs the Shire's common seal to be legally effective and that is within one or more of the following categories – <ol style="list-style-type: none"> <li>1. documents required to satisfy conditions of subdivision and/or development approval;</li> <li>2. documents required to effect the transfer of land as part of a settlement transaction (sale and purchase);</li> <li>3. documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire;</li> <li>4. documents required to effect the grant of leasehold interests in the land either by the Shire to a third party, or by a third party to the Shire;</li> <li>5. documents required to effect the grant of a licence either by the Shire to a third party, or by a third party to the Shire;</li> <li>6. documents required to effect the subdivision of land, including the strata titling of land;</li> <li>7. documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and</li> <li>8. documents that are necessary or appropriate to enable a CEO to carry out his</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The document must not be inconsistent with a Council policy or resolution.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	<a href="#">Local Government Act 1995 s.9.49A</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

<b>Delegation</b>	<b>1.2.15 Defer, Grant Discounts, Waive or Write Off Debts</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Westonia [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Westonia [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Westonia [s.6.12(1)(c)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$200 per individual debt.</li> <li>b. A debt relating to a rate or service charge may only be written off where the dollar value does not exceed \$100 per individual debt.</li> <li>c. A discount on venue hire fees as listed in the Schedule of Fees &amp; Charges may only be granted where the dollar amount does not exceed \$200.</li> <li>d. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Westonia, or where the value of the debt makes recovery attempts uneconomical.</li> <li>e. Write off of debts greater than these values must be referred to Council for a decision.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation except that the dollar amount per rates notice cannot exceed \$5 for rates, other charges, and \$2 for ESL.
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> Collection of Rates Debts – refer Delegations: <ul style="list-style-type: none"> <li>- Agreement as to Payment of Rates and Service Charges</li> <li>- Recovery of Rates or Service Charges</li> <li>- Recovery of Rates Debts – Require Lessee to Pay Rent</li> </ul>

<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the StrongRoom.</p> <p>In accordance with Regulation 42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.16 Power to Invest and Manage Investments</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest  <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy– Investment Policy 6.8.</li> <li>b. A report detailing the investment portfolio’s performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as ‘fit for purpose’ and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer Senior Finance Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>1. A decision to invest must be jointly confirmed by two Delegates.</li> <li>2. Conditions on the original delegation also apply to the sub- delegation</li> </ol>
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <i>Trustees Act 1962 Banking Act 1959</i> <a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
<b>Policy</b>	Council Policy – Investment Policy 6.8



<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.17 Rate Record Amendment</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Function</b>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegates must comply with the requirements of s.6.40 of the Act.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation.
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. <i>Rates &amp; Charges (Rebates &amp; Deferrals) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire &amp; Emergency Services Act 1998</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.18 Agreement as to Payment of Rates and Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Function</b>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Delegates</b>	CEO
<b>Conditions</b>	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <i>Rates &amp; Charges (Rebates &amp; Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire &amp; Emergency Services Act 1998</i>  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Policy</b>	Council Policy 6.10 - COVID-19 Hardship Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.19 Determine Due Date for Rates or Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
<b>Function</b>	Authority to determine the date on which rates or service charges become due and payable to the Shire of Westonia [s.6.50].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <i>Rates &amp; Charges (Rebates &amp; Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire &amp; Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.2.20 Recovery of Rates or Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Deputy Chief Executive Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub- delegation.</li> <li>b. The sub-delegation does not include the authority to lodge and withdraw caveats.</li> </ol>
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <i>Rates &amp; Charges (Rebates &amp; Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire &amp; Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023





<b>Delegation</b>	<b>1.2.21 Rate Record – Objections</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> <i>Rates &amp; Charges (Rebates &amp; Deferments) Act 1992</i> <i>Valuation of Land Act 1978</i> <i>Fire &amp; Emergency Services Act 1998</i> Notes – Decisions under this delegation may be referred for review by the State Administrative Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

## 01.3 CEO to Employees

<b>Delegation</b>	<b>1.3.1 Appoint Authorised Persons</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> <li>a. <i>Local Government Act 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and <i>Local Laws</i> made under the <i>Local Government Act</i>.</li> <li>b. <i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li>c. <i>Cat Act 2011</i>;</li> <li>d. <i>Cemeteries Act 1986</i>;</li> <li>e. <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li>f. <i>Dog Act 1976</i>;</li> <li>g. <i>Graffiti Vandalism Act 2016</i> – refer s.15; and</li> <li>h. any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</li> </ol> </li> <li>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</li> </ol>
<b>Delegates</b>	Deputy Chief Executive Officer Ranger Works Supervisor
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. register of Authorised Persons is to be maintained as a Local Government Record.</li> <li>b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> </ol>
<b>Express power to subdelegate</b>	NIL

