



# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia  
Thursday 16<sup>th</sup> December 2021  
Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 16<sup>th</sup> December 2021 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Discussion Period – 1.30 pm – 2.30 pm

Audit Meeting – 3.00 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

JAMIE CRIDDLE  
CHIEF EXECUTIVE OFFICER  
10 December 2021



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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.

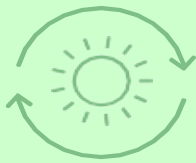
## OUR VISION

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.

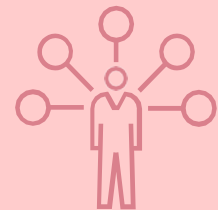
**Our community has the opportunity to be active, socialised and connected.**

- 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 Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

## 2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Councillors:

Cr KM Day	President
Cr RM Crees	Deputy President
Cr DL Geier	
Cr WJ Huxtable	
CR RS Corsini	
Cr RA Della Bosca	

### Staff:

Mr. JC Criddle	Chief Executive Officer
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**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

## 3. PUBLIC QUESTION TIME

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 18<sup>th</sup> November 2021 be confirmed as a true and correct record.

## 6. RECEIVAL OF MINUTES

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### OFFICER RECOMMENDATIONS

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That the WEROC Inc. AGM minutes held on the 22<sup>nd</sup> of November 2021 be accepted as true and correct

That the WEROC Inc. Board meeting minutes held on the 22<sup>nd</sup> of November 2021 be accepted as true and correct.

## 7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

# Shire of Westonia



## RECEIVAL OF MINUTES



# WEROC Inc. Annual General Meeting

## MINUTES

Monday 22 November 2021

Kellerberrin Recreation and Leisure Centre  
Connelly Street Kellerberrin  
Commencing at 1.00pm

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

A PO Box 5, MECKERING WA 6405 E [rebekah@150square.com.au](mailto:rebekah@150square.com.au)

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# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Annual General Meeting held on Monday 22 November 2021 commencing at 1.00pm.

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan, Chair of WEROC Inc. was unable to attend the Annual General Meeting (AGM). Mr. Darren Mollenoyux as Chair of the WEROC Inc. CEO Committee, welcomed Members of the Board and opened the meeting at 1.11pm.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

Rule 6.1 of the WEROC Inc. Constitution states that membership of the WEROC Board shall consist of two representatives from each of the Member Councils and that “representatives are to be nominated every two years by each Local Government Member and notified to the Executive Officer in writing”.

The following nominations have been received:

Local Government	Nominated Representatives	Term Commencing	Term Expiring
Shire of Bruce Rock	Mr. Darren Mollenoyux (CEO)	30 October 2021	30 October 2023
	Cr. Tony Crooks (Deputy President)	30 October 2021	30 October 2023
	<b>Proxies</b>		
	Cr. Stephen Strange (Shire President) Mr. Alan O’Toole (Deputy CEO)		
Shire of Kellerberrin	Mr. Raymond Griffiths (CEO)	30 October 2021	30 October 2023
	Cr. Emily Ryan (Deputy President)	30 October 2021	30 October 2023
	<b>Proxy</b> Cr. Scott O’Neill (Shire President)		
Shire of Merredin	Ms. Lisa Clack (CEO)	1 November 2021	30 October 2023
	Cr. Mark McKenzie (Shire President)	30 October 2021	30 October 2023
Shire of Tammin	Ms. Joanne Soderlund (CEO)	30 October 2021	30 October 2023
	Cr. Glenice Batchelor (Shire President)	30 October 2021	30 October 2023
	<b>Proxy</b> Cr. Tanya Nicholls (Deputy President)		
Shire of Westonia	Mr. Jamie Criddle (CEO)	30 October 2021	30 October 2023
	Cr. Karin Day (President)	30 October 2021	30 October 2023
	<b>Proxy</b> Cr. Mark Crees (Deputy President)		
Shire of Yilgarn	Cr. Wayne Della Bosca (Shire President)	30 October 2021	30 October 2023
	Cr. Bryan Close (Deputy President)		
	<b>Proxy/Observer</b> Mr. Nic Warren (CEO)	30 October 2021	30 October 2023

**Recommendation:** That the WEROC Inc. Board acknowledge the appointment of the representatives as nominated by Member Local Governments.

**RESOLUTION:**

**Moved:** Cr. Wayne Della Bosca

**Seconded:** Cr. Glenice Batchelor

That the WEROC Inc. Board acknowledge the appointment of the representatives as nominated by Member Local Governments.

**CARRIED**

**2.1 Attendance**

Cr. Glenice Batchelor

Ms. Lisa Clack

Mr. Jamie Criddle

Cr. Tony Crooks

Ms. Karin Day

Cr. Wayne Della Bosca

Mr. Raymond Griffiths

Cr. Mark McKenzie

Mr. Darren Mollenoyux

Cr. Emily Ryan

Ms. Joanne Soderlund

Ms. Rebekah Burges, Executive Officer

**2.2 Apologies**

Cr. Ram Rajagopalan

Cr. Bryan Close

**2.3 Guests**

Mr. Nic Warren, Chief Executive Officer Shire of Yilgarn

Ms. Codi Brindley-Mullen, Manager of Governance, Shire of Kellerberrin

Mr. Peter Zenni, Executive Manager Development Services

Cr. Renee Manning, Councillor Shire of Merredin

Cr. Mark Crees, Deputy President Shire of Westonia

**3. DECLARATIONS OF INTEREST**

NIL

**4. MINUTES OF MEETINGS**

**4.1 Minutes of the WEROC Inc. Annual General Meeting held 26 November 2020**

*Attachment 1: Minutes of the WEROC Inc. Annual General Meeting held 26 November 2020*

The Minutes of the WEROC Inc. Annual General Meeting held on Thursday 26 November 2020 have been previously circulated and are provided again as an attachment to the meeting agenda.

**Recommendation:**

That the Minutes of the WEROC Inc. Annual General Meeting held on Thursday 26 November 2020 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Cr. Karin Day

**Seconded:** Mr. Raymond Griffiths

That the Minutes of the WEROC Inc. Annual General Meeting held on Thursday 26 November 2020 be confirmed as a true and correct record.

**CARRIED**

#### **4.2 Decisions made via a “flying email” dated 24 August 2021**

On Tuesday 24 August 2021, Board Members received an email from the Executive Officer requesting agreement via a “flying email” for WEROC Inc. to approve the draft financial report and representation letter provided by Audit Partners Australia for the period 1 July 2020 to 30 June 2021.

The recommendation contained within the email was as follows:

**Recommendation:** *That the WEROC Inc. Board approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents.*

Responses to the recommendation were requested to be with the Executive Officer by close of business on Friday 23 October 2020.

Support for the recommendation was provided via email from the following Board Members:

- Mr. Ram Rajagopalan
- Mr. Peter Clarke
- Ms. Karin Day
- Mr. Wayne Della Bosca
- Mr. Raymond Griffiths
- Mr. Mark Dacombe
- Mr. Darren Mollenoyux
- Mr. Rod Forsyth

As this constituted a majority of Members, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

**Recommendation:**

That the decision made by the WEROC Inc. Board via a “flying email” sent on 24 August 2021, be endorsed.

**RESOLUTION:**

**Moved:** Cr. Wayne Della Bosca

**Seconded:** Mr. Jamie Criddle

That the decision made by the WEROC Inc. Board via a “flying email” sent on 24 August 2021, be endorsed.

**CARRIED**

### **5. CHAIRS REPORT**

**Author:** Mr. Ram Rajagopalan, Chair  
**Disclosure of Interest:** No interest to disclose  
**Date:** 1 November 2021  
**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Chair's report for the 2019-20 financial year is presented.

*It is with great pleasure I present my last report after two years as Chair of WEROC Inc.*

*2021 has been a year of recovery and solidification of our collective vision. After a year of regeneration and planning, we have now created a solid platform from which to spring from with direction. For me the highlight was the continuation of leaving behind our own parochial agendas, so that we could work together to improve the future of our region as a whole.*

*It was an absolute delight to welcome the Shire of Tammin back into WEROC in October 2020, not only for their input and perspective, but to increase our voice. It also solidified that we now have a purpose that is both attractive and meaningful to others.*

*We are well on our way in delivering our Strategic Plan. Our priorities were always going to take longer than my term as Chair, so my hope was to bring a sense of unity and purpose and a clear plan for the future, that members could follow. I wish the best of luck to the old and new members of WEROC in carrying on the vision through the remaining priorities of our original five projects and to develop new priorities as WEROC evolves.*

*I wrote this last year, but it needs repeating, all of our member Shires have come together with a common vision and purpose to support the growth and development of the Eastern Wheatbelt. I would like to thank all our members for looking past their respective Shire boundaries and instead looking at us as a cohesive team responsible for near ten thousand residents.*

*Each individual member from Kellerberrin, Merredin, Westonia, Yilgarn, Tammin and Bruce Rock have embraced this new entity and shared plan for the future to make some tangible gains. We are a great example of CEOs and Elected Members working collaboratively and cohesively together for a common good, but I wouldn't expect anything less from the Eastern Wheatbelt.*

*I hope you continue to build our profile and relationships with all levels of government and stakeholders and, more so, continue to work harmoniously and collaboratively for the future of all your communities.*

*I cannot understate my thanks to our new Executive Officer Rebekah whose expertise, efficiency and enthusiasm has continued to grow our little crop called WEROC Inc. Your professionalism and efficiency have been a pleasure to witness, and I couldn't have asked for better support.*

*It has been an absolute honour to have been part of WEROC and I look forward to watching your growth as a resident of this amazing part of Western Australia*

*Ram Rajagopalan*

*Chair Wheatbelt East Regional Organisation of Councils Inc.*

**Recommendation:**

That the Chair's Report for the 2020-21 financial year be received.

**RESOLUTION:**

**Moved:** Cr. Glenice Batchelor

**Seconded:** Cr. Emily Ryan

That the Chair's Report for the 2020-21 financial year be received.

**CARRIED**

**6. TREASURERS REPORT**

**Author:**

Rebekah Burges, Executive Officer and Secretary/Treasurer

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

**Date:** 1 November 2021

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Treasurers report for the 2020-21 financial year is presented.

As per the audited financial report for WEROC Inc. for the period 1 July 2020 to 30 June 2021, I can report the following:

The **opening balance** of the WEROC account held with Westpac Bank on 1 July 2020 was \$143,177.70.

**Total revenue** for the year was \$102,064.09

The principal **sources of revenue** for WEROC Inc. for the 2020-21 financial year were the annual financial contributions paid by Member Local Governments and the new Member joining fee paid by the Shire of Tammin.

**Total expenses** for the year were \$54,383.85

**Major expense items** included:

- Consultants Fees \$10,280.29
- Executive Officer professional services, travel, and accommodation \$30,955.70
- WEROC website development and maintenance \$6,860

The **closing cash balance** of the WEROC Inc. account on 30 June 2021 was \$190,684.49.

The current signatories to the WEROC Inc. accounts are Mr. Darren Mollenoyux (Board Member and Chair of the CEO Committee), Mr. Ram Rajagopalan (Chair), and Ms. Rebekah Burges (Executive Officer and Secretary/Treasurer).

**Recommendation:**

That the Treasurer's Report for the 2020-21 financial year be received.

**RESOLUTION:**

**Moved:** Cr. Emily Ryan

**Seconded:** Cr. Wayne Della Bosca

That the Treasurer's Report for the 2020-21 financial year be received.

**CARRIED**

**7. ACCEPTANCE OF THE AUDITED FINANCIAL REPORT FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** *Attachment 2: 2021 Audited Financial Statements*  
*Attachment 3: 2021 Management Letter*

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The audited financial report and management letter for the period 1 July 2020 to 30 June 2021 are presented.

**Recommendation:**

That:

- 1) The final audited financial report be accepted; and
- 2) The management letter be noted.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Cr. Glenice Batchelor

That:

- 1) The final audited financial report be accepted; and
- 2) The management letter be noted.

**CARRIED**

**8. ACCEPTANCE OF THE WEROC INC. ANNUAL REPORT 2020-2021**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** *Attachment 4: Draft WEROC Inc. Annual Report 2020-21*

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Draft WEROC Inc. Annual Report for the 2020-21 financial year is provided as an attachment.

The Annual Report highlights the key activities and achievements of WEROC Inc. over the 2020-21 financial year.

**Recommendation:**

That the Draft Annual Report of WEROC Inc. for the 2020-21 financial year be accepted.

**RESOLUTION:**

**Moved:** Cr. Karin Day

**Seconded:** Cr. Glenice Batchelor

That the Draft Annual Report of WEROC Inc. for the 2020-21 financial year be accepted.

**CARRIED**

**9. APPOINTMENT OF AN AUDITOR FOR THE 2020-21 FINANCIAL YEAR**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** Nil

**Financial Implications:** The cost of the audit will be accounted for within the WEROC Inc. Budget for 2021-22

**Consultation:** Audit Partners Australia

**Voting Requirement:** Simple Majority

**Background:**

The WEROC Inc. Constitution states under Rule 23. Appointment of Auditor, that:

*“WEROC will at each Annual General Meeting, appoint an Auditor for a period of one year, who is not a Member of WEROC. The Auditor will be eligible for reappointment by WEROC and WEROC Board has the power to fill any temporary vacancy in the office of Auditor”.*

**Executive Officer Comment:**

Audit Partners Australia (APA) completed the financial audits for WEROC Inc. for the 2019-2020 and 2020-21 financial years. The cost for these audits has remained consistent at \$850 +GST and incidentals, and APA have advised that this price will stay the same if they are reappointed as auditor for the 2021-22 financial year.

The Executive Officer believes that APA provide an efficient and thorough auditing service and based on comparative quotes received in previous years, also believes that they are the most economical option for WEROC Inc.

**Recommendation:**

That Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2021 to 30 June 2022.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Emily Ryan

That Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2021 to 30 June 2022.

**CARRIED**

**10. ELECTION OF OFFICE BEARERS**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Background:**

The WEROC Inc. Constitution states under Rule 14.1 Elections at Annual General Meeting, that:

- a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board members will take place at the Annual General Meeting of WEROC where the Chair will declare all positions vacant.
- b) The Chair and Deputy Chair must be from a different Local Government.
- c) Subject to Rule 14.2, a Board Member’s term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

**10.1 Election of Chair**

Mr. Darren Mollenoyux invited nominations from the floor for the election of Chair to WEROC Inc. until the next Annual General Meeting.

Cr. Glenice Batchelor nominated Cr. Emily Ryan for the position of Chair to WEROC Inc.

Cr. Emily Ryan accepted the nomination.

There being no further nominations Cr. Emily Ryan was elected unopposed for the position of Chair of WEROC Inc.

Cr. Ryan elected for Mr. Mollenoyux to continue as Chair for the remainder of this meeting.

### 10.2 Election of Deputy Chair

Mr. Darren Mollenoyux invited nominations from the floor for the election of a Deputy Chair until the next Annual General Meeting.

Cr. Karin Day nominated Cr. Mark McKenzie for the position of Deputy Chair to WEROC Inc.

Cr. Mark McKenzie accepted the nomination.

There being no further nominations Cr. Mark McKenzie was elected unopposed for the position of Deputy Chair of WEROC Inc.

### 10.3 Election of Secretary/Treasurer

The election of a Secretary/Treasurer is a formality as the WEROC Inc. Constitution states under Rule 16.2 that:

*“The Executive Officer will act as Secretary/Treasurer of WEROC and non-voting member of the Board”.*

**Recommendation:**

That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

**RESOLUTION:**

**Moved:** Cr. Wayne Della Bosca

**Seconded:** Cr. Glenice Batchelor

That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

**CARRIED**

### 10.4 Election of Board Members

Rule 14.1 of the WEROC Inc. Constitution stipulates that the election of Board Members will take place at each Annual General Meeting and that a Board Members term will be from his or her election at an annual general meeting until the election at the next annual general meeting.

The appointment of the Board is a formality and should mirror the nominated representatives from each of the six Member Local Governments, who are appointed for a term of two years in accordance with Rule 6 of the WEROC Inc. Constitution.

**Recommendation:**

That those Members as nominated by their respective Local Government be appointed to the WEROC Inc. Board until the next Annual General Meeting.

**RESOLUTION:**

**Moved:** Cr. Glenice Batchelor

**Seconded:** Cr. Mark McKenzie

That those Members as nominated by their respective Local Government be appointed to the WEROC Inc. Board until the next Annual General Meeting.

**CARRIED**

## 11. SPECIAL BUSINESS

Nil

## 12. GENERAL BUSINESS

Nil

## 13. CLOSURE

There being no further business the Chair closed the meeting at 1.21pm.





# WEROC Inc. Board Meeting MINUTES

Monday 22 November 2021

Kellerberrin Recreation and Leisure Centre  
Connelly Street Kellerberrin

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 of the Board Meeting held at the Kellerberrin Recreation and Leisure Centre on Monday 22 November 2021.

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 1.23pm.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Jamie Criddle

Mr. Tony Crooks

Ms. Karin Day

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Mr. Mark McKenzie

Mr. Darren Mollenoyux

Ms. Emily Ryan

Ms. Joanne Soderlund

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Mr. Bryan Close

### 2.3 Guests

Mr. Nic Warren, Chief Executive Officer Shire of Yilgarn

Ms. Codi Brindley-Mullen, Manager of Governance, Shire of Kellerberrin

Cr. Mark Crees, Deputy President Shire of Westonia

Mr. Peter Zenni, Executive Manager Development Services, Shire of Merredin

Cr. Renee Manning, Councillor Shire of Merredin

Mr. Samuel Green, Senior Consultant ASK Waste Management (joined the meeting via videoconference at 2.00pm and left at 2.30pm)

### 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. Rebekah Burges	7.1. WEROC Executive Services Contract Review	Ms. Burges declares an interest in this matter as an employee of 150 Square Strategic Solutions, who currently hold the contract for WEROC Executive Services and are applying for an extension of this contract.
Ms. Glenice Batchelor	Items 7.3 AGO Holiday Planner and 7.4 WEROC Inc. Tourism Projects	Ms. Batchelor declared a possible conflict of interest in relation to tourism discussions given that she operates a tourism business in the Shire of Tammin.

### 4. PRESENTATIONS

#### 4.1 Mr. Samuel Green, ASK Waste Management, 2.00pm

##### *Attachment 1. WEROC Landfill Scenario Summary*

Mr. Samuel Green will join the meeting via videoconference to present the draft WEROC Strategic Waste Management Plan and Landfill Rationalization study.

Mr. Green will also ask Board Members to consider and decide upon the three scenarios for further analysis under the Landfill Rationalization study (refer to attachment 1).

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

- Mr. Green advised that he had travelled out to every landfill site/transfer station in the WEROC region and made the following observations:
  - The Shire of Yilgarn have five landfills. There is potential to consolidate some of these.
  - The Westonia landfill site is lacking in space and likely only has two years of operation left.
  - The Shire of Tammin similarly is running out of space and is near capacity. A solution for this site will be required fairly soon.
  - The Shire of Merredin has the largest population of any WEROC Shire and is also the largest generator of waste. The Merredin landfill has plenty of space to landfill upward but is lacking in soil. For Merredin to expand they would need to explore alternative cover options (e.g., landfill lids) and would need to import soil to cap the site at some future point.
  - The Bruce Rock landfill has been very well managed. It does not have the capacity to take waste from other Shires.
  - The Kellerberrin transfer station model might provide a solution for the Westonia and Tammin Shires.
  - The development of a greenfield site has not been posed to WEROC as it was not clear if the group have an appetite for this. A greenfield site would take at least five years to get up and running.

There might be an option to establish a greenfield site in conjunction with other Shires (e.g., NEWROC Shires).

- Mr. Mark McKenzie questioned whether there are any landfills like the one in Merredin, that they could look to for solutions to the observed limitations on this site’s future expansion potential. Mr. Green indicated that he would include recommendations on how to improve existing sites in the SWMP.
- Ms. Karin Day questioned whether there is an obvious solution for WEROC at this time. Mr. Green advised that there is not yet a clear regional solution but there are some imminent priorities such as resolving the landfill capacity issues for the Shires of Tammin and Westonia.
- Mr. Green indicated that he needed clarity on the three options for the landfill rationalization study. Mr. Green asked that each Shire respond to him individually and based on this feedback he will come up with three solid options for further analysis. Mr. Green requested that this feedback be provided as soon as possible.

Mr. Green left the meeting at 2.30pm and did not return.

**5. MINUTES OF MEETINGS**

**5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 11 August 2021**

Minutes of the WEROC Inc. Board Meeting held in Southern Cross on Wednesday 11 August 2021 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Meeting held Wednesday 11 August 2021 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Ms. Glenice Batchelor

That the Minutes of the WEROC Inc. Meeting held Wednesday 11 August 2021 be confirmed as a true and correct record.

**CARRIED**

**5.2 Business Arising – Status Report as of 1 November 2021**

Actions Arising from the WEROC Inc. Board Meeting held on 11 August 2021.

Agenda Item	Action(s)	Status
6.1 WEROC Inc. Financial Report	Increase the consultant expenses budget for the 2021-22 financial year to \$70,000 to account for the Strategic Waste Management Plan and other projects.	The budget has been updated. The revised budget for 2021-22 with a \$70,000 allocation toward consultant expenses will be used as the basis of the financial reporting for the remainder of the 2021-22 financial year.
7.1 WEROC Inc. Tourism Product Audit	<ol style="list-style-type: none"> <li>1) Each Local Government to present the recommendation of the audit to their Council’s and discuss their priorities.</li> <li>2) Discuss and agree on priority actions at the next meeting.</li> <li>3) Executive Officer to add accommodation to the audit.</li> </ol>	The revised WEROC Tourism Product Audit was circulated to Board Members, via email on 7 October 2021. The revised document now includes a summary of accommodation gaps and opportunities and contains a detailed

		list of accommodation provision in each of the WEROC Shires.
7.2 CSIA Customer Service Excellence Training	<ol style="list-style-type: none"> <li>1) Reschedule workshops for late February to early March 2022.</li> <li>2) Confirm the terms of the contract and options regarding refunds.</li> <li>3) Advise registered participants of the revised schedule for the workshops once they are confirmed.</li> </ol>	<p>The CSIA customer service training has been rescheduled and will now take place during the week of 28 February to 4 March 2022.</p> <p>All registered participants were advised via email on 27 August 2021 of the revised schedule for the workshops.</p> <p>The Executive Officer queried the terms of the contract with CSIA and was advised as follows:</p> <p><i>‘Unfortunately, as we have already completed the program development and printing – we do not have a refund policy as such.</i></p> <p><i>We are more than happy to reschedule and hopefully the situation will be back to normal by then. Having said that, if we do face further lockdowns / restrictions that cause further cancellations, I am happy to escalate this to the Board’.</i></p>
7.4 Strategic Projects	At the next meeting of the WEROC Inc. Board, review existing Strategic Priorities and discuss new or revised priorities.	A review of the WEROC Inc. Strategic Plan will be undertaken during the WEROC Inc. Board Meeting being held on 22 November 2021.
7.6 Strategic Waste Management	<ol style="list-style-type: none"> <li>1) Circulate the PowerPoint presentation delivered by Mr. Giles Perryman and Mr. Samuel Green</li> <li>2) Invite ASK Waste Management to present on the draft Strategic Waste Management Plan and Landfill Rationalisation Study at the Board meeting on 22 November 2021</li> </ol>	<p>The presentation given by ASK Waste Management was circulated with the minutes of the 11 August Board Meeting, on 13 August 2021.</p> <p>Mr. Samuel Green will present, via videoconference, the draft reports at the Board Meeting being held on 22 November 2021.</p>
8. Emerging Issues	All Shires are requested to advise the Executive Officer of their nominated representative to the WEROC Complaints Assessment Panel.	To date nominations to the WEROC Complaints Assessment Panel have been provided in writing by the Shire of Tammin and the Shire of Yilgarn.