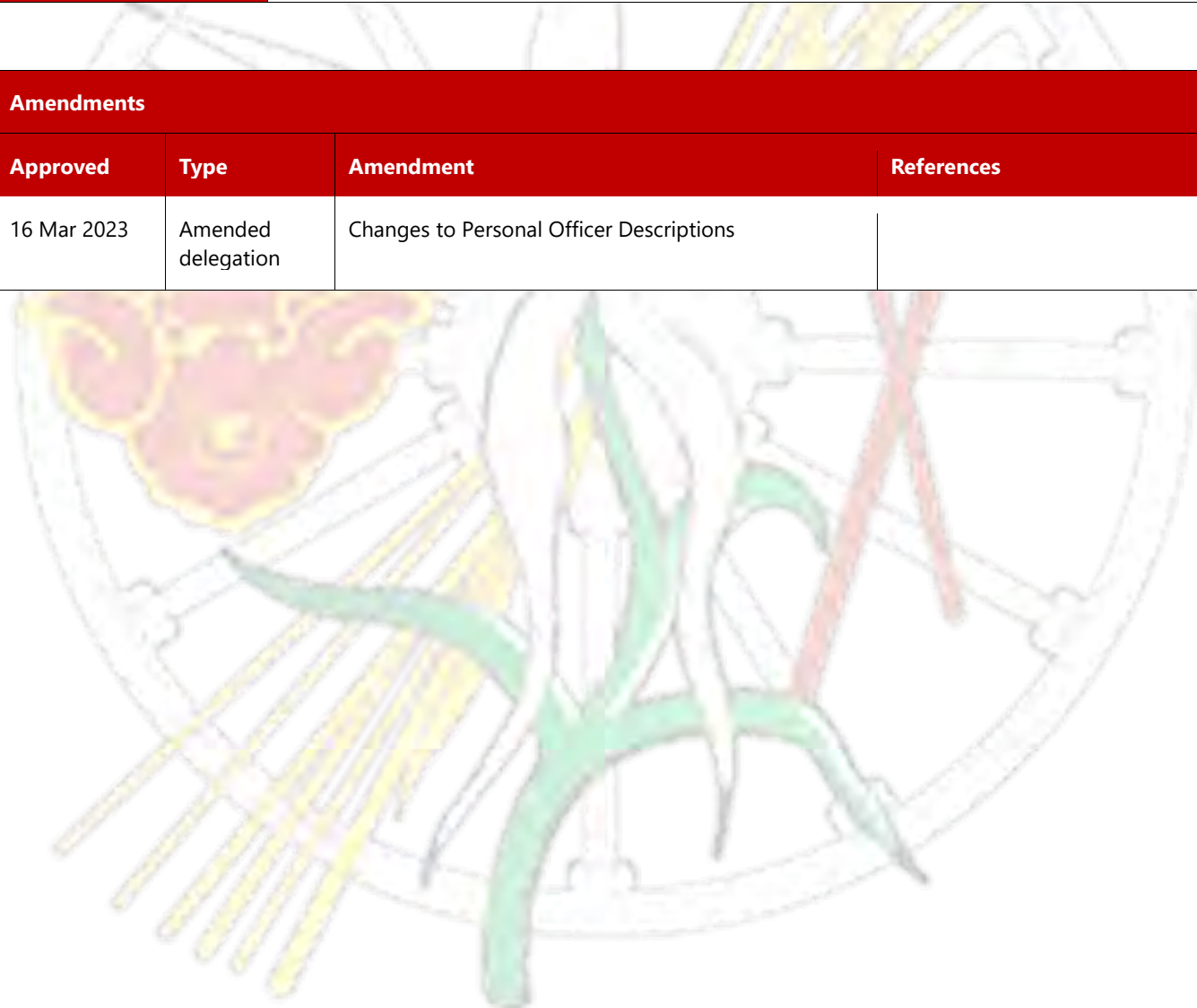
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>1.3.2 Financial Management Systems and Procedures</b>								
<b>Head of power</b>	01 Local Government Act 1995								
<b>Delegator</b>	CEO								
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees								
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management								
<b>Function</b>	<p>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the:</p> <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire of Westonia</li> <li>ii. Safe custody and security of money collected or held by the hire of Westonia;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.</li> </ol> <table style="margin-left: 40px; margin-top: 10px;"> <tr> <td>Chief Executive Officer</td> <td style="text-align: right;">\$2,000,000</td> </tr> <tr> <td>Deputy Chief Executive Officer</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Manager of Community Development</td> <td style="text-align: right;">\$2,000</td> </tr> <tr> <td>Senior Finance Officer</td> <td style="text-align: right;">\$2,000</td> </tr> </table> <ol style="list-style-type: none"> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol>	Chief Executive Officer	\$2,000,000	Deputy Chief Executive Officer	\$20,000	Manager of Community Development	\$2,000	Senior Finance Officer	\$2,000
Chief Executive Officer	\$2,000,000								
Deputy Chief Executive Officer	\$20,000								
Manager of Community Development	\$2,000								
Senior Finance Officer	\$2,000								
<b>Delegates</b>	Deputy Chief Executive Officer Manager of Community Development Senior Finance Officer								
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]</li> </ol>								
<b>Express power to subdelegate</b>	Nil								

<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><i>Local Government Act 1995</i>  <i>Local Government (Financial Management) Regulations 1996</i>  <i>Local Government (Audit) Regulations 1996</i></p> <p>Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a></p>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	16 March 2023
<b>Adoption references</b>	08/03-23 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

Amendments			
Approved	Type	Amendment	References
16 Mar 2023	Amended delegation	Changes to Personal Officer Descriptions	



## 01.4 Local Law Delegations to the CEO

<b>Delegation</b>	<b>1.4.1 Council to CEO - All Local Laws</b>
<b>Head of power</b>	01 Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> All powers under City's local laws: <ul style="list-style-type: none"> <li>• <i>Dogs Local Law</i></li> <li>• <i>Fencing Local Law</i></li> <li>• <i>Health Local Law</i></li> <li>• <i>Local Government Property Local Law</i></li> <li>• <i>Parking &amp; Parking Facilities Local Law</i></li> <li>• <i>Meeting Procedures Local Law</i></li> <li>• <i>Trading in Public Places Local Law</i></li> </ul>
<b>Function</b>	Perform the functions required to administer and enforce the respective provisions in the listed local laws.
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	<a href="#">Local laws available on the Shire's Website</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

## 02 Building Act 2011 Delegations

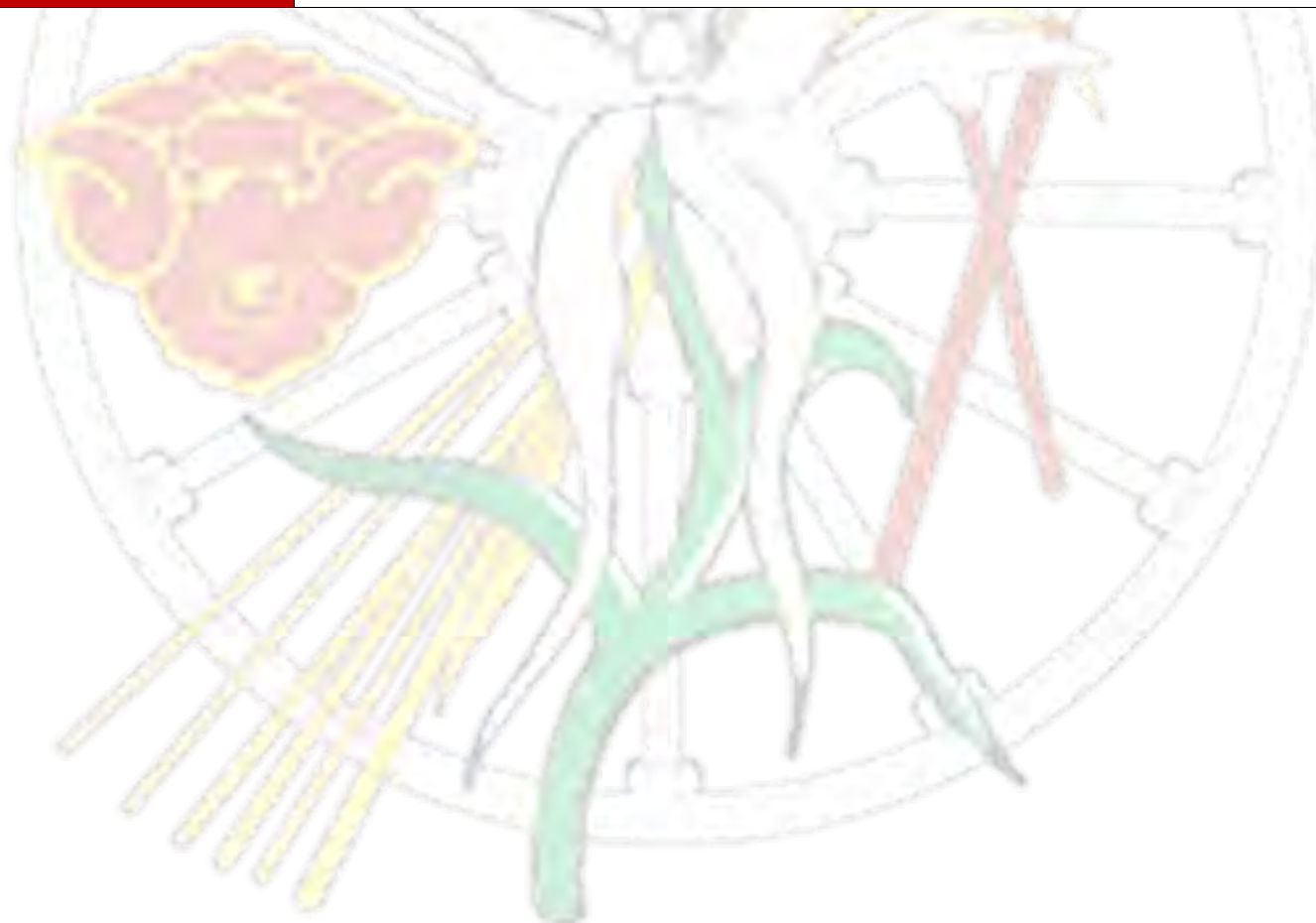
### Building Act 2011 Delegations

#### 02.1 Council to CEO/Employees

<b>Delegation</b>	<b>2.1.1 Grant a Building Permit</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Health & Building Officer