**Recommendation:**

That the status report as of 1 November 2021 be received.

**RESOLUTION:** **Moved:** Mr. Raymond Griffiths **Seconded:** Mr. Wayne Della Bosca

That the status report as of 1 November 2021 be received.

**CARRIED**

**6. WEROC INC. FINANCE**

**6.1 WEROC Inc. Financial Report as of 1 November 2021**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** Nil

**Voting Requirement:** Simple Majority

At the WEROC Inc. Board Meeting held on 27 April 2021 the budget for the financial year commencing 1 July 2021 and ending 30 June 2022 was adopted. At the WEROC Inc. Board Meeting held on 11 August 2021 it was resolved to increase the consultant expenses budget for the 2021-22 financial year to \$70,000.

The revised WEROC Inc. Budget 2021-22 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 2020-21.
<b>Note 4</b>	Executive Officer services for the months of July, August and September 2021.
<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 2020-21 financial year.
<b>Note 8</b>	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan, 150 Square Strategic Solutions for the WEROC Tourism Audit and NEWTRAVEL for the Agri-tourism workshop.
<b>Note 9</b>	Payments to Code Research Australia for the monthly website hosting fee.
<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.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2021 to 30 June 2022**

		Budget 2021/2022	Actual to 31/10/2021	Notes
	<b>INCOME</b>			
<b>0501</b>	<b>General Subscriptions</b>	\$72,000.00	\$72,000.00	<b>1</b>

504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$0.00	\$0.00	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	2
	GST Refunds	\$5,209.05	\$1,436.00	3
<b>Total Receipts</b>		<b>\$84,409.05</b>	<b>\$80,636.00</b>	
<b>EXPENSES</b>				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$30,450.00	\$9,684.55	4
1661.02	Executive Officer Travel and Accommodation	\$2,162.40	\$584.82	5
1661.03	WEROC Executive Officer Recruitment	\$780.00	\$0.00	
1687	WEROC Financial Services Accounting	\$795.40	\$181.80	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$879.95	7
1585	WEROC Consultant Expenses	\$70,000.00	\$19,672.50	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$90.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,583.38	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$11,434.78	\$3,296.80	
	ATO Payments	\$3,654.28	\$0.00	
<b>Total Payments</b>		<b>\$129,436.86</b>	<b>\$39,973.80</b>	
<b>Net Position</b>		<b>-\$45,027.81</b>	<b>\$40,662.20</b>	
<b>OPENING CASH 1 July</b>		<b>\$193,194.46</b>	<b>\$190,684.49</b>	
<b>CASH BALANCE</b>		<b>\$148,166.65</b>	<b>\$231,346.69</b>	

**Recommendation:**

That the WEROC Inc. financial report for the period 1 July 2021 to 31 October 2021, be received.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Wayne Della Bosca

That the WEROC Inc. financial report for the period 1 July 2021 to 31 October 2021, be received.

**CARRIED**

**6.2 Income & Expenditure**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 1 November 2021

**Attachments:** Nil



**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 August 2021 to 31 October 2021 is provided below.

Date	Description	Credit	Debit
<b>Opening Balance</b>		<b>\$241,562.19</b>	
3/08/2021	Payment: Shire of Bruce Rock	\$13,200.00	
4/08/2021	Payment: Code Research Australia		\$33.00
5/08/2021	Payment: 150 Square Pty Ltd		\$2,395.00
9/08/2021	Payment: Local Community Insurance Services		\$533.50
12/08/2021	Payment: Shire of Merredin	\$13,200.00	
31/08/2021	Payment: Local Community Insurance Services		\$1,222.49
31/08/2021	Payment: Local Community Insurance Services		\$412.50
1/09/2021	Payment: ASK Waste Management		\$3,902.25
3/09/2021	Payment: Code Research Australia		\$33.00
7/09/2021	Payment: Local Community Insurance Services		\$3,043.00
7/09/2021	Payment: Local Community Insurance Services		\$609.31
9/09/2021	Payment: 150 Square Pty Ltd		\$3,348.00
9/09/2021	Payment: 150 Square Pty Ltd		\$5,676.00
10/09/2021	Payment: 150 Square Pty Ltd		\$5,676.00
12/10/2021	Payment: 150 Square Pty Ltd		\$2,395.00
12/10/2021	Payment: Code Research Australia		\$33.00
15/10/2021	Payment: Audit Partners Australia		\$967.95
15/10/2021	Payment: ASK Waste Management		\$5,835.50
28/10/2021	Payment: NEWTRAVEL Inc.		\$500.00
<b>TOTAL</b>		<b>\$26,400.00</b>	<b>\$36,615.50</b>
<b>Closing Balance</b>		<b>\$231,346.69</b>	

**Recommendation:**

That the WEROC Inc. summary of income and expenditure for the period 1 August 2021 to 31 October 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August 2021 to 31 October 2021 totalling \$36,615.50 be approved.

**RESOLUTION:**

**Moved:** Ms. Glenice Batchelor

**Seconded:** Mr. Mark McKenzie

That the WEROC Inc. summary of income and expenditure for the period 1 August 2021 to 31 October 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August 2021 to 31 October 2021 totalling \$36,615.50 be approved.

**CARRIED**

## 7. MATTERS FOR DECISION

### 7.1 Contract Review – Executive Officer Services

<b>Author:</b>	Rebekah Burges, Executive Officer
<b>Disclosure of Interest:</b>	Rebekah Burges declares an interest in this matter as an employee of 150 Square Strategic Solutions, who currently hold the contract for WEROC Executive Services and are applying for an extension of this contract.
<b>Date:</b>	1 November 2021
<b>Attachments:</b>	Attachment 2: Scope of Work - WEROC Inc. Executive Services
<b>Consultation:</b>	150 Square Strategic Solutions
<b>Financial Implications:</b>	If the Board accept the quote from 150 Square there will be an escalation in the cost of delivery of Executive Services. The increase equates to \$4,455 per annum
<b>Voting Requirement:</b>	Simple Majority

#### **Background:**

The provision of Executive Services to the WEROC Inc. Board is outsourced to a consultant on a fixed term basis. The current contract for delivery of Executive Services is held by 150 Square Strategic Solutions with a term expiring on 28 February 2022.

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

On Wednesday 14 October 2021, the Executive Officer met with the Chairs of the WEROC Inc. Board and CEO Committee, Mr. Ram Rajagopalan and Mr. Darren Mollenoyux to participate in a review of the delivery of the contract for WEROC Executive Services over the past 20 months and to consider a proposal for the extension of this contract for a further two years. It may be appropriate for Mr. Mollenoyux to provide an overview of this discussion to the Board.

#### **Recommendation:**

That the Board consider the proposal from 150 Square Strategic Solutions for the delivery of Executive Services for the period 28 February 2022 to 28 February 2024.

Ms. Rebekah Burges left the meeting at 1.30pm and returned at 1.35pm

**RESOLUTION:**   **Moved:** Mr. Wayne Della Bosca   **Seconded:** Mr. Darren Mollenoyux

That the Board approve the proposal from 150 Square Strategic Solutions for the delivery of Executive Services for the period 28 February 2022 to 28 February 2024.

**CARRIED**

### 7.2 WEROC Inc. Bank Account Review & Appointment of Signatories

<b>Author:</b>	Rebekah Burges, Executive Officer
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	1 November 2021
<b>Attachments:</b>	Nil
<b>Consultation:</b>	Kerry Kretschmer, Branch Manager Merredin Westpac Bank
<b>Financial Implications:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority

**Background:**

WEROC Inc. holds a Community Solutions One account with Westpac Bank, into which all funds are deposited. The Community Solutions One account is specifically designed for not-for-profits and charities and has no associated fees. This account previously paid a small amount of interest (0.10%), however this ceased in November 2020. A companion bank account – Community Solutions Cash Reserve – is available and has a current interest rate of 0.01%. The cash reserve account attracts no fees and allows for unlimited transfers between other Westpac transaction accounts. A bonus of an additional 0.01% is paid if no withdrawals are made in a given month. Interest rates paid on term deposits currently range from 0.05% to 0.10% depending on the term fixed.

The current signatories to the Westpac account are Rebekah Burges (administrator, approver), Darren Mollenoyux (administrator, approver) and Ram Rajagopalan (administrator). Two signatories are required for any outgoing payment to be processed.

**Executive Officer Comment:**

Given the minimal interest rates being paid on accounts at present the Executive Officer believes that there is no benefit in establishing a cash reserve account or investing in a term deposit at this point in time.

In respect to signatories, it is recommended that:

- 1) In their capacity as Secretary/Treasurer of WEROC Inc., the Executive Officer continue to be an administrator and approver for the Westpac account.
- 2) The newly appointed Chair of WEROC Inc. be added as approver of the account and the outgoing Chair be removed.
- 3) One other Member of the WEROC Inc. Board be appointed as approver of the account to ensure that there are always two signatories available to process payments.

**Recommendation:**

That:

- 1) The current Community Solutions One bank account be retained, and no new account be opened at this time
- 2) The bank signatories be Ms. Rebekah Burges (Secretary/Treasurer), the incoming Chair and one other Board Member.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Ms. Glenice Batchelor

That:

- 1) The current Community Solutions One bank account be retained, and no new account be opened at this time
- 2) The bank signatories be Ms. Rebekah Burges, Ms. Emily Ryan and Mr. Raymond Griffiths.

**CARRIED**

**7.3 AGO Holiday Planner**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** NIL

**Date:** 1 November 2021

**Attachments:** Attachment 3: AGO Holiday Planner Advertising Prospectus

**Financial Implications:** The advertisement will result in an additional spend of \$604.70 + GST over and above the budgeted \$3,000 for co-operative marketing for 2021-22

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board Meeting held on 22 February 2021 an allocation of \$3,000 toward co-operative marketing for the 2021-22 financial year was endorsed:

**RESOLUTION:**                      **Moved:** Mr. Jamie Criddle                      **Seconded:** Mr. Rod Forsyth

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That WEROC Inc.:

- 1) Contribute \$302 Inc. GST toward a shared display at the 2021 Perth Caravan and Camping Show;
- 2) Contribute up to \$3,000 toward collaborative marketing campaigns for the remainder of the 2020-21 Financial Year; and
- 3) Allocate \$3,000 in the 2021-22 Budget for collaborative marketing.

On Friday 25 June 2021, a meeting hosted by Australia’s Golden Outback (AGO) was held to discuss co-operative marketing for the Eastern Wheatbelt in the 2021-22 financial year. As a result of this conversation AGO prepared a proposal for a co-op campaign that would include a mix of radio, print and social media advertising spanning from August 2021 to March 2022. The split for each local co-op group (i.e., NEW Travel, Roe Tourism, WEROC and Pioneers Pathway) is \$3,000 +GST and AGO are contributing \$13,000 +GST. This proposal was presented for noting at the WEROC Inc. Board Meeting held on 11 August 2021. The contribution from WEROC has been paid.

**Executive Officer Comment:**

Subsequent to the agreement to proceed with the co-operative marketing campaign proposed by AGO, the Executive Officer received an invitation to advertise in the 2022 Australia’s Golden Outback Road Trip Holiday Planner. A copy of the advertising prospectus is provided as an attachment. WEROC have previously taken a half page advertisement in the Planner and shared the cost with Pioneers Pathway.

The Central Wheatbelt Visitors Centre have submitted a booking form for a half page advertisement in the Planner, which will promote the self-drive trails of the Central and Eastern Wheatbelt (i.e., the Golden Pipeline Heritage Trail and Pioneer’s Pathway). The cost of the advert is \$1,814 +GST and WEROC Inc. have been requested to contribute a third of this amount (\$604.70) with the remaining two thirds to be funded by the Central Wheatbelt Visitors Centre and Pioneers Pathway.

**Recommendation:**

That the Board approve an additional \$604.70 + GST to be spent on co-operative marketing in the 2021-22 financial year, specifically on a half-page advertisement in the 2022 Australia’s Golden Outback Holiday Planner in partnership with the Central Wheatbelt Visitors Centre and Pioneers Pathway.

**Comments from the meeting:**

- The Executive Officer advised that there would be an additional cost of \$80 for a graphic designer to prepare the advertisement. The amount being requested is therefore \$684.70

**RESOLUTION:**                      **Moved:** Mr. Mark McKenzie                      **Seconded:** Mr. Darren Mollenoyux

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That the Board approve an additional \$684.70 + GST to be spent on co-operative marketing in the 2021-22 financial year, on a half-page advertisement in the 2022 Australia’s Golden Outback Holiday Planner in partnership with the Central Wheatbelt Visitors Centre and Pioneers Pathway.

**CARRIED**

**7.4 WEROC Inc. Tourism Projects**

**Author:**                                      Rebekah Burges, Executive Officer  
**Disclosure of Interest:**                      Nil  
**Date:**    1 November 2021

- Attachments:** Attachment 4: WEROC Inc. Tourism Product Audit (Revised Sept. 2021)
- Financial Implications:** Any projects undertaken will be paid for from the consultancy line item of the WEROC Inc. Budget 2021-22
- Voting Requirement:** Simple Majority

**Background:**

At the WEROC Board Meeting held on 11 August 2021 the Executive Officer presented the Final Draft of the WEROC Tourism Audit. The Board resolved as follows:

**RESOLUTION:** **Moved:** Ms. Julie Flockart **Seconded:** Ms. Karin Day

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*That:*

- 1. The final draft of the WEROC Inc. Tourism Product Audit be adopted;*
- 2. Each Local Government to present the recommendations of the audit to their respective Council and discuss their priorities for action;*
- 3. A workshop will be conducted at the next meeting of the WEROC Inc. Board to agree on actions for implementation;*
- 4. Payment of \$10,320 + GST to 150 Square Strategic Solutions for completing the WEROC Inc. Tourism Audit, is approved;*
- 5. The Executive Officer to update the information contained in the 2016 visitor accommodation study for WEROC Shires; and*
- 6. An additional 25 to 30 hours of the Executive Officer's time is approved to complete the update of the visitor accommodation study.*

**Executive Officer Comment:**

The revised WEROC Tourism Product Audit was circulated to Board Members, via email on 7 October 2021. The revised document now includes a summary of accommodation gaps and opportunities and contains details of accommodation providers in each of the WEROC Shires.

The Executive Officer has received notice of agreed priorities from the Shire's of Kellerberrin and Yilgarn:

**Shire of Kellerberrin:**

Short listed priorities are:

1. Events
2. Caravan and camping
3. Nature, parks and reserves

**Shire of Yilgarn:**

Recommendations in order of priority are:

1. Caravan and camping
2. Trails
3. Nature, Parks and Reserves
4. Attract the right visitors
5. Online presence
6. Champion hero regional experiences
7. Utilise the right marketing channels
8. Food and drink
9. Events

10. Culture, art and heritage
11. Create a distinctive brand.

**Recommendation:**

That the Board discuss and agree on priority actions for implementation

**Comments from the meeting:**

- The top four tourism priorities by consensus are:
  1. Caravan and camping
  2. Nature, parks, and reserves
  3. Trails
  4. Events
- Each Member Shire will take the agreed priorities to their respective Councils for further discussion.
- The Executive Officer will send a template for Shire's to complete advising projects already underway, planned or desired under each of the four priority areas. The template will also ask Shire's to provide information on events, their scheduled dates, and the level of influence they have over them.
- Ms. Glenice Batchelor advised that Ms. Mandy Walker from RDA Wheatbelt suggested that groupings of local governments should consider collaborative projects for the next round of the Building Better Regions Fund. This could present an opportunity for a group tourism project.
- Mr. Raymond Griffiths suggested that with regard to events rather than looking at new events, it might be better to promote events that already exist and that aren't necessarily promoted well. It is also important to make sure that events throughout the region do not clash.

**RESOLUTION:**            **Moved:** Mr. Darren Mollenoyux    **Seconded:** Ms. Karin Day

That:

- 1) The agreed tourism priorities for WEROC be caravan and camping, nature, parks and reserves, events, and trails.
- 2) That each Shire provide the Executive Officer with information on tourism projects planned, in-progress or desired under each of the four priority areas before the next meeting to facilitate further discussion on next steps.

**CARRIED**

**7.5 Review of WEROC Inc. Strategic Plan 2020**

**Author:** Rebekah Burges, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 1 November 2021  
**Attachments:** Attachment 5: WEROC Inc. Strategic Plan 2020  
**Voting Requirement:** Simple Majority

**Background:**

The WEROC Inc. Strategic Plan 2020 was adopted in August 2020 following a two-part strategic planning process that involved first reviewing the contextual and operating environment for WEROC, articulating a vision and mission statement, and identifying broad priorities. The second part of the process involved refining the vision and mission and agreeing on the top five priorities and actions for WEROC Inc. over the short-to-medium-term.

**Executive Officer Comment:**

Many of the actions identified in the Strategic Plan have already been implemented or are in train. The Executive Officer believes that it is therefore an opportune time to review the Strategic Plan and discuss new/revised priorities and to reflect on the vision, mission, and values of WEROC Inc.

**Vision:** For the Wheatbelt East to grow and prosper

**Mission:** Working together to enhance the regions sustainability through investment and innovation.

**Values:**

- *Commitment to our Region:* We will ensure that in everything we do, we consider the best interests of the people that live and work in or visit the communities of the Eastern Wheatbelt.
- *Collaboration:* We will work together as a united group to prioritise and address important issues impacting on our region, and to achieve outcomes that cannot be accomplished individually.
- *Regional Leadership:* We will be a strong partner and voice representing our region.
- *Integrity:* We will act with integrity, building lasting partnerships based on honesty and trust.
- *Accountability:* We are committed to good governance and accountability in delivering outcomes for our region. We will ensure our stakeholders have genuine involvement in decision making and that we communicate openly, accurately, and effectively with all those who are impacted by the decisions or actions that we take.
- *Innovation & Excellence:* We value innovation and strive for continuous improvement in delivering positive outcomes for our region.

**Discussion Points:**

- Are our Vision, Mission and Values still relevant?
- Has anything changed?
- Have we achieved or are we making progress toward achieving, our vision?
- Are we operating by these values?

**Current Priorities**

Priority	Objective	Actions	Progress
Regional waste management	Deliver cost savings and greater efficiencies to WEROC Member Councils in managing waste	<ul style="list-style-type: none"> <li>• Review existing waste management service delivery across the WEROC region</li> <li>• Complete a cost-benefit analysis for ownership of a shared truck</li> <li>• Develop a WEROC waste management plan</li> </ul>	The WEROC Strategic Waste Management Plan and Landfill rationalisation study will be completed by the end of December 2021.
Tourism Product Development	Increase the WEROC regional visitor economy	<ul style="list-style-type: none"> <li>• Conduct an audit of tourism assets across the WEROC region.</li> <li>• Undertake desktop research to identify trends in tourism product development and future target markets.</li> </ul>	The WEROC Tourism Product Audit has been completed. This included an assessment of industry and market trends. The WEROC Board will discuss priorities for investment at the Board meeting being held on 22 November 2021.

		<ul style="list-style-type: none"> <li>• Develop a list of priorities for investment</li> </ul>	
Local Business Development	Sustained economic recovery post COVID-19	<ul style="list-style-type: none"> <li>• Develop a targeted business improvement program with a focus on online reputational management and improved frontline customer service</li> <li>• Develop a project plan/business case to support and application for funding to implement the program</li> </ul>	Rather than developing something new, WEROC have engaged the Customer Service Institute of Australia to deliver their customer service excellence program. The program has been adapted to cover online reputational management as well as frontline customer service. WEROC are able to cover the costs of these workshops without the need for external funding, so a project plan was not deemed necessary.
Digital Connectivity	High-capacity telecommunications network and linkages that support digital access and connectivity	<ul style="list-style-type: none"> <li>• Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity</li> <li>• Work with telcos to target improvements in fixed and mobile connectivity</li> <li>• Support existing initiatives that aim to improve digital connectivity across the WEROC region</li> </ul>	<p>WEROC have provided letters of support for CRISP wireless applications to the Regional Connectivity Program and Digital Farms Grants Program. Both applications were successful.</p> <p>WEROC have engaged with local Federal Member Melissa Price and a representative for Mia Davies – Martin Aldridge on telecommunications.</p>
Ranger & Regulatory Services Solution	Achieve greater efficiency for WEROC Member Councils in delivering ranger and regulatory services	<ul style="list-style-type: none"> <li>• Complete a review of existing ranger service delivery across Member Councils</li> <li>• Investigate avenues to fund a Regional Community Emergency Services Manager (CESM)</li> <li>• Implement a ranger and regulatory service solution for WEROC Member Councils</li> </ul>	<p>WEROC wrote to the Department of Fire and Emergency Services requesting a regional CESM. This request was denied because of a lack of funding.</p> <p>An audit of ranger and emergency service delivery was completed, and a new ranger service delivery model has been implemented for the Shire of Merredin.</p> <p>Avenues to support improved emergency management services continue to be investigated.</p>

**Discussion Points:**

- Are there any gaps in what we said we would deliver?
- Are any of these focus areas still a top priority for WEROC?
- What new priorities have emerged or are emerging?
- Do these priorities align with our vision and mission?



Potential Priorities	Possible Actions
Regional Growth & Innovation	<ul style="list-style-type: none"> <li>• Jobs and economic outlook (e.g., Perth’s Northern Growth Corridor Jobs and Economic Outlook 2050)</li> <li>• Investment Prospectus for the WEROC region (example – Northern Growth Alliance of Western Australia)</li> <li>• Review and revision of the Central East Sub-Regional Economic Strategy which was completed in April 2015</li> </ul>
Community Prosperity	<ul style="list-style-type: none"> <li>• Regional Public Health Planning initiative that feeds into local Public Health Plans</li> <li>• Implement recommendations of the WEROC Strategic Waste Management Plan and Landfill Rationalisation Study</li> </ul>
Visitor Economy	<ul style="list-style-type: none"> <li>• Implement priorities identified through the WEROC tourism audit</li> <li>• Investigate potential for a destination development officer</li> <li>• Develop a tourism product investment prospectus (this is an action in the Shire of Merredin SCP 2020-2030)</li> </ul>
Inter-Council Cooperation	<ul style="list-style-type: none"> <li>• Continue to monitor the delivery of Local Government Services to identify opportunities to share resources and achieve cost savings (e.g., Emergency Services Management)</li> <li>• Develop a suite of record keeping policies aligned to the new Standard for Records Management</li> </ul>
Climate Change Readiness	<ul style="list-style-type: none"> <li>• Investigate avenues to proceed with the projects identified in the Regional Climate Alliance application (i.e., waste to energy infrastructure, climate resilient sport and recreational infrastructure)</li> </ul>

**Comments from the meeting:**

- Mr. Darren Mollenoyux suggested that WEROC should not change course too much.
- Ms. Glenice Batchelor suggested that the strategic aspects of the plan (i.e., the vision, mission, values and strategic priorities) remain the same but the actions be re-assessed.
- The following amendments to the Strategic Plan were requested:
  - Change the ranger and regulatory services priority to inter-council cooperation.
  - Change the regional waste management priority to sustainability and incorporate actions around climate change readiness as well as short- and long-term solutions for waste management.
  - Include the ‘possible actions’ for visitor economy under the tourism product development.
  - Actions relating to Public Health Planning and Records Management to be included under inter-council cooperation.
- The Shire of Yilgarn advised that they are considering establishing a designated area migration agreement (DAMA) and questioned whether this could be included as an action under inter-council cooperation. All Shires were supportive of this.



**RESOLUTION:**                      **Moved:** Mr. Wayne Della Bosca                      **Seconded:** Ms. Karin Day

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That:

- 1) Each Shire to consider the four options proposed by ASK Waste Management and a fifth option of establishing a greenfield site, and advise the Executive Officer of their preferred options by the end of the year
- 2) The Executive Officer to advise ASK Waste Management that more time is required to consider the options and that a response will be provided after December Council meetings.

**CARRIED**

## **8. EMERGING ISSUES**

- Ms. Glenice Batchelor queried whether Shire's had experienced any resistance from employees regarding mandatory vaccinations for COVID-19. Ms. Batchelor also queried whether there were concerns with how local health services would cope when COVID comes into the community.
- Ms. Batchelor shared the Wheatbelt Food and Beverage Capability Guide and encouraged Members to take a look at the online resource.

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

### **9.1 Central Wheatbelt Visitors Centre MOU**

**Attachments:**                      *Attachment 6: CWVC MOU November 2021*

At the WEROC Inc. Board meeting held on 27 April 2020, the renewal of the Memorandum of Understanding between the Shire of Merredin, WEROC Shire's and the Shire of Cunderdin for visitor servicing and regional promotion through the Central Wheatbelt Visitor's Centre, was discussed and the Board resolved as follows:

**RESOLUTION:**                      *Moved: Mr. Wayne Della Bosca      Seconded: Mr. Rod Forsyth*

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*That WEROC Inc. agree to renew the Memorandum of Understanding between the Shire of Merredin, WEROC and the Shire of Cunderdin for visitor servicing and regional promotion through the Central Wheatbelt Visitors Centre, for a period of three (3) years, commencing 1 July 2021.*

At the following Board Meeting, held on 23 June 2021 the new MoU was presented for signing. The Board's discussion at this meeting is summarised as follows:

- The matter of fees contributed by WEROC Members to the Central Wheatbelt Visitors Centre was discussed. It was determined that as the Shire of Tammin is now a Member of WEROC their fees should be equal to that of all other WEROC Shires.
- It was requested that the MoU be updated to explain the difference in service offered to a WEROC Shire and a "Member Shire" (i.e., Cunderdin) so that it is clear why there is a discrepancy in the fees contributed.
- Executive Officer to contact Ms. Robyn McCarthy to clarify if a "Member Shire" receives the same display space, pamphlets, co-operative marketing, etc.
- The Executive Officer to bring the revised MoU to the next meeting.

Ensuing discussions with Ms. McCarthy revealed that there essentially is no difference in the service offered to WEROC and 'Member Shires' and it was therefore determined that the Shire of Merredin would approach the Shire of Cunderdin about increasing their fees so that each party to the MoU made an equal contribution. The fee negotiation with the Shire of Cunderdin had not been finalised prior to the August meeting of the WEROC Board and therefore the matter was deferred until the November meeting.

On Friday 29 October, the Executive Officer was provided with a verbal update on the discussions with the Shire of Cunderdin from Mr. Mark Dacombe, Temporary CEO Shire of Merredin. Mr. Dacombe advised that

the Shire of Cunderdin were not willing to increase their fee to align with the WEROC Shires. Rather than alter the MoU to reflect a different level of service for WEROC and Member Shires, the MoU will be left as is and reviewed again in 12 months' time, with a view to possibly increasing the Shire of Cunderdin's fees at the time.

It should be noted that while WEROC Inc. is not a signatory to the MoU, the 'Additional Activities' detailed in Schedule 2 of the MoU, which are delivered on a cost recovery/fee for service basis are for the most part, paid for by WEROC Inc.

**Comments from the meeting:**

- It was requested that Ms. Robyn McCarthy, Manager of the Central Wheatbelt Visitors Centre (CWVC) contact each Shire individually to discuss and answer any questions they may have about the services provided by the CWVC.

**9.2 Public Health Planning**

At the WEROC Inc. Board Meeting held on 27 August 2020, after discussing advice received from the Department of Health regarding Public Health Planning, the Board resolved as follows:

*RESOLUTION:*

*Moved: Mr. Peter Clarke*

*Seconded: Mr. Raymond Griffiths*

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*That the WEROC Inc. Executive Officer monitor progress toward the implementation of Stage 5 of the Public Health Act 2016 and at the commencement of Stage 5:*

- 1) WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans; and*
- 2) The Executive Officer will seek quotations for the development of a WEROC Public Health Plan.*

Based on information available on the Department of Health website the Executive Officer understands that Stage 5 of the implementation of the Public Health Act will not commence until July 2022. In the lead up to this stage it is anticipated that the Department of Health will conduct a series of workshops throughout the State to assist Local Governments in understanding the new regulations under the *Public Health Act 2016*.

**9.3 New Standards for Records Management**

In 2019 records management consultants Information Enterprises Australia (IEA) undertook a review of four out of the five WEROC Inc. Member Councils' recordkeeping policies and procedures. The summary report recommended that WEROC consider the development of a suite of record keeping policies, guidelines and standard operating procedures to cover records access, control and management, which could be used by Member Councils to direct work practices related to records use and management. The report also recommended that WEROC consider obtaining specialist assistance in implementing the State Record Commission's new record keeping framework.

A quote was sourced from IEA to develop a suite of three essential policies – a generic record keeping policy covering the responsibilities of Council, staff and contractors; a generic privacy and protection of personal information policy; and a generic vital records policy – which could be adapted by each Member Council.

The quote from IEA and a letter from Mr. Damian Shepherd, Director State Records, advising that the reform of the Standards for State record keeping had been put on hold due to COVID, was presented for consideration at the WEROC Inc. Board Meeting held on 30 April 2020. The Board resolved to postpone the engagement of IEA to develop the proposed record keeping policies until the new Standards had been implemented.

The most recent update on the new Standards was provided in the State Records Office Newsletter for Winter 2021, which stated that:

*The proposed new Standard for Records Management and associated tools (including a new Records Management Plan template) is currently undergoing rigorous review by the State Records Commission and the SRO.*

*This work will ensure the new Standard stands the test of time and serves as a strong foundation for your records management program*

*We will be in touch with updates through our social media platforms, our website and this newsletter. In the meantime, if your Recordkeeping Plan is due for amendment, the current template is still available to use, or, if you want to wait until the new one is ready, please get in touch.*

#### **9.4 Wheatbelt Medical Student Immersion Program (WMSIP)**

**Attachments:**    *Attachment 7: WMSIP 2022 Program Proposal*  
*Attachment 8: WMSIP Financial Statement 30 June 2021*  
*Attachment 9: WMSIP Program Budget 2021-2023*

On 27 August 2021, the Executive Officer participated in the first WMSIP Steering Committee Meeting for the 2022 program. A summary of the discussion is provided below:

- The program dates for 2022 are 14 to 18 March
- The town split between Curtin and Notre Dame at this stage will be as follows:  
Curtin:
  - Kellerberrin
  - Cunderdin/Tammin
  - Moora
  - Wongan Hills
  - CorriginNotre Dame:
  - Bruce Rock
  - Merredin
  - Westonia
  - Southern Cross
  - Narrogin
- There will be 100 students from Curtin and 110 from Notre Dame attending
- The WA Primary Health Network are yet to confirm their financial contribution for 2022. If they are not able to contribute the full amount being asked of them, Rural Health West will be looking to engage another program partner

On Wednesday 6 October 2021, Ms. Beth McEwan, Manager Workforce Solutions at Rural Health West advised the Steering Committee via email that the WA Primary Health Alliance (WAPHA) have left the Steering Committee and the Rural Clinical School WA has now been included as a member. The Rural Clinical School will make a financial contribution equivalent to that previously made by WAPHA (\$14,400) and would like to be more involved in the program to promote the rural generalist pathway. Their involvement during the week of the medical student visit may include a visit to each town and a presentation on the Rural Clinical School Program, the application process, and the regional training hubs. They will also be involved in a 'Rural Careers Online Session' the week following WMSIP.

#### **9.5 CRISP Wireless Update**

At the WEROC Inc. Board Meeting held on 11 August 2021, the Executive Officer provided a hard copy of a letter sent by CRISP wireless providing an update on the digital farm grants program funding and requesting support from WEROC Shires. At this meeting the Board requested that the Executive Officer ask CRISP to contact individual Shires directly as the proposed expansion of the network will be different for each Local Government area.

On 17 August 2021, the Executive Officer sent an email to Ms. Maree Gooch, Chair of CRISP Wireless requesting that they contact each Local Government individually and provide details of the plans available to customers along with costing and an indicative map for the proposed network expansion in each Shire.

On Tuesday 2 November 2021, the Executive Officer received an email from Ms. Gooch advising as follows:

*We are pleased to share that we have finally received the signed documentation from the federal government and as such can now start planning and doing the necessary ground truthing. When completed, we will contact each shire direct. Leigh Ballard met with the Tammin Shire last week to further discuss their involvement.*

*These are an example of the plans available – sent for your information. These have been shared with the shires and we will share these again when correspondence goes to them – I anticipate this will be in the coming weeks.*

<b>CRISP HOME Ultra-Lite</b>	<b>CRISP HOME Lite</b>	<b>CRISP HOME Essential</b>	<b>CRISP HOME Premium</b>
\$59/mth inc. GST 150GB DATA Up to 20mbps download & 20mbps upload speeds Total minimum cost \$2,421 over 36 months	\$79/mth inc. GST 300GB DATA Up to 20mbps download & 20mbps upload speeds Total minimum cost \$2,844 over 36 months	\$99/mth inc. GST 500GB DATA Up to 25mbps download & 25mbps upload speeds Total minimum cost \$3,564 over 36 months	\$169/mth inc. GST 1000GB DATA Up to 25mbps download & 25mbps upload speeds Total minimum cost \$6,084 over 36 months

*There are also Business Plans available. It will be important that people and shire councillors register at the CRISP Wireless website. This really does help with planning – for example if there is a cluster in a particular area, then they will be contacted to ensure that the plan they need is appropriate to their needs. It is important to compare apples and apples – the CRISP Wireless service is not a mobile phone service (i.e. 4G with data attached) it is a business grade internet service that won't break down – we are most pleased to share that the CRISP Wireless service did not break down during Cyclone Seroja when all other telecommunication services were unavailable in the North East Wheatbelt.*

*An indicative map will be provided and has been shared during presentations that Leigh Ballard has done with the Shires.*

*This can be challenging as some people are very literal when seeing a map and may feel that the map won't cover all of an area or include their own location so we really need everyone to understand that until we do the planning and ground truthing by doing actual site surveys it is still very much indicative. Rest assured we will be doing all that we can to ensure that there is coverage across the shires aligning with the government grant applications that we submitted.*

*Some shires are very large. We will be doing all that we can to strategically expand the service area across the entire project within the parameters of the project/grant funding – this is historically what we have done in other shires in the past. It means a larger coverage area so that more people are able to access the CRISP Wireless network and have better internet (and quality of life/ business dealings). This will depend on topography and terrain.*

**10. FUTURE MEETINGS**

The proposed schedule of meeting dates and locations for 2022 is presented for consideration:

<b>Date</b>	<b>Time</b>	<b>Host Council</b>
Tuesday 1 March	9.30am	Westonia
Tuesday 26 April	1.00pm (following the Zone meeting)	Kellerberrin
Monday 27 June	1.00pm (following the Zone meeting)	Merredin

Monday 5 September	9.30am	Tammin
Monday 21 November	9.30am	Bruce Rock

In developing the proposed schedule of meetings, the Executive Officer has taken into consideration the following events, meetings, and holidays in 2022:

- School holidays
  - Term 1: 9 – 25 April
  - Term 2: 2 – 17 July
  - Term 3: 24 September – 9 October
  - Term 4: 16 December – 31 January
- Public Holidays (26 January, 7 March, 15, 18 and 25 April, 6 June, 26 September)
- WMSIP (14 – 18 March)
- ALGA National General Assembly (19 – 22 June)
- CSIA Customer Service Training (28 February - 4 March)
- Great Eastern Country Zone meeting dates:
  - Monday 21 February in Merredin
  - Tuesday 26 April in Kellerberrin
  - Monday 27 June in Merredin
  - Monday 22 August in Kellerberrin
  - Monday 28 November in Merredin
- The Ordinary Council Meeting dates for WEROC Member Councils:
  - Shire's of Bruce Rock, Yilgarn and Westonia, the third Thursday of each month
  - Shire of Tammin the last Thursday of each month
  - Shire's of Kellerberrin and Merredin, the third Tuesday of each month
- The Dowerin Field Days (24 & 25 August)

**Recommendation:**

That the proposed schedule of meetings for 2022 be endorsed.

**Comments from the meeting:**

- It was noted that the Zone Executive would be reviewing the meeting dates for 2022 and there may be some changes to their schedule which would affect the WEROC meetings that coincide with Zone dates.
- Ms. Karin Day acknowledged that this would be the final meeting for Mr. Jamie Criddle and thanked him for his contribution to WEROC.

**RESOLUTION:**                      **Moved:** Ms. Karin Day                      **Seconded:** Mr. Mark McKenzie

That the proposed schedule of meetings for 2022 be endorsed.

**CARRIED**

**11. CLOSURE**

There being no further business the Chair thanked Members for attending and closed the meeting at 3.40pm.

## 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 **16<sup>th</sup> December 2021**.

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

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 **16<sup>th</sup> December 2021**..

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

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 **16<sup>th</sup> December 2021**..



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



## 9. MATTERS REQUIRING A COUNCIL DECISION

### 9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT

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

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

- Executive Decision  Legislative Requirement

#### **Background**

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

#### **Comment**

Attached is a copy of Accounts for Payment for the month of 30<sup>th</sup> November 2021. The credit card statements currently show: -

CEO	<b>November 2021 \$3,739.64</b> associated with the purchase of Diesel Fuel, Microsoft 365 Business Recurring, Activ8me 300GB Bonus Package, Spotify for Westonia Swimming pool, Microsoft 365 Business Standard, Telstra Recharge, Iphone Screen Protector, Verbatim 2.5in USB 3.0Ptble HD, PLWA Membership -31/10/22, Dropbox Plus, 2022 Citizen of the Year Awards. Facility Fee
Works Supervisor	<b>November 2021 \$1,643.00</b> associated with the purchase Parting Gift - Jamo Criddle NEXT GEN LHS Extreme 270 Awning ENDO Frame (Passenger side) November Campaign x 1 and Refreshments - assorted drinks Council function

#### **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 2021/2022 Annual Budget.



### **Voting Requirements**



Simple Majority



Absolute Majority

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### **OFFICER RECOMMENDATIONS**

That November 2021 accounts submitted to today's meeting on Municipal vouchers numbered from 3964 to 3968, and D/Debits from EFT5265 to EFT5319 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$640,113.98 be passed for payment.

**List of Accounts Due & Submitted to Council November 2021/2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>	<b>Type</b>
3964	01/11/2021	Water Corporation	Water use & service charges	-322.72	1	CSH
3965	01/11/2021	HI-LO CONSTRUCTION	Maintenance Caravan Park	-13678.94	1	CSH
B/S	01/11/2021	WESTNET - WESTNET INTERNET PROVIDER FEE	WESTNET INTERNET PROVIDER FEE	-66.00	1	FEE
DD3295.1	01/11/2021	Bankwest Corporate Mastercard	Canvas Print 90x60cm	-2497.82	1	CSH
EFT5265	01/11/2021	Sigma Chemicals	Maintenance Westonia Swimming pool	-1581.25	1	CSH
EFT5266	01/11/2021	Westonia Progress Association Inc.	MOU Contributions 2021/2022	-18043.43	1	CSH
EFT5267	01/11/2021	Copier Support	Photocopier Maintenance	-1002.16	1	CSH
EFT5268	01/11/2021	Toll Transport Pty Ltd	Part & Repairs Freight Charges	-100.10	1	CSH
EFT5269	01/11/2021	Ron Bateman & Co	Parts, Repairs & Maintenance	-517.77	1	CSH
EFT5270	01/11/2021	Two Dogs Home Hardware	Consumable Items	-114.47	1	CSH
EFT5271	01/11/2021	Westonia Community Resources Centre	Staff Training - First Aid	-720.00	1	CSH
EFT5272	01/11/2021	Centek Constructions	Maintenance H12 501 Quartz Street - Insurance Claim	-2640.00	1	CSH
EFT5273	01/11/2021	Shire of Merredin	Subs CW Visitors Centre	-2500.00	1	CSH
EFT5274	01/11/2021	Crystal Printing Solutions Pty Ltd	Printing & Stationary	-5321.00	1	CSH
EFT5275	01/11/2021	Hersey's Safety Pty Ltd	Plant Operations Expendible tools	-3320.90	1	CSH
EFT5276	01/11/2021	Della Bosca Transport	Roads Construction Council	-14898.68	1	CSH
EFT5277	01/11/2021	Eastern Wheatbelt Biosecurity Group Inc.	Subs-Other EWBG	-110.00	1	CSH
EFT5278	01/11/2021	Moore Australia (WA) Pty Ltd	Training Expenses Admin	-3432.00	1	CSH
EFT5279	01/11/2021	EXTERIA Street + Park Outfitters	3 x wrap around bin surrounds 120lt	-8696.95	1	CSH
EFT5280	01/11/2021	Merredin Panel & Paint	Consumable items	-638.22	1	CSH
EFT5281	01/11/2021	McWilliam Clan Pty Ltd t/a D & T McWilliam	Roads Construction Council	-8646.00	1	CSH
EFT5282	01/11/2021	RDMJ Transport	Lend Lease roadtrain hire	-8787.50	1	CSH
EFT5283	01/11/2021	Avon Concrete	Roads Construction council	-14872.00	1	CSH
EFT5284	01/11/2021	Industrial Automation Group Pty Ltd	Standpipe Miantenance	-6156.69	1	CSH
EFT5285	01/11/2021	Accredit Building Surveying & Construction Services Pty Ltd	Contract EH Services	-385.00	1	CSH
EFT5286	01/11/2021	Epic Signs Pty Ltd	Traffic Sign Maintenance	-2161.50	1	CSH
EFT5287	01/11/2021	The Sebel West Perth ZACD (AUSTRALIA) Pty Ltd	Staff Training	-421.10	1	CSH
B/S	03/11/2021	FEE - BANK FEES	BANK FEES	-100.80	1	FEE
DD3301.1	07/11/2021	Aware Super - Accumulation	Payroll deductions	-5726.33	1	CSH
DD3301.2	07/11/2021	BT Panorama Super	Payroll deductions	-790.81	1	CSH
DD3301.3	07/11/2021	MLC Masterkey	Superannuation contributions	-323.00	1	CSH
DD3301.4	07/11/2021	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-124.90	1	CSH
DD3301.5	07/11/2021	Colonial Mutual Superannuation Pty Ltd	Superannuation contributions	-334.46	1	CSH

PAYROLL	08/11/2021	PAYROLL	Payroll Liability FE 7/11/2021	-32358.29	1	CSH
3966	08/11/2021	Cash	Petty Cash November	-830.00	1	CSH
EFT5288	09/11/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49	1	CSH
3967	16/11/2021	Synergy	Power usage & Service Charges	-6085.81	1	CSH
3968	16/11/2021	HI-LO CONSTRUCTION	Works Carried out July - September 2021	-4838.90	1	CSH
EFT5289	16/11/2021	Avon Waste	Refuse Maintenance & Domestic Refuse collection	-1768.18	1	CSH
EFT5290	16/11/2021	Sigma Chemicals	Maintenance Westonia swimming pool	-512.60	1	CSH
EFT5291	16/11/2021	Winc Australia Pty Ltd	Stationary Order - Admin	-150.66	1	CSH
EFT5292	16/11/2021	Toll Transport Pty Ltd	Maintenance Westonia Swimming Pool	-11.07	1	CSH
EFT5293	16/11/2021	Ron Bateman & Co	Consumable Items	-234.96	1	CSH
EFT5294	16/11/2021	Two Dogs Home Hardware	Maintenance Parks, Reserves & Playgrounds	-186.43	1	CSH
EFT5295	16/11/2021	Carrabin Roadhouse (Rythdale P/L)	Members Refreshments, Expenses, Fuels & Oils	-1737.56	1	CSH
EFT5296	16/11/2021	GEF Great Eastern Freightlines	Chlorine expenses - Freight	-221.17	1	CSH
EFT5297	16/11/2021	Westonia Tavern	Members Refreshments, Expenses & Donations	-2829.00	1	CSH
EFT5298	16/11/2021	Local Pest Control	General Pest treatment - Shire housing & buildings	-5731.00	1	CSH
EFT5299	16/11/2021	Liberty Oil rural Pty Ltd	Fuels & Oils	-12563.85	1	CSH
EFT5300	16/11/2021	Westrac Pty Ltd	Capital Purchase - Road Rollers	-389939.00	1	CSH
EFT5301	16/11/2021	Rural Water Council Of WA (Inc)	Subs - WEROC, CEACA	-600.00	1	CSH
EFT5302	16/11/2021	Great Southern Fuel Supplies	Fuel Card Purchases and Bulk deliveries	-2132.37	1	CSH
EFT5303	16/11/2021	Westonia Community Cooperative Limited	Various Sundry items	-804.28	1	CSH
EFT5304	16/11/2021	WCS Concrete Pty Ltd	Roads Construction Council	-715.00	1	CSH
EFT5305	16/11/2021	Mech Tech Diesel Services Pty Ltd	Roads Construction Council - Lend Lease	-18007.57	1	CSH
EFT5306	16/11/2021	Merredin Panel & Paint	Parts & Repairs - P15 Prado	-300.00	1	CSH
EFT5307	16/11/2021	Australia Post	Postage charges October	-418.15	1	CSH
EFT5308	16/11/2021	Wattleup Tractors	Parts & Repairs - Slasher	-513.89	1	CSH
EFT5309	16/11/2021	Ramsay Construction Pty Ltd	Contract EHO	-1210.00	1	CSH
EFT5310	16/11/2021	Australian Essential Oils	Administration Office Maintenance	-400.00	1	CSH
EFT5311	16/11/2021	Crown Perth a.f.t Burswood Property Trust	Members Conference Expenses	-2280.03	1	CSH
EFT5312	16/11/2021	Australian Community Media (Rural Press Pty Limited)	Advertising - Wheatbelt Directory	-680.00	1	CSH
EFT5313	16/11/2021	Wilson (wa) Pty Ltd	Blades & Tynes	-709.50	1	CSH
EFT5314	16/11/2021	RDMJ Transport	Roads Construction Council - Warralakin rd & Lend Lease	-15540.00	1	CSH
EFT5315	16/11/2021	Repco	Parts & Repares - PS	-58.62	1	CSH
EFT5316	16/11/2021	Mills Corporation Pty Ltd	Consultant Fees Expence - 1st instalment	-3740.00	1	CSH
EFT5317	16/11/2021	Royal Perth Golf Club	Members Conference expenses	-1180.00	1	CSH
EFT5318	16/11/2021	Western Stabilisers	Roads Construction council - Warralakin rd	-40054.08	1	CSH