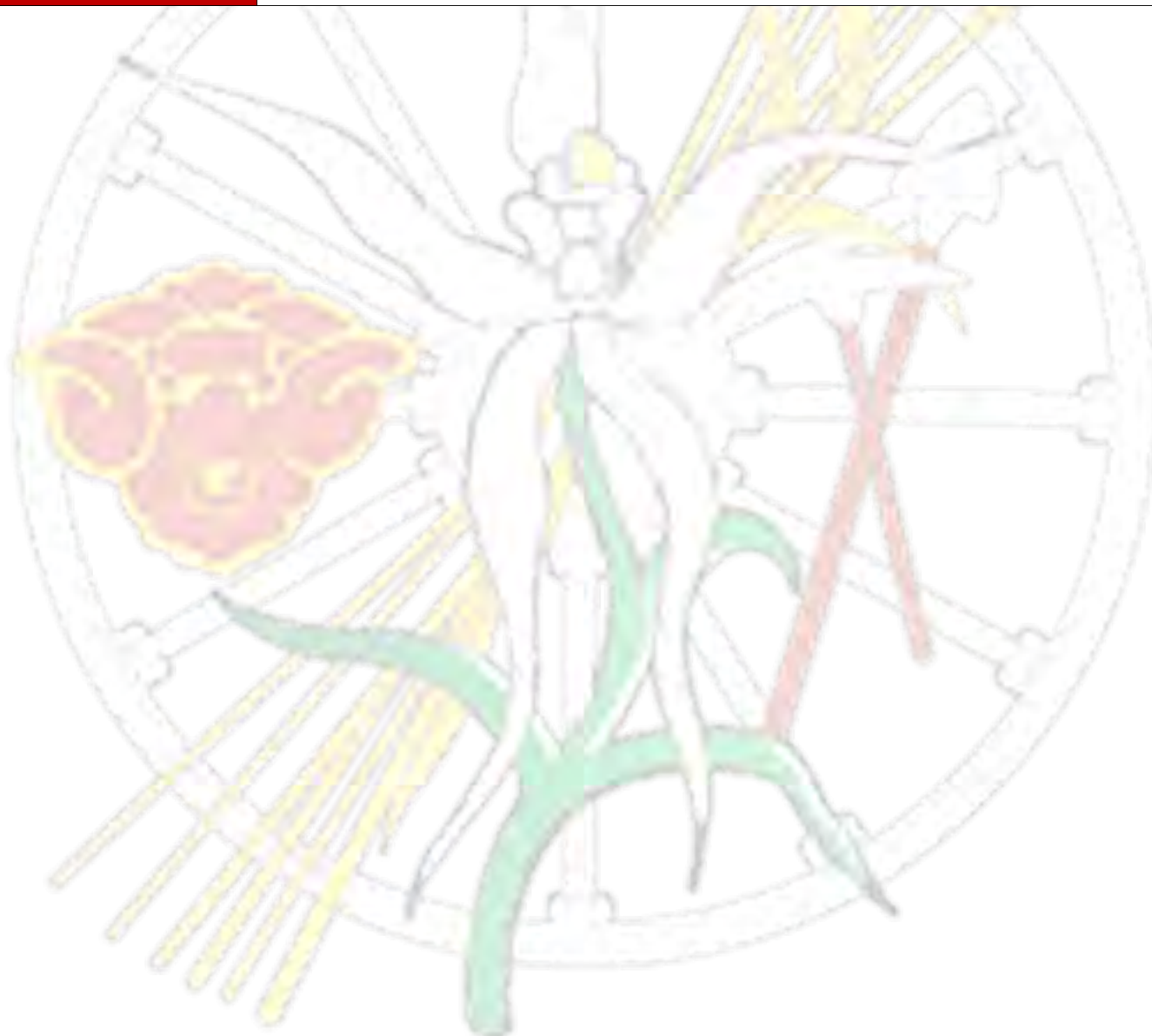


<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<p><a href="#"><u>Building Act 2011</u></a>  s.119 Building and demolition permits – application for review by SAT  s.23 Time for deciding application for building or demolition permit  s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#"><u>Building Regulations 2012</u></a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011</i> – Section 7  <i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2  <i>Building and Construction Industry Training Levy Act 1990</i>  <i>Heritage Act 2018</i></p>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>2.1.2 Demolition Permits</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The granting of a permit excludes those propertied contained in the Shire of Westonia Municipal Heritage Inventory
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Health & Building Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub- delegation</li> <li>b. The CEO is to be advised of the intention to issue a demolition licence prior to the final licence being issued</li> </ol>

<b>Statutory framework</b>	<p><a href="#"><u>Building Act 2011</u></a>  s.119 Building and demolition permits – application for review by SAT  s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i>  <i>Building and Construction Industry Training Levy Act 1990</i>  <i>Heritage of Western Australia Act 1990</i></p>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>2.1.3 Occupancy Permits or Building Approval Certificates</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Health & Building Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#"><i>Building Act 2011</i></a> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>