BPAY	30/11/2021	TELSTRA CORPORATION LIMITED	Phone usage & service charges	-1224.17	1	CSH
DD3322.1	21/11/2021	Aware Super - Accumulation	Payroll deductions	-5532.88	1	CSH
DD3322.2	21/11/2021	BT Panorama Super	Payroll deductions	-597.03	1	CSH
DD3322.3	21/11/2021	MLC Masterkey	Superannuation contributions	-402.03	1	CSH
DD3322.4	21/11/2021	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-79.14	1	CSH
DD3322.5	21/11/2021	Colonial Mutual Superannuation Pty Ltd	Superannuation contributions	-297.86	1	CSH
PAYROLL	22/11/2021	PAYROLL	Payroll Liability FE 21/11/2021	-31384.98	1	CSH
EFT5319	22/11/2021	FleetNetwork Pty Ltd	Novated Lease - Jamie Criddle	-988.49	1	CSH
841	23/11/2021	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-578.95	1	FEE
B/S	31/11/2021	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-17301.40	1	FEE
				<b>-640113.98</b>		

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 3964 to 3968, and D/Debits from EFT5265 to EFT5319 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments totalling \$640113.98 submitted to each member of the Council on Thursday 16 December 2021, 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 – NOVEMBER 2021

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

### **Purpose of the Report**

- Executive Decision  Legislative Requirement

### **Background**

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

### **Comment**

The Monthly Statement of Financial Activity for the period ending 30<sup>th</sup> November 2021 is attached for Councillor information, and consists of:

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

### **Statutory Environment**

General Financial Management of Council  
Council 2021/2022 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

**OFFICER RECOMMENDATIONS**

---

**That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> November 2021 and note any material variances greater than \$10,000 or 15%.**

# Attachment 9.1.2

# Shire of Westonia



## Monthly Statement of Financial Activity

for period ending  
30<sup>th</sup> November 2021



**SHIRE OF WESTONIA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 November 2021**

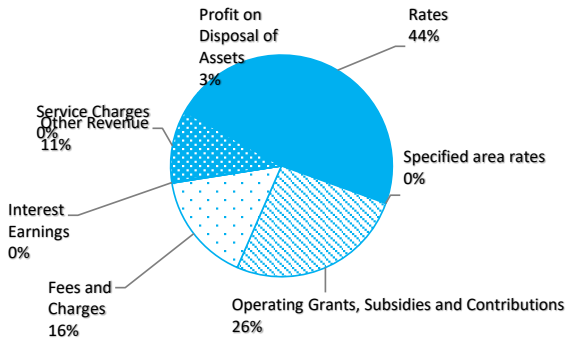
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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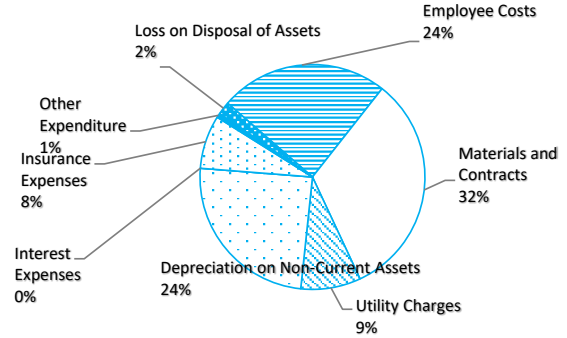
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OPERATING ACTIVITIES

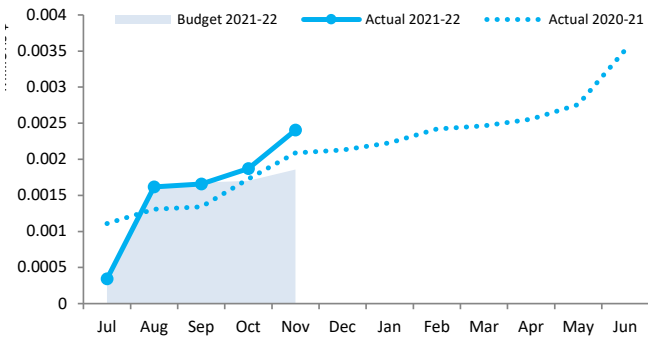
OPERATING REVENUE



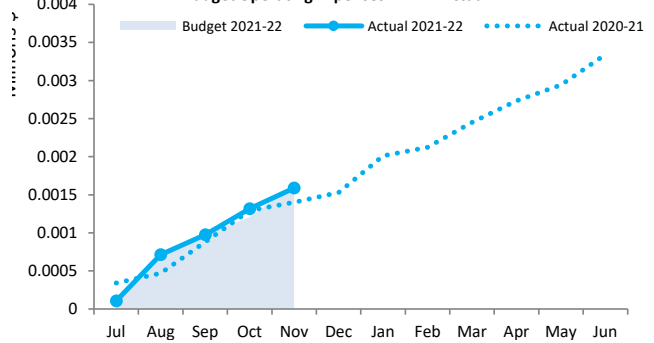
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

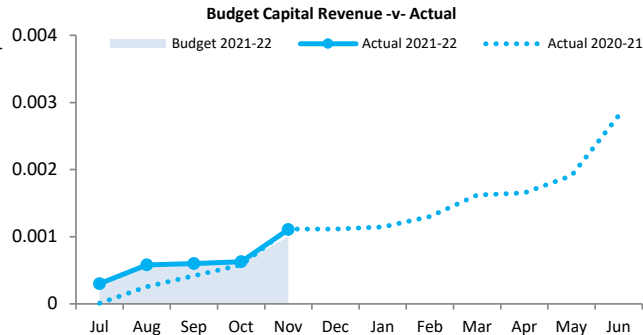


Budget Operating Expenses -v- YTD Actual

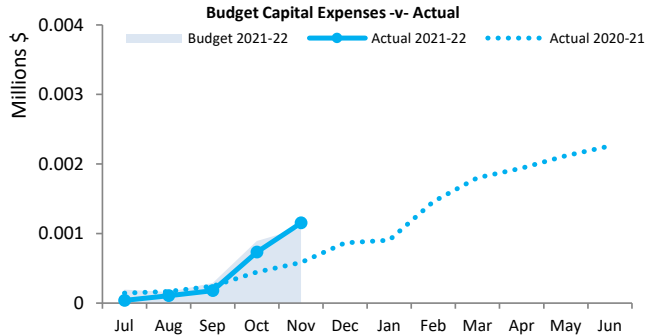


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES

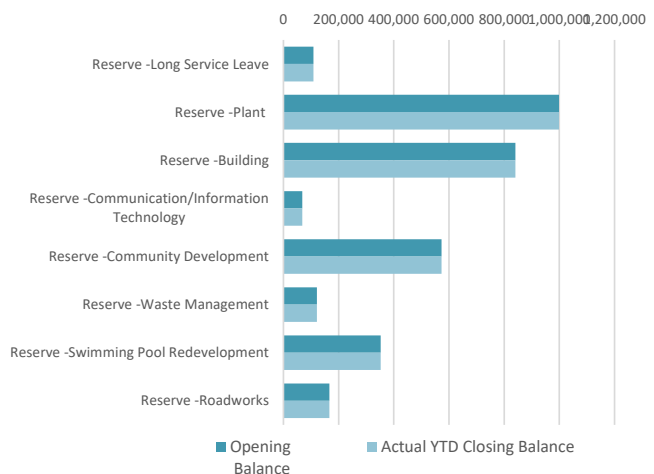


FINANCING ACTIVITIES

BORROWINGS

Shire has  
NO current  
Borrowings

RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.57 M	\$0.57 M	\$1.70 M	\$1.13 M
Closing	\$0.14 M	\$2.12 M	\$2.25 M	\$0.14 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.48 M	31.4%
Restricted Cash	\$3.23 M	68.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.15 M	
0 to 30 Days		95.9%
30 to 90 Days		4.1%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.16 M	85.1%
Trade Receivable	\$0.69 M	
30 to 90 Days		5.1%
Over 90 Days		25.9%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.13 M	\$0.85 M	\$1.11 M	\$0.26 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.06 M	
YTD Budget	\$1.06 M	(0.2%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.63 M	
YTD Budget	\$0.56 M	12.5%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.38 M	
YTD Budget	\$0.17 M	132.6%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.88 M)	(\$0.10 M)	(\$0.55 M)	(\$0.46 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.12 M	
Adopted Budget	\$1.61 M	(92.8%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.15 M	
Adopted Budget	\$3.44 M	(66.5%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.48 M	
Adopted Budget	\$0.95 M	(49.0%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.32 M	\$0.80 M	\$0.00 M	(\$0.80 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal	\$0.00 M

Refer to Note 8 - Borrowings

Reserves	
	\$
Reserves balance	\$3.23 M
Interest earned	\$0.00 M

Refer to Note 9 - Cash Reserves

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2021

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES

### ACTIVITIES

#### GOVERNANCE

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

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

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

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

#### HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control, waste disposal compliance and operation of health clinic.

#### EDUCATION AND WELFARE

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

Maintenance of senior citizen centre (old school). Provision and maintenance of home and community care programs and youth services.

#### HOUSING

To help ensure adequate staff, community and

Provision and maintenance of staff, community and aged housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, protection of the environment, cemetery and public conveniences.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resource which will help the social well being of the community

Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

#### TRANSPORT

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

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

#### ECONOMIC SERVICES

To help promote the shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

#### OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

Private works operation, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	568,159	568,159	<b>1,696,184</b>	1,128,025	198.54%	▲
<b>Revenue from operating activities</b>							
Governance		1,150	576	<b>0</b>	(576)	(100.00%)	
General purpose funding - general rates	6	1,062,630	1,062,630	<b>1,060,280</b>	(2,350)	(0.22%)	
General purpose funding - other		652,517	371,838	<b>412,384</b>	40,546	10.90%	▲
Law, order and public safety		42,400	23,240	<b>19,904</b>	(3,336)	(14.35%)	
Health		2,000	1,000	<b>600</b>	(400)	(40.00%)	
Education and welfare		8,750	3,654	<b>4,873</b>	1,219	33.36%	
Housing		164,000	83,460	<b>77,662</b>	(5,798)	(6.95%)	▼
Community amenities		11,200	10,320	<b>10,146</b>	(174)	(1.69%)	
Recreation and culture		53,700	49,695	<b>49,335</b>	(360)	(0.72%)	
Transport		541,500	126,500	<b>216,742</b>	90,242	71.34%	▲
Economic services		88,500	51,940	<b>108,953</b>	57,013	109.77%	▲
Other property and services		209,000	73,316	<b>443,323</b>	370,007	504.67%	▲
		<b>2,837,347</b>	<b>1,858,169</b>	<b>2,404,202</b>	546,033		
<b>Expenditure from operating activities</b>							
Governance		(336,313)	(182,795)	<b>(140,979)</b>	41,816	22.88%	▲
General purpose funding		(38,500)	(16,580)	<b>(9,499)</b>	7,081	42.71%	▲
Law, order and public safety		(86,130)	(41,685)	<b>(38,171)</b>	3,514	8.43%	
Health		(38,200)	(16,600)	<b>(10,857)</b>	5,743	34.60%	▲
Education and welfare		(43,050)	(19,356)	<b>(10,197)</b>	9,159	47.32%	▲
Housing		(179,096)	(68,497)	<b>(108,538)</b>	(40,041)	(58.46%)	▼
Community amenities		(134,266)	(55,578)	<b>(32,993)</b>	22,585	40.64%	▲
Recreation and culture		(828,148)	(364,493)	<b>(304,751)</b>	59,742	16.39%	▲
Transport		(1,551,000)	(619,730)	<b>(442,590)</b>	177,140	28.58%	▲
Economic services		(382,900)	(184,220)	<b>(216,235)</b>	(32,015)	(17.38%)	▼
Other property and services		(25,000)	(62,027)	<b>(273,981)</b>	(211,954)	(341.71%)	▼
		<b>(3,642,603)</b>	<b>(1,631,561)</b>	<b>(1,588,791)</b>	42,770		
Non-cash amounts excluded from operating activities	1(a)	935,340	622,059	<b>297,548</b>	(324,511)	(52.17%)	▼
<b>Amount attributable to operating activities</b>		<b>130,084</b>	<b>848,667</b>	<b>1,112,959</b>	264,292		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	945,600	444,290	<b>482,380</b>	38,090	8.57%	▲
Proceeds from disposal of assets	7	1,611,000	537,000	<b>115,454</b>	(421,546)	(78.50%)	▼
Payments for property, plant and equipment and infrastructure	8	(3,436,000)	(1,078,068)	<b>(1,152,433)</b>	(74,365)	(6.90%)	▼
<b>Amount attributable to investing activities</b>		<b>(879,400)</b>	<b>(96,778)</b>	<b>(554,599)</b>	(457,821)		
<b>Financing Activities</b>							
Transfer from reserves	9	795,000	795,000	<b>0</b>	(795,000)	(100.00%)	▼
Transfer to reserves	9	(473,500)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>321,500</b>	<b>795,000</b>	<b>0</b>	(795,000)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>140,343</b>	<b>2,115,049</b>	<b>2,254,544</b>			

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 NOVEMBER 2021

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	568,159	568,159	<b>1,696,184</b>	1,128,025	198.54%	▲
<b>Revenue from operating activities</b>							
Rates	6	1,062,630	1,062,630	<b>1,060,280</b>	(2,350)	(0.22%)	
Operating grants, subsidies and contributions	11	849,517	556,733	<b>626,129</b>	69,396	12.46%	▲
Fees and charges		310,250	165,241	<b>384,328</b>	219,087	132.59%	▲
Interest earnings		18,750	9,300	<b>3,495</b>	(5,805)	(62.42%)	▼
Other revenue		36,200	17,599	<b>251,969</b>	234,370	1331.72%	▲
Profit on disposal of assets	7	560,000	46,666	<b>78,000</b>	31,334	67.15%	▲
		<b>2,837,347</b>	<b>1,858,169</b>	<b>2,404,201</b>	546,032		
<b>Expenditure from operating activities</b>							
Employee costs		(1,028,434)	(445,222)	<b>(385,022)</b>	60,200	13.52%	▲
Materials and contracts		(788,056)	(378,219)	<b>(515,274)</b>	(137,055)	(36.24%)	▼
Utility charges		(167,150)	(61,380)	<b>(136,871)</b>	(75,491)	(122.99%)	▼
Depreciation on non-current assets		(1,495,340)	(668,725)	<b>(390,378)</b>	278,347	41.62%	▲
Insurance expenses		(117,000)	(66,515)	<b>(121,975)</b>	(55,460)	(83.38%)	▼
Other expenditure		(46,623)	(11,500)	<b>(10,147)</b>	1,353	11.77%	
Loss on disposal of assets	7	0	0	<b>(29,124)</b>	(29,124)	0.00%	▼
		<b>(3,642,603)</b>	<b>(1,631,561)</b>	<b>(1,588,791)</b>	42,770		
Non-cash amounts excluded from operating activities	1(a)	935,340	622,059	<b>297,548</b>	(324,511)	(52.17%)	▼
<b>Amount attributable to operating activities</b>		<b>130,084</b>	<b>848,667</b>	<b>1,112,958</b>	264,291		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	945,600	444,290	<b>482,380</b>	38,090	8.57%	▲
Proceeds from disposal of assets	7	1,611,000	537,000	<b>115,454</b>	(421,546)	(78.50%)	▼
Payments for property, plant and equipment	8	(3,436,000)	(1,078,068)	<b>(1,152,433)</b>	(74,365)	(6.90%)	▼
		<b>(879,400)</b>	<b>(96,778)</b>	<b>(554,599)</b>	(457,821)		
<b>Amount attributable to investing activities</b>		<b>(879,400)</b>	<b>(96,778)</b>	<b>(554,599)</b>	(457,821)		
<b>Financing Activities</b>							
Transfer from reserves	9	795,000	795,000	<b>0</b>	(795,000)	(100.00%)	▼
Transfer to reserves	9	(473,500)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>321,500</b>	<b>795,000</b>	<b>0</b>	(795,000)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>140,343</b>	<b>2,115,049</b>	<b>2,254,543</b>			

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

## **BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

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.

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

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

## **SIGNIFICANT ACCOUNTING POLICES**

### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **GOODS AND SERVICES TAX**

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

### **ROUNDING OFF FIGURES**

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

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 07 May 2022



(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(560,000)	(46,666)	(78,000)
Movement in inventory (non-current)				(43,954)
Add: Loss on asset disposals	7	0	0	29,124
Add: Depreciation on assets		1,495,340	668,725	390,378
<b>Total non-cash items excluded from operating activities</b>		<b>935,340</b>	<b>622,059</b>	<b>297,548</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(3,230,514)	(2,795,172)	(3,230,514)
Add: Provisions - employee	10	207,351	100,558	207,351
<b>Total adjustments to net current assets</b>		<b>(3,023,163)</b>	<b>(2,694,614)</b>	<b>(3,023,163)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	4,652,867	4,665,823	4,712,390
Rates receivables	3	20,533	133,883	161,383
Receivables	3	253,788	495,398	709,873
Other current assets	4	92,137	7,864	102,411
<b>Less: Current liabilities</b>				
Payables	5	(92,627)	(7,923)	(201,000)
Provisions	10	(207,351)	(100,558)	(207,351)
<b>Less: Total adjustments to net current assets</b>	<b>1(b)</b>	<b>(3,023,163)</b>	<b>(2,694,614)</b>	<b>(3,023,163)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,696,184</b>	<b>2,499,873</b>	<b>2,254,543</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
PETTY CASH and FLOATS	Cash and cash equivalents	870	0	870	0		NIL	On Hand
MUNCIPAL BANK ACCOUNT	Cash and cash equivalents	1,481,006	0	1,481,006	0	BankWest	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	3,230,514	3,230,514	0	BankWest	Variable	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0	0	0	36,222	BankWest	Variable	Cheque Acc.
<b>Total</b>		<b>1,481,876</b>	<b>3,230,514</b>	<b>4,712,390</b>	<b>36,222</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,481,876	3,230,514	4,712,390	36,222			
		<b>1,481,876</b>	<b>3,230,514</b>	<b>4,712,390</b>	<b>36,222</b>			

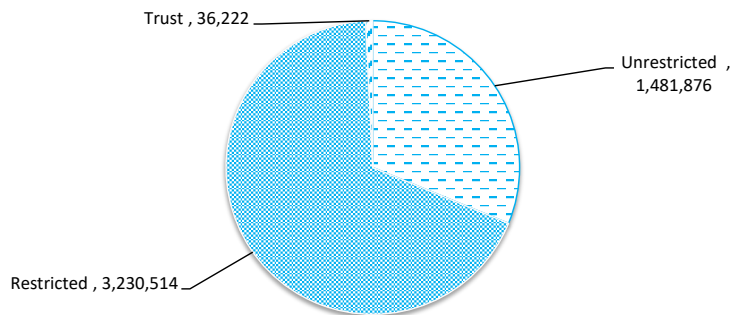
**KEY INFORMATION**

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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

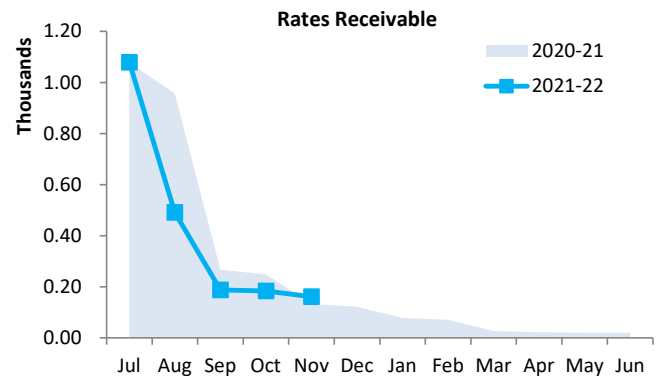
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
<b>Card # **** *270</b>					
Criddle, Jameon C	Plate Remake WT158	42.40	Bankwest	17.99%	30-Nov-21
	Microsoft 365 Business from 23/11/21 to 22/12/21	133.21			
	Fuel on 02-WT Diesel fuel for OWT	247.85			
	LG Pro Guest Laundry Service	44.53			
	Spotify SwimmingPool Account	18.99			
	Iphone Screen Protector XR11	35.95			
	Plate Remake change of Plate Change of Plate	103.40			
	Telstra Recharge on Ipad	140.00			
	Dropbox Plus 19/11/21 to 19/11/22	184.67			
	Microsoft 365 Business Basic Recurring from 18/11/21 to 18/11/21	53.13			
	Office 365 Exchange Online 17/11/21 to 16/12/21	30.25			
	SkyMuster 300GB SkyMuster 300GB SkyMuster 300GB	469.50			
	Nominations for 2022 Citizen of the Year Awards	650.00			
	Microsoft 365 Business Standard Recurring from 23/10/21 to 23/10/21	133.21			
	PLWA Membership 2021 to 31 October 2022	110.00			
	LG Pro State Conference Expenses	1094.98			
	Facility Fee	99.56			
	Verbatim 2.5In USB 3.0 Ptlbe HD	148.01			
<b>Card # **** *693</b>					
Price, Arthur W	04104 - Refreshments - assorted drinks Council function	294.00	Bankwest	17.99%	30-Nov-21
	Parting Gift - Jamo Criddle NEXT GEN LHS Extreme 270 Awning	1349.00			
		<b>5,382.64</b>			

Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Opening arrears previous years	11,466	20,533
Levied this year	1,067,757	1,060,280
Less - collections to date	(1,058,690)	(919,430)
Equals current outstanding	<b>20,533</b>	<b>161,383</b>
<b>Net rates collectable</b>	<b>20,533</b>	<b>161,383</b>
% Collected	98.1%	85.1%

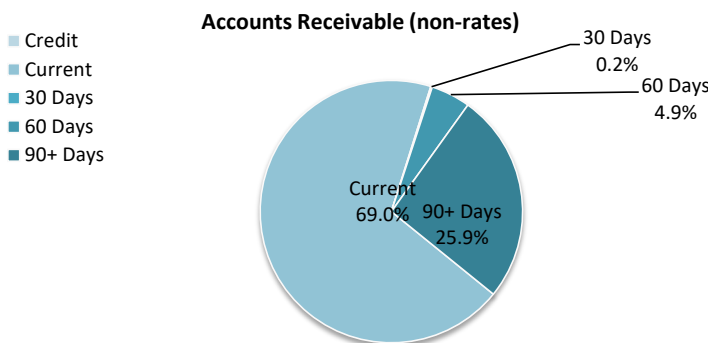


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	479,070	1,350	33,723	179,931	694,075
Percentage	0.0%	69%	0.2%	4.9%	25.9%	
<b>Balance per trial balance</b>						
Sundry debtors		445,241	1,350	33,723	179,931	660,246
GST receivable		(15)	0	0	0	(15)
Trust		32,222	0	0	0	32,222
Income Received in Advance		1,622	0	0	0	1,622
<b>Total receivables general outstanding</b>						<b>694,075</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 November 2021
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials	7,414	12,244		19,658
Land held for resale - cost	84,723	42,454	(44,424)	82,753
<b>Total other current assets</b>	<b>92,137</b>	<b>54,698</b>	<b>(44,424)</b>	<b>102,411</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.

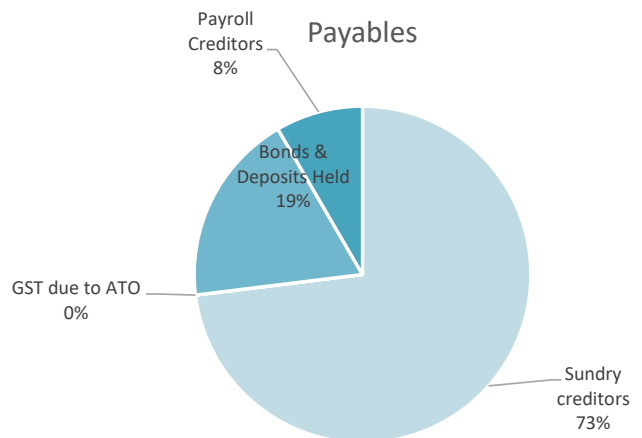
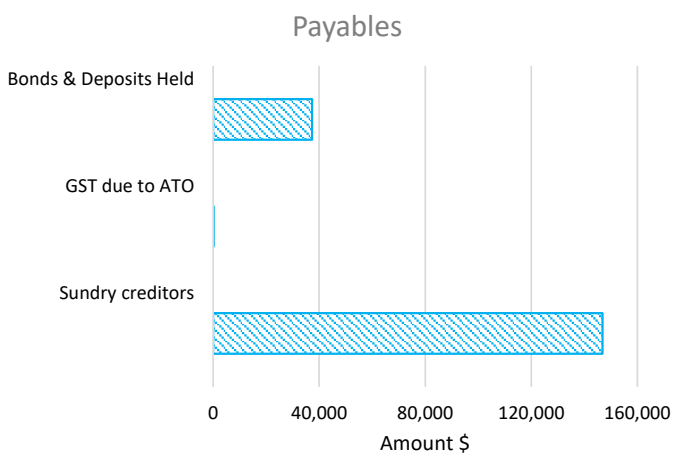
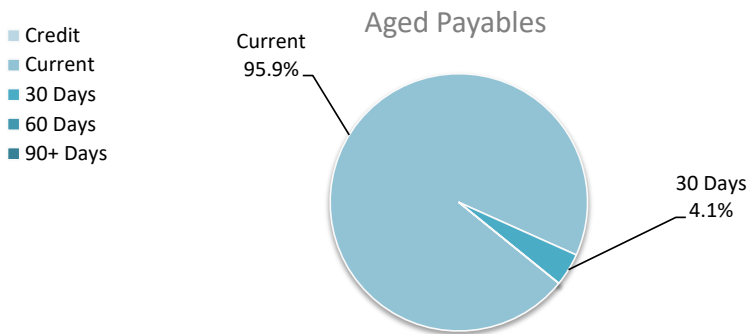
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	192,710	8,290	0	0	201,000
Percentage	0%	95.9%	4.1%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors		138,530	8,290			146,820
GST due to ATO		3	0	0	0	3
Bonds & Deposits Held		37,323		0	0	37,323
Payroll Creditors		16,854	0	0	0	16,854
<b>Total payables general outstanding</b>						<b>201,000</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



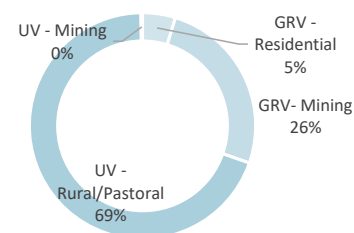
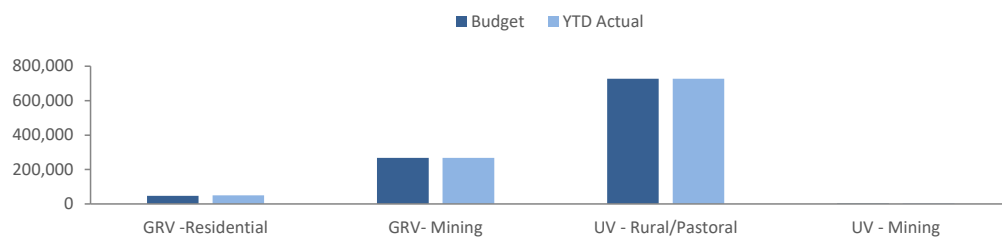
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

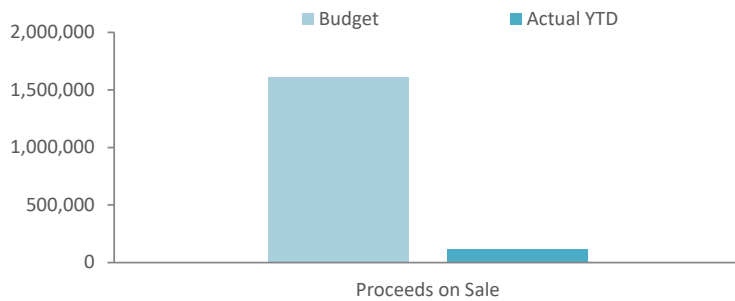
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV -Residential	0.07222	51	650,115	46,950	0	0	46,950	46,950	2,301	0	49,251
GRV- Mining	0.20536	2	1,305,800	268,159	0	0	268,159	268,159	0	0	268,159
<b>Unimproved value</b>											
UV - Rural/Pastoral	0.01626	122	44,721,943	727,000	34	0	727,034	727,034	0	0	727,034
UV - Mining	0.01626	5	140,028	2,276	0	0	2,276	2,276	0	0	2,276
<b>Sub-Total</b>		<b>180</b>	<b>46,817,886</b>	<b>1,044,385</b>	<b>34</b>	<b>0</b>	<b>1,044,419</b>	<b>1,044,419</b>	<b>2,301</b>	<b>0</b>	<b>1,046,720</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV -Residential	355	15	23,507	5,325	0	0	5,325	5,325	0	0	5,325
<b>Unimproved value</b>											
UV - Rural/Pastoral	355	17	107,757	6,035	0	0	6,035	6,035	0	0	6,035
UV - Mining	200	11	26,707	2,200	0	0	2,200	2,200	0	0	2,200
<b>Sub-total</b>		<b>43</b>	<b>157,971</b>	<b>13,560</b>	<b>0</b>	<b>0</b>	<b>13,560</b>	<b>13,560</b>	<b>0</b>	<b>0</b>	<b>13,560</b>
<b>Amount from general rates</b>							<b>1,057,979</b>				<b>1,060,280</b>
Ex-gratia rates							4,650				
<b>Total general rates</b>							<b>1,062,629</b>				<b>1,060,280</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



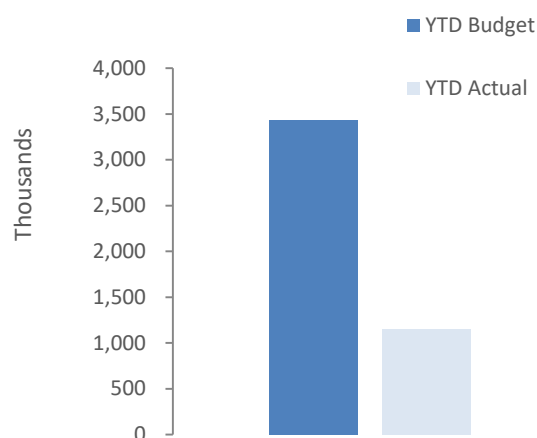
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
A530	Toyota Prado - WT111	60,000	115,000	55,000	0			0	0
	Toyota Prado - WT111	60,000	115,000	55,000	0			0	0
A475	Canter (P10) WT139	70,000	92,000	22,000	0			0	0
A487	Toyota Hilux Dual Cab - 04WT	48,000	76,000	28,000	0			0	0
A485	Toyota Hilux - WT06	28,000	41,000	13,000	0			0	0
A132	Multi Tyred Roller	30,000	30,000	0	0			0	0
A348	Grader	410,000	537,000	127,000	0	66,578	115,454	48,876	0
	Mower/Utility Tractor	35,000	35,000	0	0			0	0
A490	Hamm Roller	160,000	280,000	120,000	0			0	0
	<b>Other property and services</b>								
A535	Toyota LandCruiser - OWT	75,000	145,000	70,000	0			0	0
	Toyota LandCruiser - OWT	75,000	145,000	70,000	0			0	0
		<b>1,051,000</b>	<b>1,611,000</b>	<b>560,000</b>	<b>0</b>	<b>66,578</b>	<b>115,454</b>	<b>48,876</b>	<b>0</b>



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	822,000	0	0	0
Furniture and equipment	97,000	47,000	73,807	26,807
Plant and equipment	1,051,000	449,089	727,579	278,490
Infrastructure - roads	1,420,500	536,479	279,574	(256,905)
Other infrastructure - Footpaths	45,500	45,500	71,472	25,972
<b>Payments for Capital Acquisitions</b>	<b>3,436,000</b>	<b>1,078,068</b>	<b>1,152,433</b>	<b>74,365</b>
<b>Total Capital Acquisitions</b>	<b>3,436,000</b>	<b>1,078,068</b>	<b>1,152,433</b>	<b>74,365</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	945,600	444,290	482,380	38,090
Other (disposals & C/Fwd)	1,611,000	537,000	115,454	(421,546)
Cash backed reserves				
Reserve -Plant	435,000	0	0	0
Reserve -Building	300,000	0	0	0
Reserve -Community Development	60,000	0	0	0
Contribution - operations	84,400	96,778	554,599	457,821
<b>Capital funding total</b>	<b>3,436,000</b>	<b>1,078,068</b>	<b>1,152,433</b>	<b>74,365</b>

#### SIGNIFICANT ACCOUNTING POLICIES

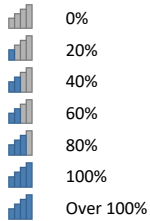
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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





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>Land &amp; Building</b>						
	08104	Purchase Land & Building - Ablutions	250,000	0	0	0
	09127	Purchase Land & Building - Staff Housing	460,000	0	0	0
	12218	Purchase Land & Building - Depot Shed	40,000	0	0	0
	13606	Land & Buildings - Wolfram Street Shed & Façade	60,000	0	0	0
	14514	Land & Buildings - Admin Entrance (Disabled)	12,000	0	0	0
		<b>822,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Furniture &amp; Equipment</b>						
	09232	Purchase Furniture & Equipment - Other Housing	12,000	0	3,394	3,394
	11607	Purchase Furniture & Equipment - Complex Solar	15,000	0	0	0
	11608	Purchase Furniture & Equipment - Stadium Solar	15,000	0	0	0
	11609	Purchase Furniture & Equipment - Marquee	13,000	12,000	11,818	(182)
	11603	Purchase Furniture & Equipment - Walgoolan Wagon	12,000	5,000	2,034	(2,966)
	13217	Purchase Furniture & Equipment - Caravan Park	30,000	30,000	56,561	26,561
		<b>97,000</b>	<b>47,000</b>	<b>73,807</b>	<b>26,807</b>	<b>26,807</b>
<b>Plant &amp; Equipment</b>						
	MOWER	Utility Mower/tractor	35,000	0	0	0
	GRADER	Grader	410,000	373,089	373,089	0
	CANTER	Canter	70,000	0	0	0
	WT06	Dual Cab Ute	48,000	48,000	0	(48,000)
	04WT	Single Cab Ute	28,000	28,000	0	(28,000)
	14213	Works Supervisor Vehicle - CAPITAL	120,000	0	0	0
	MINI	Multi Roller Repairs	30,000	0	0	0
	ROLLER	Multi Roller	160,000	0	354,490	354,490
	14520	CEO Vehicle - CAPITAL	150,000	0	0	0
		<b>1,051,000</b>	<b>449,089</b>	<b>727,579</b>	<b>278,490</b>	<b>278,490</b>
<b>Infrastructure - Roads</b>						
	C0083	Baladjie Track Formation & Gravel Sheet	24,000	10,000	0	(10,000)
	C0008	Goldfields Gravel Resheet	46,000	46,000	47,038	1,038
	C0037	Wardell Gravel Resheet	60,000	25,000	205	(24,795)
	C0015	Echo Valley Gravel Resheet	47,000	19,580	0	(19,580)
	C0011	Maxfield Gravel Resheet	67,500	28,125	37,818	9,693
	C0030	Maisefield Gravel Resheet	67,000	27,915	0	(27,915)
	DRAIN	Townsite drainage	30,500	12,710	0	(12,710)
	C0035	Webb Gravel Resheet	49,000	20,415	0	(20,415)
	C0064	Elsewhere Gravel Resheet	67,500	0	0	0
	C0005	Warrachuppin Gravel Resheet	67,000	27,915	0	(27,915)
		TBA	82,500	0	0	0
	RRG84C	Warralakin Road Reconstruction	487,500	183,409	122,857	(60,552)
	R2R92	Leeman/Begley Intersection	30,500	12,705	0	(12,705)
	R2R04	Sth Walgoolan/Goldfields Intersection	30,500	12,705	1,004	(11,701)
	R2R25	Rabbit Proof Fence Rd - Gravel Resheet	76,500	31,875	55,707	23,832
	R2R016	Leach Road - Reseal	187,500	78,125	14,945	(63,180)
		<b>1,420,500</b>	<b>536,479</b>	<b>279,574</b>	<b>(256,905)</b>	<b>(256,905)</b>
<b>Infrastructure - Other</b>						
	FP0056	Pyrites Street Footpaths & Drainage	15,000	15,000	21,423	6,423
	FP0093	Scheelite Street Footpaths & Drainage	15,000	15,000	29,176	14,176
	FP0061	Wolfram Street Footpaths	15,500	15,500	20,873	5,373
		<b>45,500</b>	<b>45,500</b>	<b>71,472</b>	<b>25,972</b>	<b>25,972</b>
		<b>3,436,000</b>	<b>1,078,068</b>	<b>1,152,433</b>	<b>74,365</b>	<b>74,365</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Reserve -Long Service Leave	108,703	1,000	0	0	0	0	0	109,703	108,703
Reserve -Plant	998,757	10,000	0	250,000	0	(435,000)	0	823,757	998,757
Reserve -Building	840,828	5,000	0	65,000	0	(300,000)	0	610,828	840,828
Reserve -Communication/Information T	68,579	500	0	500	0	0	0	69,579	68,579
Reserve -Community Development	573,435	3,000	0	3,000	0	(60,000)	0	519,435	573,435
Reserve -Waste Management	121,593	500	0	500	0	0	0	122,593	121,593
Reserve -Swimming Pool Redevelopmer	351,980	2,000	0	2,000	0	0	0	355,980	351,980
Reserve -Roadworks	166,639	500	0	130,000	0	0	0	297,139	166,639
	<b>3,230,514</b>	<b>22,500</b>	<b>0</b>	<b>451,000</b>	<b>0</b>	<b>(795,000)</b>	<b>0</b>	<b>2,909,014</b>	<b>3,230,514</b>

**KEY INFORMATION**

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2021
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Provisions</b>						
Provision for annual leave		129,526	0	0	0	129,526
Provision for long service leave		77,825	0	0	0	77,825
<b>Total Provisions</b>		207,351	0	0	0	207,351
<b>Total other current liabilities</b>		<b>207,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207,351</b>
<b>Amounts shown above include GST (where applicable)</b>						

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021		(As revenue)	30 Nov 2021	30 Nov 2021			
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commission Grant Received - General	0	0	0	0	0	397,804	236,075	273,248
Grants Commission Grant Received- Roads	0	0	0	0	0	235,213	126,203	134,802
<b>Law, order, public safety</b>								
FESA Grant - Operating Bush Fire Brigade	0	0	0	0	0	24,000	12,000	7,302
Ramelius Resources MOU Emergency Services	0	0	0	0	0	13,500	6,750	6,818
Income Relating to Fire Prevention	0	0	0	0	0	0	0	835
<b>Recreation and culture</b>								
Income Ramelius MOU Social Contribution 33%	0	0	0	0	0	14,000	13,000	12,898
Income Ramelius MOU WPA Contribution 67%	0	0	0	0	0	28,000	26,000	26,187
Ramelius Common Management - Income	0	0	0	0	0	10,000	10,000	10,000
<b>Transport</b>								
Grant - MRWA Direct	0	0	0	0	0	126,500	126,500	134,219
<b>Economic services</b>								
Govt. Grant Funding NRM Rural Service	0	0	0	0	0	0	0	19,820
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>849,017</b>	<b>556,528</b>	<b>626,129</b>
<b>Operating contributions</b>								
<b>Housing</b>								
Income 55 Wolfram St -Ramelius Resources	0	0	0	0	0	500	205	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>205</b>	<b>0</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>849,517</b>	<b>556,733</b>	<b>626,129</b>

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	30 Nov 2021	30 Nov 2021	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Education and welfare</b>								
Income Relating to Pre-Schools	0	0	0	0	0	90,500	45,250	0
<b>Housing</b>								
Income R4R - 2x2 Housing - CAPITAL	0	0	0	0	0	160,000	0	0
<b>Recreation and culture</b>								
Income Relating to Libraries	0	0	0	0	0	100	40	0
<b>Transport</b>								
Grant - MRWA Specific	0	0	0	0	0	340,000	236,500	265,880
Grant - Roads to Recovery	0	0	0	0	0	325,000	162,500	216,500
<b>Economic services</b>								
Caravan Park - Capital Income	0	0	0	0	0	30,000	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>945,600</b>	<b>444,290</b>	<b>482,380</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 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</b>	<b>Amount</b>	<b>Amount</b>	<b>Closing Balance</b>
	<b>1 July 2021</b>	<b>Received</b>	<b>Paid</b>	<b>30 Nov 2021</b>
	\$	\$	\$	\$
LGMA - Receipts	4,672	0	0	<b>4,672</b>
Westonia Historical Society	19,145	2,000	0	<b>21,145</b>
Cemetry Committee	8,405	2,000	0	<b>10,405</b>
	<b>32,222</b>	<b>4,000</b>	<b>0</b>	<b>36,222</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 14  
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 2021-22 year is \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
General purpose funding - other	40,546	10.90%	▲	Interim Rates Charges new Mining Tenements		
Housing	(5,798)	(6.95%)	▼		Rent Q3 Due	
Transport	90,242	71.34%	▲	R2R Payment Received		
Economic services	57,013	109.77%	▲	Standpipe Water Charge Received		
Other property and services	370,007	504.67%	▲	LendLease Private Works		
<b>Expenditure from operating activities</b>						
Governance	41,816	22.88%	▲	ABC-cost & Depreciation Not charged out		
General purpose funding	7,081	42.71%	▲	ABC-cost & Depreciation Not charged out		
Health	5,743	34.60%	▲	ABC-cost & Depreciation Not charged out		
Education and welfare	9,159	47.32%	▲	ABC-cost & Depreciation Not charged out		
Housing	(40,041)	(58.46%)	▼			Repairs Lifestyle Water Damage Insurance Claim
Community amenities	22,585	40.64%	▲	ABC-cost & Depreciation Not charged out		
Recreation and culture	59,742	16.39%	▲	ABC-cost & Depreciation Not charged out		
Transport	177,140	28.58%	▲	ABC-cost & Depreciation Not charged out		
Economic services	(32,015)	(17.38%)	▼			Standpipe Water Charges
Other property and services	(211,954)	(341.71%)	▼			LendLease Private Works
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	38,090	8.57%	▲			MOU Payment Not Received
Proceeds from disposal of assets	(421,546)	(78.50%)	▼			Tenders in Process
Payments for property, plant and equipment and infrastructure	(74,365)	(6.90%)	▼	Capital Works Program starting		
<b>Financing activities</b>						
Transfer from reserves	(795,000)	(100.00%)	▼			Process Made at EOY

### 9.1.3 GST RECONCILIATION REPORT – NOVEMBER 2021

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<b>Responsible Officer:</b>	Jamie Criddle, CEO		
<b>Author:</b>	Jasmine Geier, Manager of Corporate Services		
<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

#### **Background**

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 30<sup>th</sup> November 2021 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

#### **Comment**

The GST Reconciliation Report is attached for Councillor consideration.

#### **Statutory Environment**

Nil

#### **Policy Implications**

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

#### **Strategic Implications**

Nil

#### **Financial Implications**

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

#### **Voting Requirements**

- Simple Majority                       Absolute Majority

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#### **OFFICER RECOMMENDATIONS**

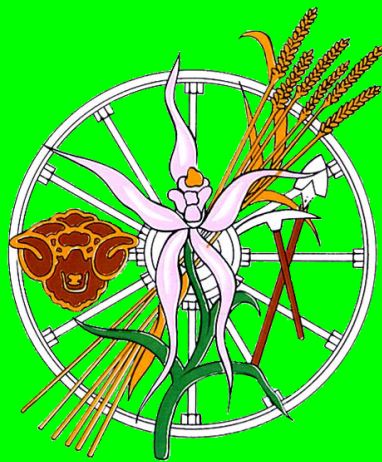
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That the GST Reconciliation totaling **(\$12,072.00)** for the period ending 30<sup>th</sup> November adopted.



# Attachment 9.1.3

# Shire of Westonia



## **GST Reconciliation Report**

for period ending  
30<sup>th</sup> November 2021

**SHIRE OF WESTONIA**  
**BAS EXTRACT - 30 November 2021**



ABN:	87 507 505 958
Business Activity Statement:	Nov-21
Period/Year end:	2021/2022

Name	Jasmine Geier
Position	Manager of Coporate Services
Date	2/12/2021

Month	GST		Nett GST Payable / (Receivable)	Fuel Tax Credit *1144040.170	PAYG *1406010	FBT Instalment *1142210 & 1145090	Nett Payment / (Refund)
	On Sales (collected) *1405000	On Purchases (paid) *1304000					
Jul-21	36,238.00	23,671.00	12,567.00	(4,217.00)	17,323.00	0.00	25,673.00
Aug-21	3,196.00	13,356.00	(10,160.00)	(3,025.00)	24,531.00		11,346.00
Sep-21	4,904.00	10,883.00	(5,979.00)	(2,005.00)	15,627.00	5,547.00	13,190.00
Oct-21	16,942.00	66,511.00	(49,569.00)	(4,495.00)	18,209.00		(35,855.00)
Nov-21	43,144.00	69,765.00	(26,621.00)	(3,377.00)	17,926.00		(12,072.00)
Dec-21			0.00				0.00
Jan-22			0.00				0.00
Feb-22			0.00				0.00
Mar-22			0.00				0.00
Apr-22			0.00				0.00
May-22			0.00				0.00
Jun-22			0.00				0.00
<b>Total</b>	<b>104,424.00</b>	<b>184,186.00</b>	<b>(79,762.00)</b>	<b>(17,119.00)</b>	<b>93,616.00</b>	<b>5,547.00</b>	<b>2,282.00</b>

A - B = C (Net GST)


C + D + E + F = G (Nett (Refund/Payment))

### 9.1.4 ASK – REGIONAL REFUSE STUDY

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jasmine Geier, Manager of Corporate Services	
<b>File Reference:</b>	F1.8.1	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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#### Purpose of the Report

Executive Decision

Legislative Requirement

#### Background

At the WEROC Inc. Board meeting held on 22 February 2021, Mr. Grant Arthur and Mr. Rob Cossart from the Wheatbelt Development Commission presented on the topic of regional waste management, with a particular focus on the research undertaken by the Commission to identify a potential waste disposal site capable of accommodating waste from the metro area, in the Shire of Tammin.

During the discussion, Mr. Arthur advised that other regional groupings of Councils in the Wheatbelt had, or were currently undertaking regional waste management planning, including the 4WDROC and NEWROC. Mr. Arthur suggested that WEROC contact these other ROC's to discuss the process they had undertaken. During further discussion held under agenda item 7.7, the Board resolved as follows:

**RESOLUTION: Moved: Ms. Julie Flockart Seconded: Mr. Jamie Criddle**

**That NEWROC be invited to the next meeting of the WEROC Inc. Board to provide an update on their waste management planning.**

**CARRIED**

Mr. Darren Simmons, CEO of NEWROC and Ms. Caroline Robinson, EO of NEWROC presented at the April WEROC meeting on the NEWROC Strategic Waste Management Plan.