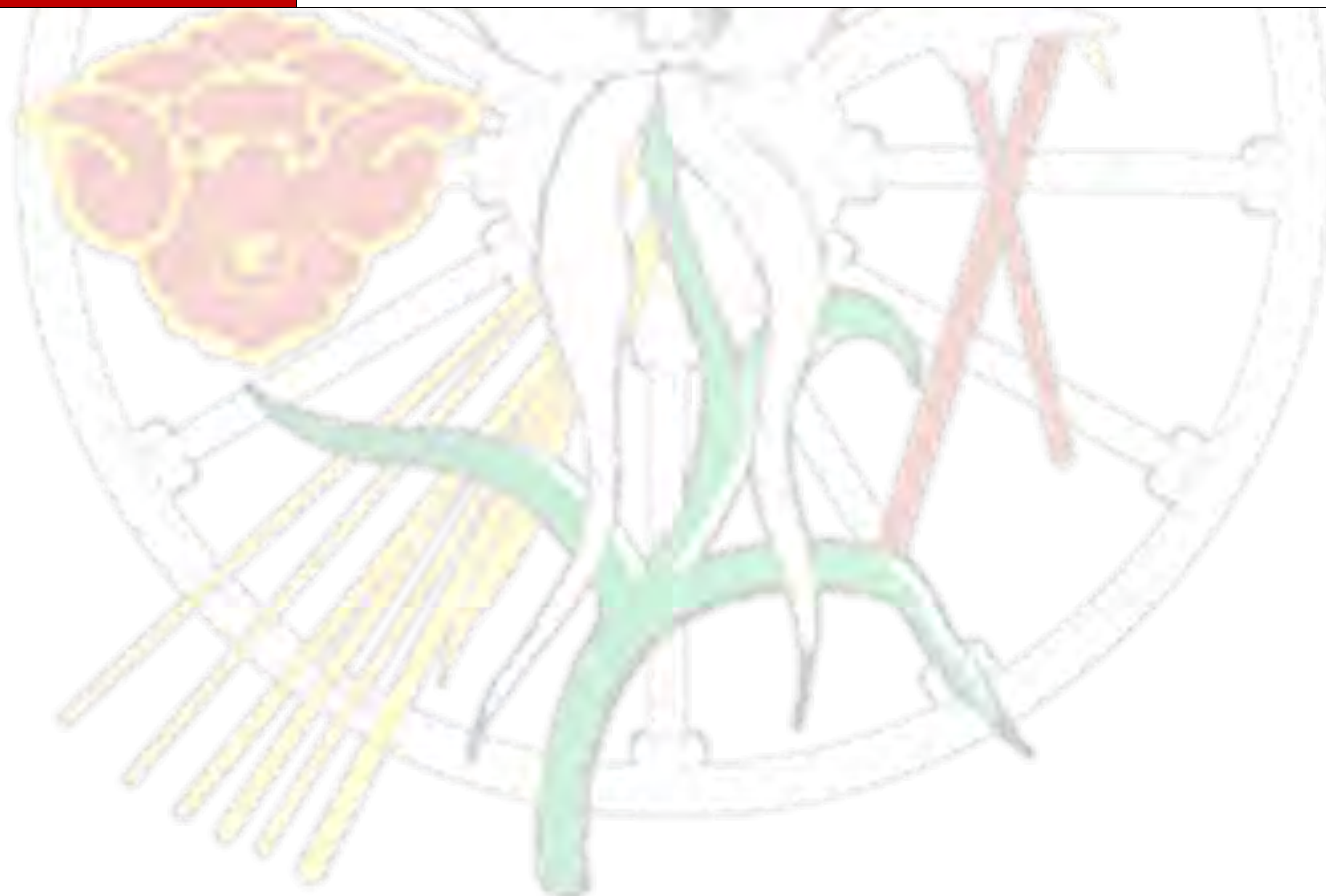
<b>Date adopted</b>	17 March 2022
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<b>Delegation</b>	<b>2.1.4 Designate Employees as Authorised Persons</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Statutory framework</b>	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition <i>Building Regulations 2012</i> Authorised Persons Identity Card and Certificate of Authorisation
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

<b>Delegation</b>	<b>2.1.5 Building Orders</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>3. Authority to revoke a building order [s.117].</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Health & Building Officer

<b>Subdelegate conditions</b>	<p>Sub-delegation does not include the:</p> <ol style="list-style-type: none"> <li>1. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]; and</li> <li>2. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.</li> </ol>
<b>Statutory framework</b>	<p><u><a href="#">Building Act 2011:</a></u>                  Section 111 Notice of proposed building order other than building order (emergency)                  Section 112 Content of building order                  Section 113 Limitation on effect of building order                  Section 114 Service of building order                  Part 9 Review - s.122 Building orders – application for review by SAT</p>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i></p>
<b>Date adopted</b>	<p>17 March 2022</p>
<b>Adoption references</b>	<p>09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review</p>
<b>Last reviewed</b>	<p>16 March 2023</p>





<b>Delegation</b>	<b>2.1.6 Inspection and Copies of Building Records</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Function</b>	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> – s.146 Confidentiality Code of Conduct <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>2.1.7 Referrals and Issuing Certificates</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Westonia's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Health & Building Officer
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> <a href="#">Building Regulations 2012</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