Comments from the meeting:

- NEWROC identified waste management as a strategic priority two years ago. As a result, they engaged ASK Waste Management to investigate solutions for individual Local Governments as well as opportunities for regional collaboration.
- NEWROC are working through a preferred option at the moment. This will likely involve closing landfill sites and rationalization down to one regional landfill site, with transfer stations.
- Mr. Darren Mollenoyux questioned how commercial waste would be managed under the proposed solution for NEWROC.
- Mr. Simmons advised that a levy on commercial waste is considered in the preferred option for NEWROC, however there are concerns over waste containment and illegal dumping and how this will be policed.
- The NEWROC report is due to be completed at the end of May/early June.
- It was questioned whether WEROC could “buy-in” to the work completed by NEWROC. This will be investigated and put to the Members of NEWROC for consideration.

From that meeting, WEROC appointed ASK Waste Management to compile a waste Management Plan for the WEROC Councils and presented their findings at the recent November meeting.

**Comment**

Comments from the meeting:

- Ms. Glenice Batchelor questioned if the scope for the waste strategy included recycling and if not, could ASK Waste Management be requested to look at this as an option and provide the economics on it.
- Mr. Darren Mollenoyux suggested that it might be a valuable exercise for Environmental Health Officers to visit Corrigin to gain insight into the ROEROC regional waste management facility and how this operates.
- Mr. Raymond Griffiths suggested that there should be short-to-medium term solutions to get through the next five years (e.g., transfer stations and regional landfills in Merredin and Southern Cross) and a longer-term solution (e.g., a greenfield site).
- The landfill rationalization options proposed by ASK Waste Management along with a fifth option of establishing a greenfield site, will be taken back to individual Councils for consideration. The Executive Officer will advise ASK Waste Management that more time is required to consider the options.

**RESOLUTION: Moved: Mr. Wayne Della Bosca Seconded: Ms. Karin Day**

**That:**

- 1) Each Shire to consider the four options proposed by ASK Waste Management and a fifth option of establishing a greenfield site, and advise the Executive Officer of their preferred options by the end of the year**
- 2) The Executive Officer to advise ASK Waste Management that more time is required to consider the options and that a response will be provided after December Council meetings.**

**CARRIED.**

Council are now required to consider the options and advise the WEROC Executive Officer of Council's decision.

**Statutory Environment**

Nil

**Policy Implications**

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

**Strategic Implications**

Nil

**Financial Implications**

Nil – WEROC funds are paying for the initial planning.

Council will need to budget in the future for any upgrades required at the refuse site.

**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

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**That Council**

- 1) Consider the four options proposed by ASK Waste Management and a fifth option of establishing a greenfield site, and advise the Executive Officer of their preferred options by the end of the year.**

# Attachment 9.1.4

# Shire of Westonia



**ASK- Regional Refuse Study**

# Scenarios for review and selection

---

## WEROC Landfill Consolidation

PLEASE NOTE:

**THIS DOCUMENT IS NOT THE LANDFILL CONSOLIDATION REPORT.**

This document lists potential scenarios to be assessed for the project:

**WEROC is requested to review the information and identify three scenarios to be modelled and assessed.**

*Thank you*

## 1 INTRODUCTION

This brief document is for the review of four potential scenarios to model and assess. The scope of the project allows for the assessment of three scenarios (plus the baseline). Therefore, WEROC are required to select three scenarios out of the four listed in **Section 3.1**, or provide alternative scenarios to be assessed.

In **Section 2.1**, the fatal flaw assessment of each landfill has been included. This assessment identifies only the Merredin and Southern Cross landfills as potential waste disposal facilities for expansion as part of a regional solution.

Background information that provides a definition of the potential facilities that would be included in the regional solutions are provided in **Section 4**, these include:

- Remote access systems
- Transfer stations
- Staffed landfills
- Regional landfills

### 1.1 ACTION REQUIRED

We need WEROC to consider the scenarios summarised and decide on their preferred three to be assessed, or suggest alternatives. More than three scenarios can be assessed, but this would require a contract variation.

## 2 DESKTOP ASSESSMENT OF LANDFILLS

The following desktop assessment of landfills in the WEROC region has been performed including a fatal flaw test to deduce which landfills are viable options for increased waste disposal and to be included in a regional solution.

The criteria for the fatal flaw test and multi-criteria analysis are based on ASK's extensive experience in the waste industry, constraints identified via DWER requirements, and the landfill characteristics ranking system appropriated from Neal Bolton's *The Handbook of Landfill Operations* (1995).

### 2.1 FATAL FLAW TEST

A fatal flaw test was used to "knock-out" landfill sites which were not suitable as regional facilities. Some of the qualities of a regional landfill are explained in **Section 4.4**. Characteristics that would result in a 'failed' grade are outlined in **Table 1.1**.

Table 1.1 - Fatal flaw test conditions

Category	Fatal Flaw
<b>Soils</b>	Less than 2m to bedrock
<b>Surface Water</b>	Within wetland or less than 100m from surface water
<b>Airport Safety</b>	Less than 1km from airport/aerodrome
<b>Sensitive receptor</b>	Within 1km of a house or other sensitive receptor
<b>Groundwater</b>	Groundwater less than 5m from surface
<b>Remaining Site Capacity</b>	Less than five years of capacity
<b>Location</b>	More than 20km from Great Eastern Hwy

**Table 1.2** shows the results for the fatal flaw test. Based on this high level desktop assessment only the Merredin and Southern Cross landfill are suitable to become regional facilities.

The Bruce Rock landfill has a reasonable level of infrastructure, however, it is located to the southwest of the WEROC region away from the Great Eastern Hwy, and while it has approximately a decade of waste disposal capacity to support the Shire, this would rapidly be exhausted if additional waste from the WEROC region was received.

The Merredin landfill has reduced below ground capacity remaining for waste disposal, however, above ground landfilling would increase the capacity of the landfill significantly. The development of a contour plan for the landfill to maximise the below ground airspace and define the final above ground landform would accurately determine the potential airspace that could be generated for waste disposal. Given the size of the facility and a maximum height of waste at 10m above ground level, over 400,000 cubic metres of airspace could be generated at the existing site.



Table 1.2 - Fatal flaw test results for the WEROC landfills

Category	Tammin	Kellerberrin	Bruce Rock	Merredin	Westonia	Bodallin	Moorine Rock	Bullfinch	Southern Cross	Marvel Loch
<b>Soils</b>	OK	Transfer Station Only (No landfill)	Shallow soil	Shallow soil	OK	OK	OK	OK	OK	OK
<b>Surface Water</b>	700 east		> 1000m	> 1000m	> 1000m	> 1000m	> 1000m	> 1000m	> 1000m	> 1000m
<b>Airport Safety</b>	OK		OK	OK	300m from airstrip	OK	OK	OK	OK	800m from airstrip
<b>Sensitive receptor</b>	OK		OK	OK	OK	500m	OK	OK	OK	OK
<b>Groundwater</b>	No data		No data	No data	No data	No data	No data	No data	No data	No data
<b>Remaining Site Capacity</b>	< 3 Years		> 10 Years	~ 15 Years	< 3 Years	> 10 Years	< 5 Years	> 10 Years	> 10 Years	< 5 Years
<b>Location</b>	2km		> 50km	6km	9km	500m	200m	45km	8km	35km
<b>Result</b>	<b>Fail</b>		<b>Fail</b>	<b>Pass</b>	<b>Fail</b>	<b>Fail</b>	<b>Fail</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>

Note: The assessment was based on a single visual assessment and desktop research. More detailed investigations would need to be completed before a regional landfill was established.

### 3 POTENTIAL SCENARIOS

The project will include an assessment of the baseline situation (no change) and three future scenarios.

#### 3.1.1 *Option 0: No change (Baseline)*

The baseline option assessment assumes no change, therefore the current situation in the WEROC region would remain the same, with each Shire continuing to operate their waste facilities independently with varying levels of operational capacities, planning and budgets.

### 3.2 POTENTIAL SCENARIOS FOR ASSESSMENT

Four potential scenarios are summarised below, WEROC need to decide on three of these scenarios to be assessed for the project. Alternatively, the group can develop their own scenario(s) to be assessed instead.

#### 3.2.1 *Option 1: A single regional landfill*

Establish a single regional landfill at Merredin. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Merredin.

#### 3.2.2 *Option 2: Two regional landfills*

Establish two regional landfills, one at Merredin and the other at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Merredin.

#### 3.2.3 *Option 3: A single regional landfill, plus utilise the NEWROC proposed regional landfill*

Establish a single WEROC regional landfill at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Waste from the east of the WEROC region would be disposed of at Southern Cross and waste generated in the west of the region would be transferred to the NEWROC regional landfill at Wyalkatchem. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Southern Cross or Wyalkatchem.

#### 3.2.4 *Option 4: A single regional landfill, plus utilise Avon Waste's Northam landfill*

Establish a single WEROC regional landfill at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Waste from the east of the WEROC region would be disposed of at Southern Cross and waste generated in the west of the region would be transferred to the Avon Waste landfill at Northam. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Southern Cross or Northam.

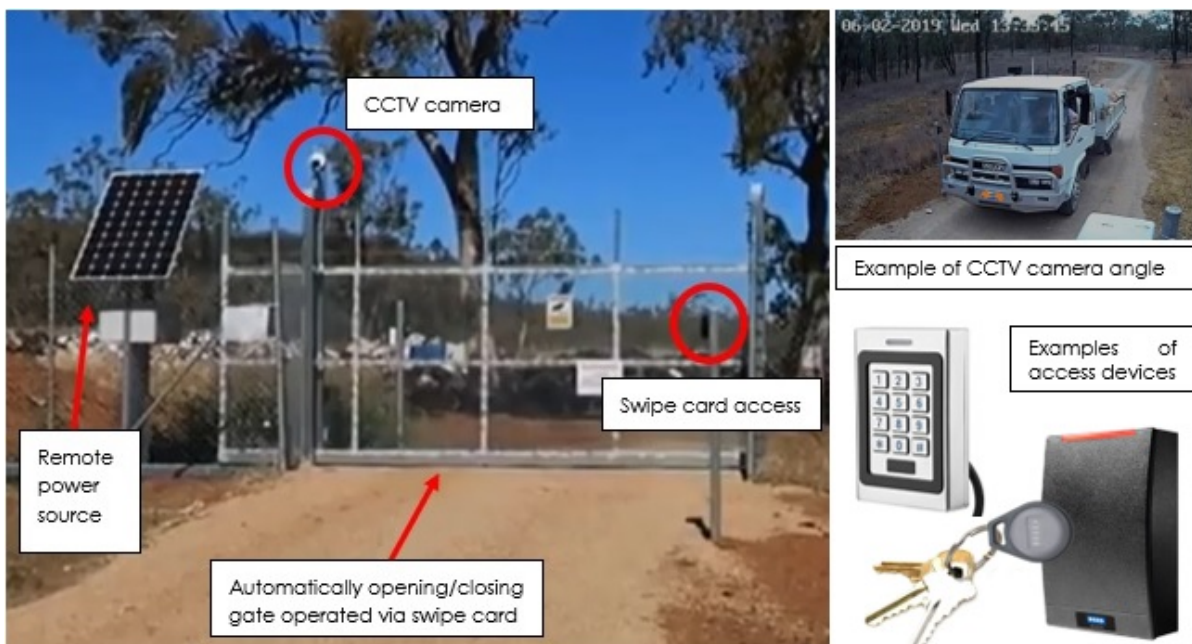
## 4 DEFINITIONS OF INFRASTRUCTURE OPTIONS

In the scenarios, ASK proposes several different facilities and service types that may be foreign to the reader. The following section aims to explain each of these situations and the related technologies employed.

### 4.1 REMOTE ACCESS SYSTEM

A remote access system is an automated, unmanned system that allows access to a site via an electronic key (e.g. swipe card, RFID or 'fob' tag, or electronic keypad). A CCTV camera provides extra security and monitoring of people entering and exiting. **Figure 4.1** shows an example of a remote access system used at a landfill in NSW. This system has a remote power source (solar panel) which powers the automatic gate, CCTV camera and remote access technology as mains power is unavailable at the site.

Figure 4.1 Example of Remote Access System (Warialda Rail Landfill - Gwydir Shire Council, NSW)



This system can be used for both landfills and transfer stations and has the added benefit of recording data about who is using the facility, at what time, and how often.

### 4.2 TRANSFER STATION

A transfer station is a processing site for the temporary disposal of waste. This waste is then picked up and taken to a landfill to be disposed of. There are many different designs and configurations for a transfer station. Generally, waste is disposed into containers (hooklift skips, front lift bins, etc) and, when full, loaded and hauled to a central landfill which then buries the waste. Considering the scale of the WEROC facilities and the available plant and equipment, it is most likely that several front lift bins, as seen on the right in **Figure 4.2**, would be placed at the facility for customers to place their waste into. Once full, these front lift bins would be picked up and replaced with empty bins by the contractor who would then transfer the waste to regional facilities for landfilling.

Figure 4.2 Example of hook-lift bins and front lift bins used at transfer stations



There are significant environmental and operational advantages to transfer stations. Since the waste is not buried on site, the environmental impacts or liabilities that are normally associated with landfills are minimised, which are important issues for DWER. There are, however, costs related to transporting the waste from the transfer station to a landfill.

As mentioned above, unmanned transfer stations could be fitted with a remote access system to keep track of the comings and goings of waste and users and restrict entry by only giving access to rate-paying residents.

#### 4.3 STAFFED LANDFILLS

A landfill is a site where waste is amassed and buried. A specified area is dug, waste placed in the hole and intermittently covered with dirt or cover material. All waste facilities currently in the NEWROC region are considered landfills, with the exception of the Kellerberrin transfer station.

A staffed landfill has a gatehouse where at least one staff member monitors and interrogates waste loads entering the site. The staff member checks the wastes and often issues a gate fee for the waste to be deposited. The staff on site also provide operational management of the landfill, ensuring that it is neat, safe and managed correctly. Staff can also direct customers to the most appropriate place to dump waste and educate residents on improving the way they manage their waste at home.

When combined with a remote access system, a staffed landfill does not need to be staffed every day. In small rural areas, it is common to have specific opening hours (for example three days a week, four hours per day) which allows those without an access key to enter the landfill. This is particularly useful to monitor and monetise the waste brought in by commercial entities who cannot access landfills (since they may not have a key for the remote access system).

With staff on site, gate fees can be introduced, providing an income stream for the Shire or regional group to offset some of the operational costs. Staffed landfills also mean that wastes that cannot be accepted at the facility (for example uncovered asbestos) are not dumped illegally.

#### 4.4 REGIONAL LANDFILL

A regional landfill is very similar to a staffed landfill; however, it is open more often, staffed more often and accepts waste from a larger area (e.g. the entire region). A regional landfill would be the primary disposal point for all commercial waste. Generally, all surrounding facilities in the region would be closed or converted to transfer stations with staffing or remote access systems (to discourage unwanted dumping by commercial entities), with the waste being transferred to the central regional landfill(s).

There are many advantages to this practice. One is the economic advantage of a centralised operation which would only require the staff, facilities and plant for one or two locations. Another advantage is the

environmental benefits of having a landfill which is monitored and maintained on a regular basis allowing an improved level of compliance with DWER guidelines.

Nevertheless, there is a cost associated with transporting waste from a widespread number of transfer stations to the one regional facility. This may require a coordinated, 'milk-run' style operation which would gain the advantages of economies of scale

- END OF DOCUMENT -

# Baseline data for review

## WEROC SWMP

PLEASE NOTE:

**THIS DOCUMENT IS NOT THE STRATEGY WASTE MANAGEMENT PLAN.**

This document is the baseline data that has been compiled from the information:

- provided by the Shires
- observed and recorded during the facility visits
- noted during desk top research

**Each Shire is requested to review the information below and correct any errors (via tracked changes or inserting comments).**

This process is key to the development of the SWMP, as this baseline data will provide the foundation upon which the recommendations and actions will be developed from.

*Thank you*



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*Thank you*

## 1 INTRODUCTION

ASK Waste Management (ASK) has been engaged by the Wheatbelt East Regional Organisation of Councils (WEROC) to produce a Strategic Waste Management Plan (SWMP). The purpose of the plan is to provide strategies and actions to strengthen regional collaboration and cooperation in the delivery of waste management services and improve waste management practices across the region consistent with the State's Waste Strategy.

### 1.1 WEROC

WEROC consists of six member councils with two representatives from each, namely the Shire President and the Chief Executive Officer (CEO). The WEROC member councils include Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, and Yilgarn.

The group was formed in 2004 and decided to transition to an incorporated association in 2013. WEROC's mission is to work together to enhance the region's sustainability through investment and innovation, enabling the Wheatbelt East to grow and prosper. WEROC values collaboration between member councils and will work together as a united group to prioritise and address important issues impacting on the region.

The *Annual Report 2019-20* (WEROC, 2020) has identified five strategic priorities which will guide the action and activities of the organisation. These are listed below:

- Regional Waste Management
- Tourism Product Development
- Strengthening our economy through local business development
- Digital Connectivity
- Ranger and Regulatory Services Solution

### 1.2 PURPOSE OF THE STRATEGIC WASTE MANAGEMENT PLAN

The purpose of this Strategic Waste Management Plan is to:

- Confirm current waste infrastructure and levels of service;
- Identify priority actions to strengthen regional collaboration and cooperation in the delivery of waste management services and initiatives;
- Identify priority actions to improve waste management operations across the region and increase the rate of resource recovery; and
- Assign actions, costs and timelines for the implementation of the strategy's actions and objectives.

### 1.3 OBJECTIVES

The overarching objectives of the SWMP are:

- Facilitate cooperation and collaboration between the six Shires in the Wheatbelt with regards to waste management;
- Achieve regional outcomes and efficiencies in regard to waste management;
- Ensure waste is managed in a strategic, sustainable manner and regulatory compliant;
- Increased community awareness of the impact of waste issues on the environment; and



- Minimise the region's direct and indirect environmental impact of waste on the environment.

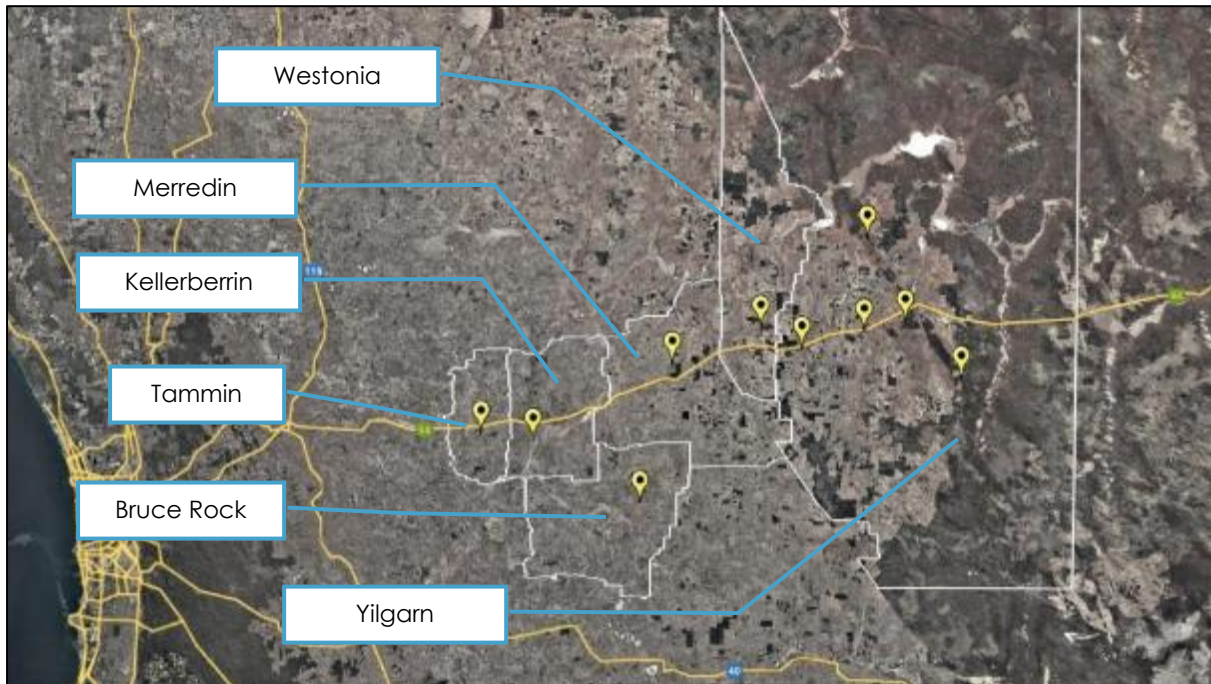
#### 1.4 REGIONAL PROFILE

The WEROC group comprises of six Shires in the Wheatbelt and cover a geographical area of approximately 43,136 square kilometres (km<sup>2</sup>). This is quite central to the Wheatbelt region overall, which encompasses a total of 154,862 km<sup>2</sup>.

The member councils span west to east along the Great Eastern Highway that serves as the major transport route between Perth and Kalgoorlie. The closest Shire to Perth is Tammin, situated 187km to the east. The Shire of Yilgarn is the most easterly with its largest town Southern Cross, being situated 369km east of Perth and 226km west of Kalgoorlie. The Great Eastern Highway is a major transport route servicing mining, agriculture, and interstate transport.

The region's major economic contributors are the mining and agricultural sectors. WEROC is home to both Marvel Loch and Edna May gold mines, placing mining as the largest value-add industry at an estimated \$673 million. WEROC has numerous farms producing primarily wheat, canola and sheep with agriculture accounting for 44% of registered businesses across the region.

Figure 1.1 - WEROC Shire boundaries and waste facility locations



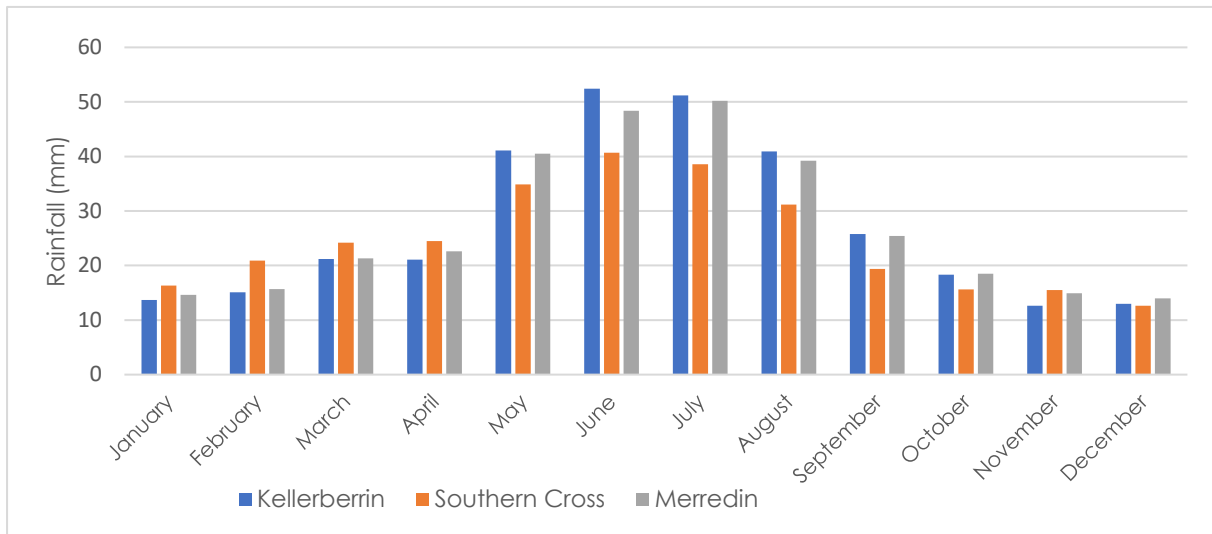
The Wheatbelt has undergone rapid clearing of natural vegetation over the past 70 years causing the water table to rise substantially and ultimately resulting in high levels of salinity. The salinity is widespread and impacts the groundwater across the entire region, largely rendering groundwater unsuitable for industrial, agricultural, and domestic purposes. The region's water supply is therefore piped out from the southwest of the state through the Goldfields Agricultural Water Supply Scheme.