## 03 Bush Fires Act 1954 Delegations

### Bush Fires Act 1954 Delegations

#### 03.1 Council to CEO, President and Bush Fire Control Officer

<b>Delegation</b>	<b>3.1.1 Make Request to FES Commissioner – Control of Fire</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Function</b>	Authority to request on behalf of the Shire of Westonia that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a>
<b>Policy</b>	Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>3.1.2 Prohibited Burning Times - Vary</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister  <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
<b>Delegates</b>	Chief Bush Fire Control Officer Shire President
<b>Conditions</b>	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>3.1.3 Prohibited Burning Times – Control Activities</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land  <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Westonia or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>



<b>Policy</b>	Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>3.1.4 Restricted Burning Times – Vary and Control Activities</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<p><i>Bush Fires Act 1954:</i>                      s.18(5), (11) Restricted burning times may be declared by FES Commissioner                      s.22(6) and (7) Burning on exempt land and land adjoining exempt land                      s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions                      s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i>                      r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.                      r.15C Local Government may prohibit burning on certain days                      r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times                      r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>



<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>9. Authority to recover the cost of measures taken by the Shire of Westonia or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Council Policy – Risk Management Policy

<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>3.1.5 Control of Operations Likely to Create Bush Fire Danger</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material  <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>c. a person using explosives [r.39D(2)].</li> <li>d. a person using fireworks [r.39E(3)].</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
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<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>3.1.6 Firebreaks</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Westonia: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Shire's Annual Fire Break Notice Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Delegation</b>	<b>3.1.7 Appoint Bush Fire Control Officer/s and Fire Weather Officer</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> <li>a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]</li> </ol> </li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Westonia [s.38(5A)]</li> <li>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> <li>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a> Shire's Annual Fire Break Notice
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

<b>Delegation</b>	<b>3.1.8 Prosecution of Offences</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]</li> <li>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954:</a> s.65 Proof of certain matters s.66 Proof of ownership or occupancy <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Council Policy – Risk Management Policy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
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## 04 Cat Act 2011

## Cat Act 2011

## 04.1 Council to CEO

<b>Delegation</b>	<b>4.1.1 Cat Registrations</b>
<b>Head of power</b>	04 Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags  <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Westonia's District [Regs. Sch. 3 cl.1 (4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Ranger
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub- delegation.</li> <li>b. The sub-delegation does not contain the authority to reduce or waive a registration or approval to breed fee</li> </ol>

<b>Statutory framework</b>	<p><a href="#">Cat Act 2011</a>  <a href="#">Cat Regulations 2012:</a>                      r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.                      r.12 Period of registration (s.9(7))                      r.11 Changes in registration                      r.14 Registration certificate (s.11(1)(b))                      r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011</p>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>4.1.2 Cat Control Notices</b>
<b>Head of power</b>	04 Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Function</b>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Westonia's District [s.26].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Ranger
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub- delegation
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat Regulations 2012</a> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
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## 05 Dog Act 1974 Delegations

### Dog Act 1974 Delegations

#### 05.1 Council to CEO

<b>Delegation</b>	<b>5.1.1 Dog Registrations</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.14 Register of dogs s.16(3) Registration procedure In accordance with 10AA(3) the delegation expressly authorises the CEO to further delegate the powers or duties listed above
<b>Function</b>	<p>The Chief Executive Officer is delegated authority to keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting through arrangement.</p> <p>The following functions are performed under delegation</p> <p>s.16(3) Refuse to register dog A dog may be registered by a person appointed as a 'registration officer' under the instrument of authorisation CEO 2.5. The following functions are performed under authorisation</p> <p>s.16(2a) Register a dog s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46 s.16(3c) Cancel a registration is a dog has died s.16(6) Provide the registration certificate</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties
<b>Subdelegates</b>	Deputy Chief Executive Officer Ranger
<b>Subdelegate conditions</b>	Manager of Corporate Services, and Ranger all powers and duties under s.26 of the <i>Dog Act 1976</i> and Part 3 – cl.4, 5 and 6 of the Shire's Local Law Relating to the Keeping of Dogs to determine applications to keep more than two dogs.
<b>Statutory framework</b>	<a href="#">Dog Act 1976</a>
<b>Record keeping</b>	Registrations are to be recorded in the Shire's registration database.
<b>Date adopted</b>	17 March 2022



**Adoption references**

09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review

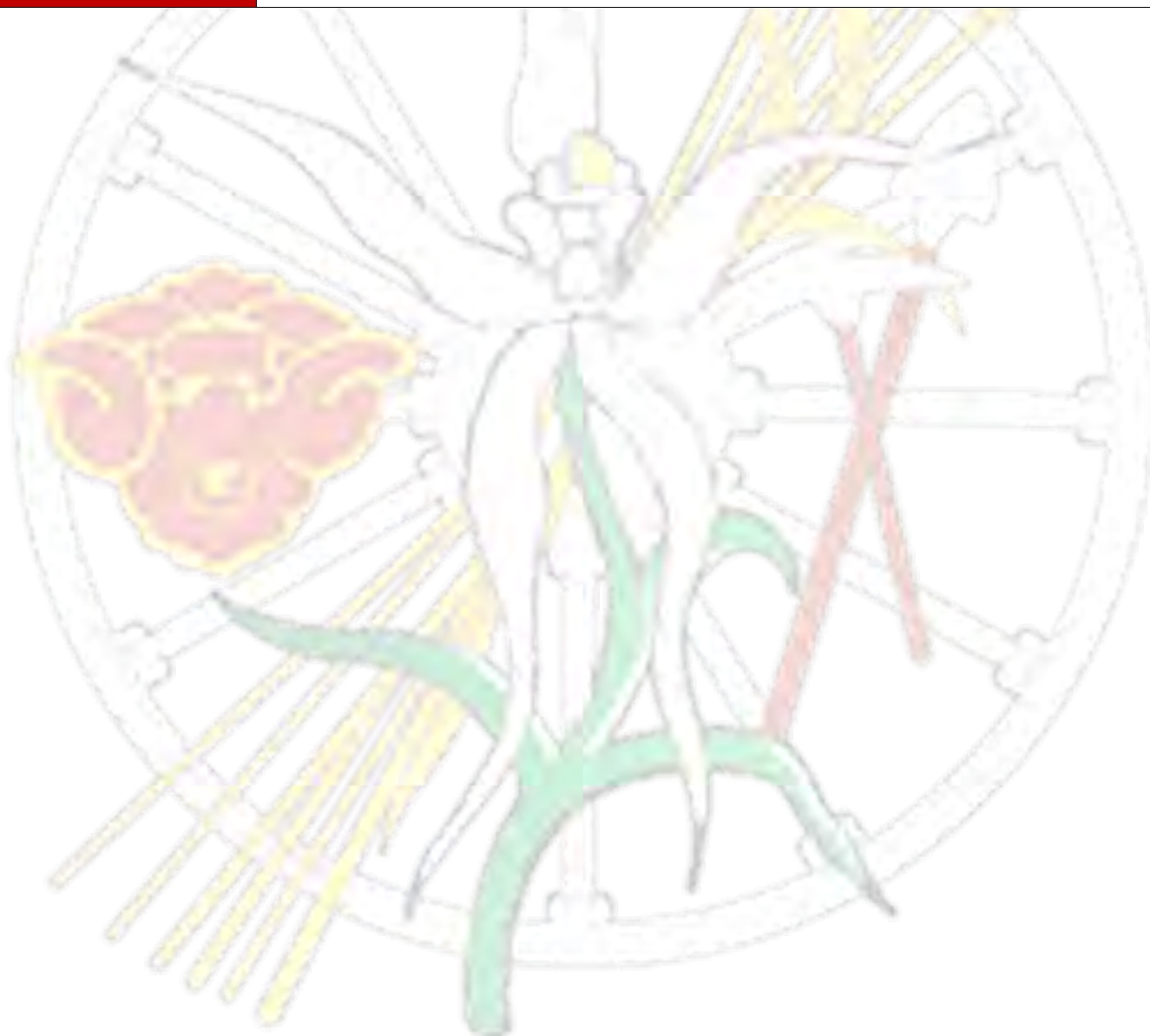
**Last reviewed**

16 March 2023



<b>Delegation</b>	<b>5.1.2 Refuse or Cancel Registration</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Westonia's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> <li>i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Statutory framework</b>	<p><a href="#">Dog Act 1976</a>                  s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)                  Dogs Local Law</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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<b>Delegation</b>	<b>5.1.3 Recovery of Moneys Due Under this Act</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Function</b>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Statutory framework</b>	<u><a href="#">Dog Act 1976</a></u> Dogs Local Law Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Delegation</b>	<b>5.1.4 Declare Dangerous Dog</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Function</b>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Ranger
<b>Subdelegate conditions</b>	Nil
<b>Statutory framework</b>	<a href="#">Dogs Act 1976</a> <a href="#">Dog Regulations 2013</a> Dogs Local Law Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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<b>Last reviewed</b>	16 March 2023



## 06 Food Act 2008 Delegations

### Food Act 2008 Delegations

#### 06.1 Council to CEO

<b>Delegation</b>	<b>6.1.1 Prohibition Orders</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	<a href="#">Food Act 2008</a> <a href="#">Guide to Regulatory Guideline Number 1</a> : Introduction of Regulatory Auditing in Western Australia Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023





<b>Delegation</b>	<b>6.1.2 Food Business Registrations</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	<a href="#">Food Act 2008</a> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023

<b>Delegation</b>	<b>6.1.3 Appoint Authorised Officers and Designated Officers</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)].</li> <li>2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)].</li> <li>3. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers Express Power</li> </ul>
<b>Express power to subdelegate</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.
<b>Statutory framework</b>	<a href="#"><i>Food Act 2008</i></a> s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