Despite widespread clearing, endemic flora and fauna species can still be found in nature reserves and amongst the region's open eucalypt woodlands, granite outcrops, sand plain country and extensive salt lake systems. Spectacular seasonal wildflower displays continue to draw tourists to the region each spring.

The WEROC Shires have a comparative climate across the board with mean annual rainfall ranging between 290mm and 360mm, making it a low rainfall region. Most of the rainfall is received between

May and August, during the winter period. The monthly rainfall for Kellerberrin, Southern Cross and Merredin is demonstrated in **Figure 1.2**.

Figure 1.2 - Mean Monthly Rainfall (1914-2012)



#### 1.4.1 Shire of Tammin



The Shire of Tammin has a total population of 450 and is located 184km east of Perth on the Great Eastern Highway. It covers an area of 1,087 km<sup>2</sup>, bounded by the Shires of Kellerberrin, Quairading, Cunderdin and Wyalkatchem.

The town of Tammin was settled in 1893 and its population grew as the Goldfields Water Supply and Kalgoorlie railway line were completed. Other localities within the Shire include Bungulla and Yorkrakine. The primary economic driver for the Shire is agriculture.

#### 1.4.2 Shire of Kellerberrin



The Shire of Kellerberrin is located 202km East of Perth on the Great Eastern Highway and covers an area of 1,917 km<sup>2</sup>. The largest locality is Kellerberrin with the Shire also encompassing Doodlakine, Baandee and North Baandee. There is a population of 1,224 across the Shire which has remained relatively stable over the last 20 years. Kellerberrin celebrated its centenary year in 2008 and is considered the beginning of Outback Wildflower Country.

#### 1.4.3 Shire of Bruce Rock



The Shire of Bruce Rock is the southernmost Shire in the WEROC region, located 245km east of Perth and covering an area of 2,727 km<sup>2</sup>. It consists of the main town of Bruce Rock and the localities of Ardath, Babakin, Beika, Erikin, Kwolyin and Shackleton, with a combined population of 930 people.

Bruce Rock was originally known as Nunagin, but confusion with other towns in the area led to the change to its present name. The towns name originates from a low granite outcrop, which lies to the east of the town, named after sandalwood cutter John Rufus Bruce who set up his camp near a soak at the base of the rock. Agriculture is the primary industry in the Shire, producing large amounts of wheat and canola.

#### 1.4.4 Shire of Merredin



The Shire of Merredin is located 260km east of Perth along the Great Eastern Highway. It spans an area of 3,300 km<sup>2</sup> and has the largest population of the WEROC group with 3,350 people. The main locality is Merredin but also includes Booraan, Burracoppin, Hines Hill, Muntadgin and Nangeenan.

The region is known for agriculture with approximately 40% of WA's wheat production coming from within 100km radius of the Merredin township. Sheep farming and the production of grains other than wheat is also widespread.

#### 1.4.5 Shire of Westonia



The Shire of Westonia is located 315km east of Perth along the Great Eastern Highway. Covering an area of 3,268 km<sup>2</sup>, it is home to the towns of Westonia, Boodarockin, Carrabin, Walgoolan, Warrachuppin and Warralakin with 304 people residing across them.

Edna May Gold Mine sits only 500m to the north of the main township and is the largest economic contributor to the Shire. The remaining industry comprises of farming and heavy transport.

#### 1.4.6 Shire of Yilgarn



The Shire of Yilgarn is the easternmost WEROC member, located about 200km west of Kalgoorlie with a population of around 1,400 people. It is the largest geographical Shire, covering a sizable 30,720 km<sup>2</sup>. Southern Cross is the major town centre but other townsites include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock and Yellowdine.

The two major industries in the area are mining and rural. Gold, gypsum, salt and iron are mined, while grain, wool, sheep, cattle and pigs are the focus of the rural industry. The co-existence of mining and agriculture has balanced the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

## 2 DRIVERS AND INFLUENCERS

An important role of this SWMP is to interpret and incorporate relevant legislation and policy impacting on waste management within the region. The following section discusses the relevant State and regional policy frameworks and issues that may impact on waste management within the region during the timeframe of the plan.

### 2.1.1 Waste Authority, Waste Strategy 2030

The Waste Avoidance and Resource Recovery Strategy 2030 (Waste Authority 2019) was released in October 2019. Building on the first Western Australian Waste Strategy: Creating the Right Environment published in 2012, this updated strategy introduces significant transformations aimed at Western Australia (WA) becoming a circular economy, with a greater focus on avoidance as well as moving towards targets for material recovery and environmental protection in addition to landfill diversion.

This strategy includes three objectives to guide the Western Australian community and enable the development of a sustainable, low-waste and circular economy. These objectives frame the priorities and strategies that will contribute to delivering the vision and are outlined in **Figure 2.1**.

Figure 2.1 - Objectives and state targets (Waste Strategy 2030)

OBJECTIVES	Avoid Western Australians generate less waste.	Recover Western Australians recover more value and resources from waste.	Protect Western Australians protect the environment by managing waste responsibly.
TARGETS	<ul style="list-style-type: none"> <li>⦿ 2025 – 10% reduction in waste generation per capita</li> <li>⦿ 2030 – 20% reduction in waste generation per capita</li> </ul>	<ul style="list-style-type: none"> <li>⦿ 2025 – Increase material recovery to 70%</li> <li>⦿ 2030 – Increase material recovery to 75%</li> <li>⦿ From 2020 – Recover energy only from residual waste</li> </ul>	<ul style="list-style-type: none"> <li>⦿ 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.</li> <li>⦿ 2030 – All waste is managed and/or disposed to better practice facilities</li> </ul>

The strategy also identifies focus materials which will guide an emphasis on actions and measurement going forward. These materials include: construction and demolition waste, organics (food and garden organics), metals, paper and cardboard, glass, plastics, textiles, and hazardous waste.

If the targets apply to the whole State, it is essential that strategy descriptions are framed in such a way that the resulting initiatives accommodate the differences between the metropolitan and regional / remote areas. In particular, the targets in the Strategy relate to the management of all waste using better practice approaches and the adoption of resource recovery better practice by all waste facilities.

This has significant implications for regional and remote Local Governments with limited resources available to implement new approaches. These approaches need to be developed in consultation with the sector and it will be essential to provide funding assistance to transition to any new 'Better Practice' approach. However, there is only one strategy description that specifically refers to funding for areas of the State outside the definition of Perth, Peel and Regional Centres.

### 2.1.2 China National Sword Policy

The viability of recycling packaging materials from households and businesses in Australia has been impacted by the more stringent contamination thresholds recently introduced by China for the importing of recycled materials.

Most separated recycling material previously sent from Australia to China does not meet the new contamination thresholds, and therefore this material is flowing to alternative markets and has led to a significant reduction in the value of recycled packaging materials. The reduced value of the materials is negatively impacting on the viability of recycling programs offered by local governments. This impact is greatest in regions such as the Wheatbelt where these services, where they currently exist, already face higher unit costs than metropolitan areas.

This measure introduced by China has highlighted the need to develop processing capacity and markets for the packaging materials within Australia.

To avoid a repeat of the impacts of the China Sword policy, measures to increase diversion from landfill in the Wheatbelt should focus on reprocessing material streams that have local markets, rather than relying on the costly transport to distant markets where local governments have little or no control over the value and risk.

### 2.1.3 *Container Deposit Scheme*

The container deposit scheme (CDS) commenced in October 2020. The container deposit scheme allows consumers to take empty beverage containers covered by the scheme to a refund point to receive a refund of 10 cents which provides an incentive to return these containers. Beverage containers make up 35.2 per cent by volume of the litter stream in Western Australia based on the results from the 2015-16 National Litter Index and are manufactured from readily recyclable materials such as glass, plastic, aluminium and cardboard.

The CDS is an example of an extended producer responsibility scheme where producers take responsibility for post-consumer management of product waste. In the existing and proposed Australian schemes, the majority of small additional costs paid by consumers for the scheme can be recouped through the refund. The balance of costs pays for the container collection system that can be reasonably accessed by all users of beverage containers.

Beverage containers accepted in the Western Australian CDS comprise containers between 150 millilitres and three litres in volume and include such items as soft drink cans and bottles, bottled water containers, flavoured milk drinks, beer and cider bottles, and sports drinks. It excludes containers generally consumed at home such as wine bottles and milk containers.

The CDS requires a network of collection points to refund ten cents for containers returned by the public. A vital part of designing the CDS and its collection network is balancing the convenience and cost of the collection network. Full time refund points reflect full time business operations, with smaller collection points relying on volunteers who maintain reduced opening hours.

### 2.1.4 *Opportunities for Regional Funding*

There are numerous funding sources that may become available over the life of the SWMP that could assist participating Local Governments in achieving better practice waste management outcomes for their communities and the region.

The Australian Government's Building Better Regions Fund (BBRF) supports the Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The Government is providing \$1.04 billion over 6 years and invests in projects located in or benefiting eligible areas outside the major capital cities.

Grant funding includes an infrastructure Projects Stream which supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure. Round Three of the BBRF closed early 2021, however it was announced by the Deputy Prime Minister that a further \$250 million has been set aside for Round Six, with applications due to open sometime in March 2022.

The Western Australian Waste Authority also provide funded programs and grant schemes for local governments. These programs are limited term schemes that specifically address waste issues for the relevant target groups. They reflect priority areas of the Waste Authority and are managed by DWER on behalf of the Authority.

Many of these funded programs and grants, however, currently only have limited applicability outside the metropolitan area. With the implementation of the Waste Strategy, it will create demand for new funding streams to assist Local Governments in meeting the requirements of the Strategy.

### 3 EXISTING SERVICES AND INFRASTRUCTURE

There are a range of measures that local governments can use to avoid waste generation, increase recovery, and protect human health and the environment from the impacts of waste. DWER Waste Plan requirements are structured around these measures and include:

- Integrated planning and reporting
- Waste services
- Waste infrastructure
- Policies and procurement (contracts, local laws and policies, land use planning instruments and sustainable procurement)
- Behaviour change programs and initiatives
- Data collection
- Regional waste management
- Better practice approaches

The following section provides an overview of baseline waste data for the WEROC Shires and outlines the current waste management services provided in line with the DWER waste plan requirements.

#### 3.1 WASTE QUANTITIES

Waste stream data has been compiled into the following categories:

- **Municipal Solid Waste (MSW)** - Classified as household domestic waste that is set aside for kerbside collection or delivered to a waste facility through a drop-off programme. MSW also includes other types of waste such as bulky household waste (e.g. appliances, furniture and residential garden waste), household hazardous waste or local LGA generated waste (e.g. waste from street sweeping, litter bins and parks).
- **Commercial and Industrial Waste (C&I)** - Solid waste arising from the activities within commercial and industrial sites, including but not limited to offices, retail outlets, restaurants, factories, and institutions.
- **Construction and Demolitions Waste (C&D)** - Solid waste that is created through activities associated with the construction, repair and demolition of buildings, structures and pavements or highways. Including, but not limited to concrete, brick, rubble, metals (ferrous and nonferrous), timber, glass, asbestos, and sand.

The region contains a range of industries, but there are no individual companies that dispose of a significant volume of waste within the Shires landfill facilities. However, there are some private waste collection companies that dispose of waste at the Shires landfill facilities.

### 3.1.1 Population data

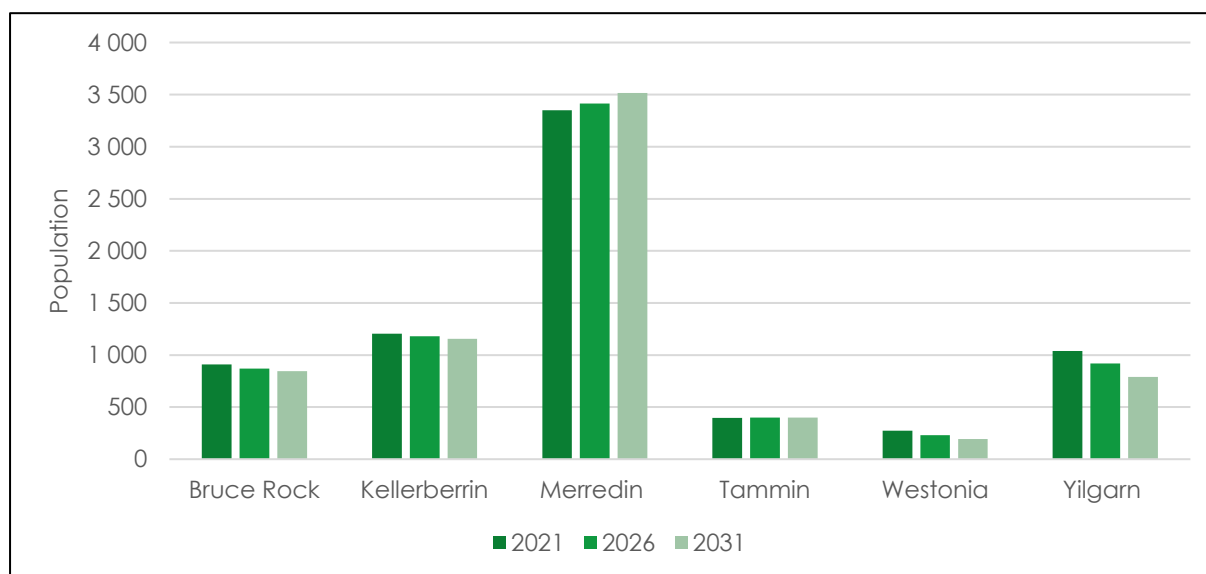
A breakdown of population by local government area across the region is provided in **Table 3.1**.

Table 3.1 - Population of WEROC Shires and Town Centres (ABS, 2016)

Shire	Shire Population		Town Centre Population	
	No.	%	No.	%
Tammin	402	5%	202	4%
Kellerberrin	1,224	17%	875	17%
Bruce Rock	930	13%	531	10%
Merredin	3,350	45%	2,636	50%
Westonia	302	4%	199	4%
Yilgarn	1,169	16%	795	15%
WEROC Total	7,377		5,238	

The WA Tomorrow Population Report No. 11 (DPLH, 2019) models the population projections for WA from 2016-2031. The median projections (Band C) has been used for modelling the future waste received data across the group is shown for each Shire in **Figure 3.1**. Merredin is the only Shire that has predicted population growth in this model, the remaining Shires are all in decline.

Figure 3.1 – WEROC Shire Population Projections for Band C (WA Tomorrow, 2019)



### 3.1.2 Data availability

Data availability for waste quantities landfilled and recovered in the region are largely limited to tonnages of refuse and recycling collected from kerbside bin services, and volumetric estimates of waste received at staffed landfills and transfer stations.

As none of the Shires currently have a weighbridge all waste quantity data from the Shires is limited to volumetric assessment of waste loads by gatehouse staff. Volumetric estimates of waste are inherently variable depending on each operator's interpretation and estimation of load size, leading to inaccuracies in waste data. Any volumetric data must be converted to tonnes to standardise numbers and compare to state and national averages.

As many of the WEROC waste sites are unstaffed, volumetric gatehouse data was only available for the Southern Cross, Merredin, and Tammin landfills. Data from these sites was analysed and used to extrapolate waste generation rates across the WEROC Shires as detailed in **Section 3.1.3**.



### 3.1.3 Waste generation

Waste collection and gatehouse data from Tammin, Southern Cross and Merredin for the 2019-20 and 2020-21 financial years was used to estimate per capita waste generation rates for MSW, C&I, and C&D waste<sup>1</sup>. As Tammin's data was only suitable for determining total waste generation, the sector source breakdown was extrapolated from the Southern Cross and Merredin average.

Per capita waste generation was calculated using Shire population data from the *WA Tomorrow Population Report No. 11* (DPLH, 2019) for Tammin and Merredin. As the Shire of Yilgarn is serviced by five landfills with only Southern Cross having gatehouse data, the population catchment for determining per capita waste generation was limited to Southern Cross with a population of 638, as reported during the 2016 Annual Census. Kerbside waste collected from the Yilgarn townsites of Moorine Rock, Marvel Loch and Bodallin that is disposed of at Southern Cross was not included in the total waste generation estimate to maintain a representative population catchment.

The waste generation per capita rates calculated for Tammin, Merredin, and Southern Cross (Yilgarn) are detailed in **Table 3.2** below, along with the average rates that are to be extrapolated to the other Shires.

*Table 3.2 – Waste generation estimates (kg/capita, rounded to nearest 10)*

Population Catchment	MSW	C&I	C&D	Total
Southern Cross (Yilgarn)	960	330	520	<b>1,810</b>
Shire of Merredin	1,130	190	1,130	<b>2,450</b>
Shire of Tammin	990	260	750	<b>2,000</b>
Average	1,030	260	800	<b>2,090</b>

As a point of comparison waste, generation per capita rates for WA (ASK, 2019) from 2018-19 are presented in **Table 3.3**. Whilst the estimated total waste generation rates for WEROC is comparable with the non-metropolitan WA average, the WEROC MSW rates are significantly higher, and the C&I rate significantly lower. It is hypothesized that this may be a result of commercial waste being incorrectly declared or reported at gatehouses as domestic (MSW) waste.

*Table 3.3 – WA waste generation per capita in 2018-19 (ASK, 2019)*

Population Catchment	MSW	C&I	C&D	Total
Perth Metropolitan Region	520	467	728	<b>1,,715</b>
Non-metro WA	635	970	670	<b>2,275</b>
WA average	548	590	714	<b>1,852</b>

The per capita waste generation rates in **Table 3.2** were multiplied by each Shire's forecast population to provide estimates of waste generation by source sector as shown in **Table 3.4**. The data shaded green indicates that it was extrapolated from the average per capita values from **Table 3.2**. Approximately 16,300 tonnes of waste were estimated to be generated in 2021, with 50% of this attributable to the Shire of Merredin.

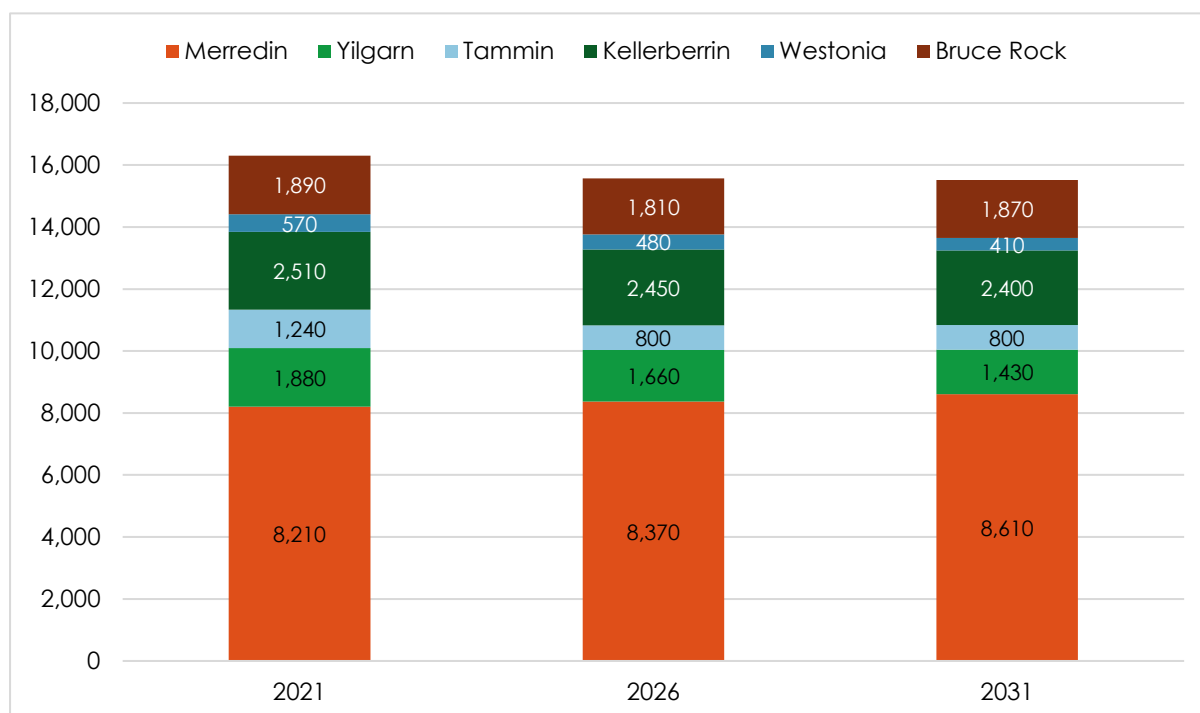
<sup>1</sup> The waste generation estimates in this section do not include liquid waste, or any wastes that were generated and managed directly by industry (e.g. mine sites and farms).

Table 3.4 – Estimated 2021 waste generation by Shire (tonnes, rounded to nearest 10)

Shire	MSW	C&I	C&D	Total
Yilgarn	1,000	340	550	1,880
Merredin	3,800	630	3,780	8,210
Tammin	390	70	780	1,240
Kellerberrin	1,240	300	960	2,510
Bruce Rock	940	230	730	1,890
Westonia	280	70	220	570
<b>Total</b>	<b>7,640</b>	<b>1,640</b>	<b>7,020</b>	<b>16,300</b>

Figure 3.2 shows the changes in total waste generation between 2021 and 2031 based on the region's forecast population growth (DPLH, 2019). By 2031, total waste generation is predicted to have fallen for all Shires except for Merredin. These waste generation predictions indicate that the WEROC Shires do not need to plan waste services and infrastructure to accommodate for population growth and increased waste generation over the next decade.

Figure 3.2 – Forecast total waste generation (2021 – 2031)



### 3.1.4 Resource recovery

Resource recovery activities within WEROC are largely limited to kerbside recycling in the Shires of Bruce Rock, Merredin, and Yilgarn. Other material streams collected through drop-off facilities throughout the region include scrap metal, batteries, used oil, chemical drums (DrumMuster) and beverage containers (Containers for Change).

Data on the quantities of waste recovered is only available for scrap metal quantities at Merredin and Tammin, and packaging recycling services (cardboard, paper, plastic containers, cans etc) provided by Avon Waste. Scrap metal recovery rates were extrapolated from Merredin and Tammin across the WEROC region on a per capita basis.

Table 3.5 outlines the tonnes of waste estimated to have been recycled in the 2020-21 financial year by each Shire. The total quantity recycled in the region was estimated to be approximately 1,400 tonnes.

Table 3.5 - Estimated tonnes of waste recycled<sup>2</sup> by Shire and waste stream (2020-21)

Shire	MSW	C&I	C&D	Total
Yilgarn	210	20	0	230
Merredin	610	70	0	680
Tammin	50	10	0	60
Kellerberrin	130	30	0	160
Bruce Rock	180	20	0	200
Westonia	40	10	0	50
Total	1,200	200	0	1,400

Resource recovery rates for each waste stream (**Table 3.6**) have been calculated by dividing the estimated quantities recovered (**Table 3.5**) by the estimated quantities generated (**Table 3.4**).

On a regional basis, the MSW waste stream has the highest rate of waste diversion at 16%. The C&I waste stream has an estimated resource recovery rate of 12%, whilst the C&D recovery rate is estimated as zero. The lack of C&D resource recovery is likely a result of the narrow dataset and in reality a portion of the scrap metal recovery would be associated with the C&D waste stream.