## 07 Graffiti Vandalism Act 2016 Delegations

### Graffiti Vandalism Act 2016 Delegations

#### 07.1 Council to CEO

<b>Delegation</b>	<b>7.1.1 Give Notice Requiring Obliteration of Graffiti</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Ranger
<b>Subdelegate conditions</b>	Nil
<b>Statutory framework</b>	<a href="#">Graffiti Vandalism Act 2016</a> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>7.1.2 Powers of Entry</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegate conditions</b>	Nil
<b>Statutory framework</b>	<a href="#">Graffiti Vandalism Act 2016</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023





## 08 Public Health Act 2016 Delegations

### Public Health Act 2016 Delegations

#### 08.1 Council to CEO

<b>Delegation</b>	<b>8.1.1 Appoint Authorised Officer or Approved Officer</b>
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<p><i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices</p>
<b>Express power or duty delegated</b>	<p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate a person or class of persons as authorised officers for the purpose of: <ol style="list-style-type: none"> <li>a. The <i>Public Health Act 2016</i> or other specified Act;</li> <li>b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act;</li> <li>c. Provisions of the <i>Public Health Act 2016</i> or other specified Act, other than the specified provisions of that Act; Including: <ol style="list-style-type: none"> <li>a. An environmental health officer or environmental health officers as a class; or</li> <li>b. A person who is not an environmental health officer or a class of persons who are not environmental health officers; or</li> <li>c. A mixture of the two. [s24(3)]</li> </ol> </li> </ol> </li> <li>2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 – Guidelines on the Designation of Authorised Officer.</li> <li>b. A register (list) of authorised officers is to be maintained in accordance with s27.</li> <li>c. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</li> </ol>
<b>Express power to subdelegate</b>	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.



<b>Statutory framework</b>	<a href="#">Public Health Act 2016</a> <a href="#">Health (Asbestos) Regulations 1992</a> Authorisation certificate <i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s245 of the Public Health Act 2016</i> <i>The Criminal Code, Chapter XXVI – refer s252 of the Public Health Act 2016</i> <i>Criminal Procedure Act 2004 – Part 2</i>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>8.1.2 Enforcement Agency Reports to the Chief Health Officer</b>
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Westonia [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil - Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<a href="#"><i>Public Health Act 2016</i></a> s.20 Conditions on performance of functions by enforcement agencies.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



<b>Delegation</b>	<b>8.1.3 Designate Authorised Officers</b>
<b>Head of power</b>	08 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate a person or class of persons as authorised officers for the purposes of <ol style="list-style-type: none"> <li>i. The <i>Public Health Act 2016</i> or other specified Act</li> <li>ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> </li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; OR</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>c. a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to each person so appointed being; <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<p><a href="#"><i>Public Health Act 2016</i></a></p> <p>s.20 Conditions on performance of functions by enforcement agencies.</p> <p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>

<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



## 09 Planning and Development Act 2005 Delegations

### Planning and Development Act 2005 Delegations

#### 09.1 Council to CEO

<b>Delegation</b>	<b>9.1.1 Illegal Development</b>
<b>Head of power</b>	09 Planning and Development Act 2005 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a. to remove, pull down, take up, or alter the development; and</li> <li>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Health & Building Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. A certificate of authority as an authorised officer must be issued [s.30]</li> <li>b. All prosecutions are to be authorised by the Chief Executive Officer</li> </ol>
<b>Statutory framework</b>	Part 13 of the <a href="#">Planning and Development Act 2005</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>

<b>Date adopted</b>	17 March 2022
<b>Adoption references</b>	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
<b>Last reviewed</b>	16 March 2023



## AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.3.2 Financial Management Systems and Procedures	16 Mar 2023	Amended delegation	Changes to Personal Officer Descriptions	



## 9.2 COMMUNITY AND REGULATIONS

### 9.2.1 WATER CORPORATION – TOWN WATER PRESSURE

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

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*Bill Price*

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#### **Purpose of the Report**

- Executive Decision                       Legislative Requirement

The purpose of this report is for Council, on behalf of the community to submit a formal complaint to the Water Corporation about the lack of water pressure within the Westonia townsite, particularly during peak periods.

#### **Background**

Westonia townsite for many years has experienced low water pressure which has on numerous occasions been raised with the Water Corporation with little or no response.

The majority of householders within the community have signed a petition which they would like to have formally presented to the Water Corporation objecting to the inconvenience of the low water pressure.

#### **Comment**

The steady development of the town with additional residences has exacerbated the issue in recent years.

A whole of community action against the Water Corporation will hopefully see some results in addressing this issue.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Strategic Implications**

Improved service provision to residents of the Westonia community.

#### **Financial Implications**

Nil

#### **Voting Requirements**

- Simple Majority                       Absolute Majority



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**OFFICER RECOMMENDATIONS**

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**That Council make a formal grievance, on behalf of all residents of the Westonia community with the Water Corporation on the poor water pressure in the Westonia townsite.**

### **9.3 WORKS AND SERVICES**

Nil

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

Nil

**10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

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

The next ordinary meeting of Council will be held on Thursday schedule 18<sup>th</sup> April 2024 commencing at 3.30pm.

**13. MEETING CLOSURE**

There being no further business the Shire President, Cr Mark Crees declared the meeting closed at pm