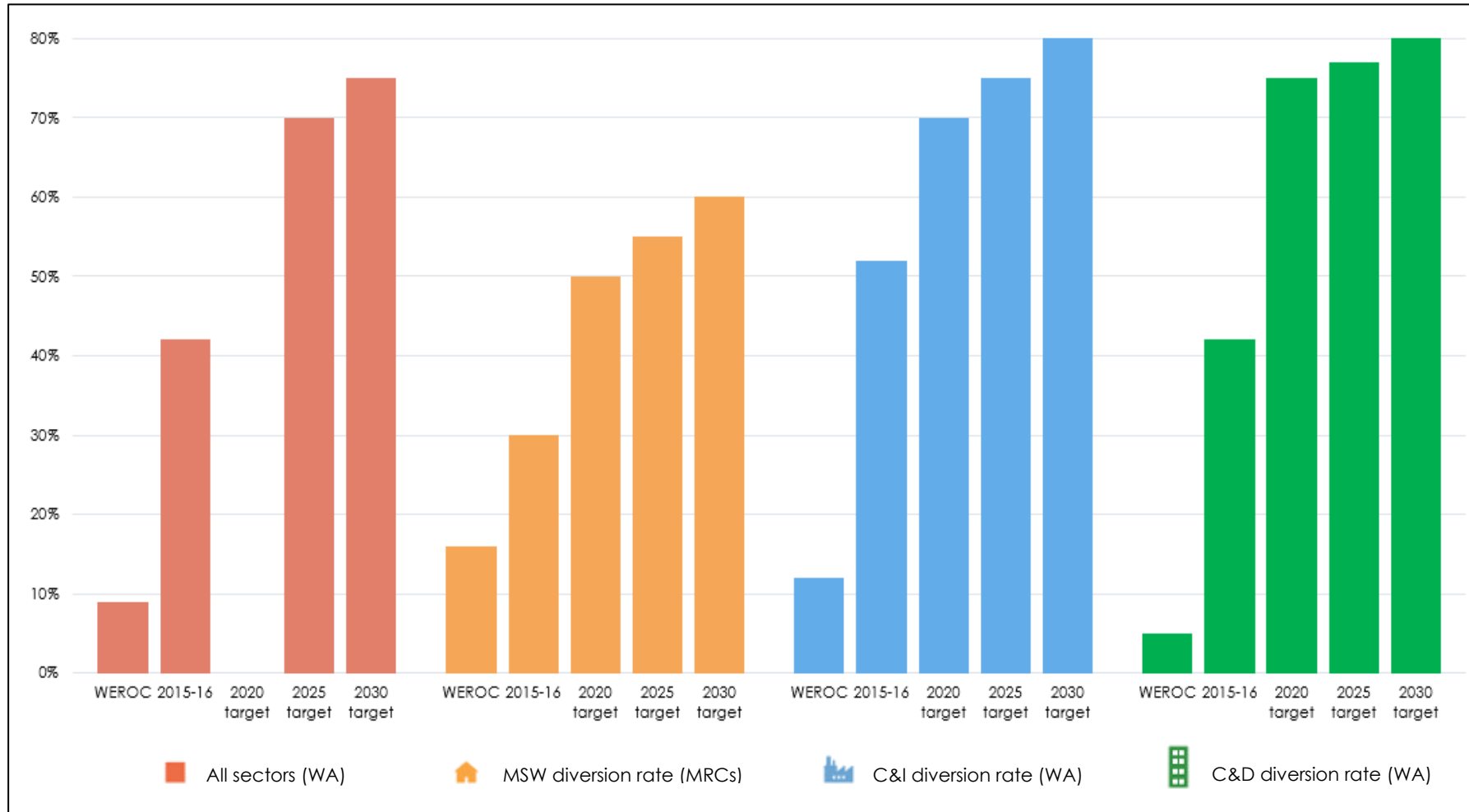
Table 3.6 - Estimated resource recovery as a percentage waste generation (2020-21)

Shire	MSW	C&I	C&D	Total
Yilgarn	21%	6%	0%	12%
Merredin	16%	11%	0%	8%
Tammin	13%	14%	0%	5%
Kellerberrin	10%	10%	0%	6%
Bruce Rock	19%	9%	0%	11%
Westonia	14%	14%	0%	9%
Total	16%	12%	0%	9%

The Waste Strategy includes a range of resource recovery targets for the MSW, C&I and C&D waste streams. These targets are presented in **Figure 3.3** alongside WEROC's relevant recovery rates, and the WA average for 2015-16 as presented in the Waste Strategy. Although the WEROC recovery rates are far below the Waste Strategy targets, it should be noted that none of these targets apply to rural Shires outside of major regional centres.

<sup>2</sup> Does not include waste oil, Containers for Change, and DrumMuster as this data was unavailable. Total quantities of these materials recovered is likely to be between 10 and 15 tonnes for the WEROC region.

Figure 3.3 - Waste strategy state targets comparison<sup>3</sup>



<sup>3</sup> These targets do not apply to rural Shires outside of major regional centres, such as the Shires within WEROC.

### 3.2 WASTE SERVICES

Waste services provided by the WEROC Shires include kerbside collections, drop off facilities and public place bins together with the management of waste created by local government service provision. These services can avoid waste generation, recover materials from waste, and protect human health and the environment from the impacts of waste. Maximising the efficiency of these services also ensures they are delivered with minimal impacts on Shire funding reserves.

The following subsections summarise the waste services provided in each of the WEROC Shires.

#### 3.2.1 Shire of Tammin

Details and information regarding the Shire of Tammin's waste services are provided in **Table 3.7** below.

Table 3.7 - Shire of Tammin waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>• 240L MGB weekly kerbside waste collection service</li> <li>• Bin collection includes domestic and public place bins</li> <li>• Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>• Bins are property of the Shire</li> <li>• Services only provided in town centre</li> <li>• Waste is disposed at Tammin facility</li> <li>• Approx.1.5 – 2 tonnes collected per run</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	FOGO	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Bulk waste can be disposed for free at the Tammin waste facilities</li> </ul>
Drop off (Tammin Landfill)	Reuse and Recycle area	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• No formal area for items to be left for reuse</li> </ul>
	Mixed waste	<ul style="list-style-type: none"> <li>• Landfill cell provided at Tammin for bulky mixed waste</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed waste disposed directly into the cell</li> </ul>
	Construction and demolition	<ul style="list-style-type: none"> <li>• The licence has a provision to allow crushing of concrete on site</li> </ul>	<ul style="list-style-type: none"> <li>• This was run by a previous attendant and seems to have stagnated since they left</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>• Front lift bins provided for residents at the landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

Service	Type	Details	Notes/information/observations
	Car batteries	<ul style="list-style-type: none"> <li>Drop off point provided for car batteries at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Not sure of who removes them from the site once stockpiled</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>Collection seldom due to lack of interest from recycling companies</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>Some separated tyres stockpiled but most landfilled within general waste</li> </ul>	<ul style="list-style-type: none"> <li>Lack of interest from recycling companies for collection</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>A collection point for clean greenwaste (branches, leaves)</li> </ul>	<ul style="list-style-type: none"> <li>Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Did not qualify for Containers for Change deposit scheme</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Mobile phones		
	Printer cartridges		
	AAA & AA batteries		
	Type 1&2 plastics	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Glass	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Whitegoods	<ul style="list-style-type: none"> <li>Collection point for whitegoods provided within scrap metal piles</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
DrumMUSTER	<ul style="list-style-type: none"> <li>Drop off point provided for eligible agricultural and veterinary chemical containers</li> </ul>	<ul style="list-style-type: none"> <li>Initiated in 2018</li> </ul>	
Public Place	Waste	<ul style="list-style-type: none"> <li>120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>Bins serviced by kerbside contractor</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>Communal mixed recycling and cardboard bins are located in the centre of town</li> </ul>	<ul style="list-style-type: none"> <li>Bins serviced by Avon Waste</li> </ul>

Service	Type	Details	Notes/information/observations
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>Litter, illegal dumping, and amenity maintenance not identified as an issue of significance within the Shire</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>Inert waste disposed to landfill</li> <li>Greenwaste stockpiled and burnt periodically</li> </ul>

### 3.2.2 Shire of Kellerberrin

Details and information regarding the Shire of Kellerberrin's waste services are provided in **Table 3.8** below.

Table 3.8 - Shire of Kellerberrin waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>240L MGB weekly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Services only provided in town centre</li> <li>Waste is transported and disposed of at Northam</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	FOGO	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Bulk waste can be disposed for free at the Kellerberrin waste facilities</li> </ul>
Drop off (Kellerberrin Transfer Station)	Reuse and Recycle area	<ul style="list-style-type: none"> <li>Segregated areas for bicycles and gardening equipment are located at the transfer station</li> </ul>	<ul style="list-style-type: none"> <li>These aren't signposted but there is obvious delineation between each area</li> </ul>
	Mixed waste	<ul style="list-style-type: none"> <li>Front lift bins located at the edge of a concrete hardstand</li> </ul>	<ul style="list-style-type: none"> <li>Mixed waste disposed directly into the bins over the lip of the hardstand area</li> </ul>
	Construction and demolition	<ul style="list-style-type: none"> <li>Avon Waste operate a 12m<sup>3</sup> hook lift bin that is reserved for Construction/Demolition waste</li> </ul>	<ul style="list-style-type: none"> <li>Located at the bottom of a 3m drop which poses a potential OHS risk</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

Service	Type	Details	Notes/information/observations
	Car batteries	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>• A separated pile of E-waste is present</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>• Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>• Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>• Collection periodically throughout the year, approximately 2-3 times a year</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Tyres are not accepted onto the site</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>• A collection point for clean greenwaste (branches, leaves)</li> </ul>	<ul style="list-style-type: none"> <li>• Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Mobile phones		
	Printer cartridges		
	AAA & AA batteries		
	Type 1&2 plastics	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Glass	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Whitegoods	<ul style="list-style-type: none"> <li>• Collection point for whitegoods provided</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
DrumMUSTER	<ul style="list-style-type: none"> <li>• Drop off point provided for eligible agricultural and veterinary chemical containers</li> </ul>	<ul style="list-style-type: none"> <li>• Initiated in 2000</li> </ul>	
Public Place	Waste	<ul style="list-style-type: none"> <li>• 120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>• Bins serviced by Avon Waste</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>• Communal mixed recycling and cardboard bins are located in the centre of town</li> <li>• Containers for Change drop off point located in town</li> </ul>	<ul style="list-style-type: none"> <li>• Bins serviced by Avon Waste</li> <li>• The local Men's shed operates the Containers for Change depot</li> </ul>



Service	Type	Details	Notes/information/observations
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>Litter, illegal dumping, and amenity maintenance not identified as an issue of significance within the Shire</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>Inert waste disposed to transfer station</li> <li>Greenwaste stockpiled and burnt periodically</li> </ul>

### 3.2.3 Shire of Bruce Rock

Details and information regarding the Shire of Bruce Rock's waste services are provided in **Table 3.9** below.

Table 3.9 - Shire of Bruce Rock waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>240L MGB weekly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of the Shire</li> <li>Services only provided in town centre</li> <li>Waste is disposed at Bruce Rock depot</li> <li>Approx. 5 tonnes collected per run</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>240L MGB fortnightly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of Avon Waste</li> <li>Services only provided in town centre</li> <li>Recycling is transported to depot outside of Shire</li> <li>Approx. 1.5 tonnes collected per run</li> </ul>
	FOGO	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Bulk waste can be disposed for free at the Bruce Rock waste facilities</li> </ul>
Drop off (Bruce Rock Landfill)	Reuse and Recycle area	<ul style="list-style-type: none"> <li>Recycling front lift bins are located in the public access area of the landfill</li> </ul>	<ul style="list-style-type: none"> <li>These are accessible next to the push pit</li> </ul>
	Mixed waste	<ul style="list-style-type: none"> <li>Landfill cell provided for bulky mixed waste</li> </ul>	<ul style="list-style-type: none"> <li>Mixed waste disposed into a push pit, access to tipping face restricted for residents</li> </ul>

Service	Type	Details	Notes/information/observations
	Construction and demolition	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Any commercial waste is organised by the individual to be transported from their premises, nothing is accepted at the depot</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>Front lift bins provided for residents at the landfill</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	Car batteries	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>Collection occurs 1-2 times a year</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Reception of tyres is refused onto premises</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>A collection point for clean greenwaste (branches, leaves)</li> </ul>	<ul style="list-style-type: none"> <li>Drop off bay is signposted in the push pit area</li> <li>Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Mobile phones		
	Printer cartridges		
	AAA & AA batteries		
	Type 1 & 2 plastics	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
Glass	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>	
Whitegoods	<ul style="list-style-type: none"> <li>Collection point for whitegoods provided within scrap metal piles</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
DrumMUSTER	<ul style="list-style-type: none"> <li>Drop off point provided for eligible agricultural and veterinary chemical containers</li> </ul>	<ul style="list-style-type: none"> <li>Initiated in 2000</li> </ul>	
Public Place	Waste	<ul style="list-style-type: none"> <li>120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>Bins serviced by kerbside contractor</li> </ul>

Service	Type	Details	Notes/information/observations
	Recycling	<ul style="list-style-type: none"> <li>Containers for Change drop off point accepts any containers applicable to the CDS</li> </ul>	<ul style="list-style-type: none"> <li>The depot is located on Johnson St in town</li> </ul>
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>Litter, illegal dumping, and amenity maintenance not identified as an issue of significance within the Shire</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>Inert waste disposed to landfill</li> <li>Greenwaste stockpiled and burnt periodically</li> </ul>

### 3.2.4 Shire of Merredin

Details and information regarding the Shire of Merredin's waste services are provided in **Table 3.10** below.

Table 3.10 - Shire of Merredin waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>240L MGB weekly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of the Shire</li> <li>Services only provided in town centre</li> <li>Waste is disposed at Merredin facility</li> <li>Approx. 15 tonnes collected per run</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>240L MGB fortnightly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of the Shire</li> <li>Services only provided in town centre</li> <li>Recycling is transported to depot outside of Shire</li> <li>Approx. 9 tonnes collected per run</li> </ul>
	FOGO	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Bulk waste can be disposed for free at the Merredin waste facilities</li> </ul>
	Reuse and Recycle area	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>No formal area for items to be left for reuse</li> </ul>

Service	Type	Details	Notes/information/observations
Drop off (Merredin Landfill)	Mixed waste	<ul style="list-style-type: none"> <li>Landfill cell provided at Merredin for bulky mixed waste</li> </ul>	<ul style="list-style-type: none"> <li>Mixed waste disposed directly into the cell</li> </ul>
	Construction and demolition	<ul style="list-style-type: none"> <li>Waste is stockpiled in various areas on site</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>Front lift bins provided for residents at the landfill</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	Car batteries	<ul style="list-style-type: none"> <li>Drop off point provided for car batteries at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Not sure of who removes them from the site once stockpiled</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>Collection seldom due to lack of interest from recycling companies</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>Some separated tyres stockpiled but most landfilled within general waste</li> </ul>	<ul style="list-style-type: none"> <li>Lack of interest from recycling companies for collection</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>A collection point for clean greenwaste (branches, leaves)</li> </ul>	<ul style="list-style-type: none"> <li>Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>Open top cages are utilised next to the gatehouse</li> </ul>	<ul style="list-style-type: none"> <li>These appear to have been collecting here for a long time, not sure whether anything is in place for removing off site</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Mobile phones		
	Printer cartridges		
	AAA & AA batteries		
	Type 1&2 plastics	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
Glass	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>	
Whitegoods	<ul style="list-style-type: none"> <li>Collection point for whitegoods provided within scrap metal piles</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

Service	Type	Details	Notes/information/observations
	DrumMUSTER	<ul style="list-style-type: none"> <li>Drop off point provided for eligible agricultural and veterinary chemical containers</li> </ul>	<ul style="list-style-type: none"> <li>Initiated in 2000</li> </ul>
Public Place	Waste	<ul style="list-style-type: none"> <li>120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>Bins serviced by kerbside contractor</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>Containers for Change drop off point accepts any containers applicable to the CDS</li> </ul>	<ul style="list-style-type: none"> <li>The Wheatbelt Cash for Containers depot is located on Benson Rd in town</li> </ul>
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>Litter, illegal dumping, and amenity maintenance not identified as an issue of significance within the Shire</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>Inert waste disposed to landfill</li> <li>Greenwaste stockpiled and burnt periodically</li> </ul>

### 3.2.5 Shire of Westonia

Details and information regarding the Shire of Westonia's waste services are provided in **Table 3.11** below.

Table 3.11 - Shire of Westonia waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>240L MGB weekly kerbside waste collection service</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of the Avon Waste</li> <li>Services only provided in town centre</li> <li>Waste is disposed at Westonia facility</li> <li>Approx. 1 tonne collected per run</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	FOGO	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Bulk waste can be disposed for free at the Westonia landfill</li> </ul>

Service	Type	Details	Notes/information/observations
Drop off (Westonia Landfill)	Reuse and Recycle area	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• No formal area for items to be left for reuse</li> </ul>
	Mixed waste	<ul style="list-style-type: none"> <li>• Landfill trench provided at Westonia for bulky mixed waste</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed waste disposed directly into the cell</li> </ul>
	Construction and demolition	<ul style="list-style-type: none"> <li>• A secured area is provided for drop offs by appointment only</li> </ul>	<ul style="list-style-type: none"> <li>• This is located at a separate site on Carrabin-Westonia Road</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	Car batteries	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Not sure of who removes them from the site once stockpiled</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>• Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>• Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>• Collection seldom due to lack of interest from recycling companies</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Refused receipt into facility</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>• A collection point for clean greenwaste (branches, leaves)</li> </ul>	<ul style="list-style-type: none"> <li>• This site is separate to the landfill and is located on Carrabin-Westonia Road</li> <li>• Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Mobile phones		
	Printer cartridges		
	AAA & AA batteries		
	Type 1&2 plastics	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Glass	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
Whitegoods	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• The signage states that no whitegoods are to be accepted but due to unrestricted access and lack of security they are still being dumped on site</li> </ul>	
DrumMUSTER	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	

Service	Type	Details	Notes/information/observations
Public Place	Waste	<ul style="list-style-type: none"> <li>120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>Bins serviced by kerbside contractor</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>Communal bins are placed behind the Shire depot for commingled recycling</li> <li>Containers for Change drop off point accepts any containers applicable to the CDS</li> </ul>	<ul style="list-style-type: none"> <li>Recycling bins are collected by Avon Waste and transported to a depot outside of the Shire</li> <li>The Wheatbelt Cash for Containers operates a drop off point next to the communal recycling and takes the containers back to Merredin periodically</li> </ul>
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>Due to the limited remaining capacity of the landfill the issue with illegal dumping needs to be addressed. The site would need to restrict access to assist in curbing this behaviour.</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>Inert waste disposed to landfill</li> <li>Greenwaste stockpiled and burnt periodically</li> </ul>

### 3.2.6 Shire of Yilgarn

Details and information regarding the Shire of Yilgarn's waste services are provided in **Table 3.12** below.

Table 3.12 - Shire of Yilgarn waste services detail

Service	Type	Details	Notes/information/observations
Kerbside collections	Waste	<ul style="list-style-type: none"> <li>240L MGB weekly kerbside waste collection service (except Bullfinch)</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of Avon Waste</li> <li>Services only provided in town centre</li> <li>Waste is disposed at Southern Cross and Marvel Loch facility</li> <li>Approx. 7 tonnes collected per run</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>240L MGB fortnightly kerbside waste collection service (except Bullfinch)</li> <li>Bin collection includes domestic and public place bins</li> <li>Provided under contract</li> </ul>	<ul style="list-style-type: none"> <li>Bins are property of Avon Waste</li> <li>Services only provided in town centre</li> <li>Recycling is transported to depot outside of Shire</li> <li>Approx. 3 tonnes collected per run</li> </ul>

Service	Type	Details	Notes/information/observations
	FOGO	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Key headline target of WARR Strategy for metropolitan area</li> </ul>
	Bulk waste	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Bulk waste can be disposed for free at all of the waste facilities</li> </ul>
Drop off (Southern Cross, Bodallin, Moorine Rock, Bullfinch, Marvel Loch Landfills)	Reuse and Recycle area	<ul style="list-style-type: none"> <li>Reuse shop located at Southern Cross landfill</li> <li>Communal recycling bins at Southern Cross landfill</li> </ul>	<ul style="list-style-type: none"> <li>All items recovered from going to landfill are kept in a shed which is open for inspection during opening hours of the site</li> <li>Recycling bins collected monthly by Avon Waste</li> </ul>
	Mixed waste	<ul style="list-style-type: none"> <li>Landfill cell provided at Southern Cross for bulky mixed waste</li> </ul>	<ul style="list-style-type: none"> <li>Mixed waste disposed directly into the cell</li> </ul>
	Construction and demolition	<ul style="list-style-type: none"> <li>Designated cells are reserved for construction and demolition waste at Southern Cross</li> </ul>	<ul style="list-style-type: none"> <li>Since Southern Cross was opened for the public to dump at, an effort has been made to keep trucks and light vehicles separated</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>Front lift bins provided for residents at the landfill</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	Car batteries	<ul style="list-style-type: none"> <li>Drop off point provided for car batteries at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	E-waste	<ul style="list-style-type: none"> <li>Collection bins are provided next to the gatehouse</li> </ul>	<ul style="list-style-type: none"> <li>The IBCs are collected by a contractor periodically</li> </ul>
	Waste Oil	<ul style="list-style-type: none"> <li>Facility provided at landfill</li> </ul>	<ul style="list-style-type: none"> <li>Waste oil is collected by oil recycling company Wren Oil</li> </ul>
	Scrap metal	<ul style="list-style-type: none"> <li>Collection area for residential and commercial sources provided</li> </ul>	<ul style="list-style-type: none"> <li>Collection seldom due to lack of interest from recycling companies</li> </ul>
	Tyres	<ul style="list-style-type: none"> <li>Some separated tyres stockpiled but most landfilled within general waste</li> </ul>	<ul style="list-style-type: none"> <li>Not many tyres</li> </ul>
	Greenwaste	<ul style="list-style-type: none"> <li>A collection point for clean greenwaste (branches, leaves) provided at Southern Cross</li> </ul>	<ul style="list-style-type: none"> <li>Greenwaste burnt periodically</li> </ul>
	Aluminium cans	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
	HHW	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
	Fluorescent tubes	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>
Mobile phones	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Disposed within general waste</li> </ul>	



Service	Type	Details	Notes/information/observations
	Printer cartridges		
	AAA & AA batteries		
	Type 1&2 plastics	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Glass	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Disposed within general waste</li> </ul>
	Whitegoods	<ul style="list-style-type: none"> <li>• Collection point for whitegoods provided within scrap metal piles</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
	DrumMUSTER	<ul style="list-style-type: none"> <li>• Drop off point provided for eligible agricultural and veterinary chemical containers</li> </ul>	<ul style="list-style-type: none"> <li>• Initiated in 2002</li> </ul>
Public Place	Waste	<ul style="list-style-type: none"> <li>• 120L waste bins are provided in strategic locations within the Shire</li> </ul>	<ul style="list-style-type: none"> <li>• Bins serviced by kerbside contractor</li> </ul>
	Recycling	<ul style="list-style-type: none"> <li>• Containers for Change drop off point accepts any containers applicable to the CDS</li> </ul>	<ul style="list-style-type: none"> <li>• The Wheatbelt Cash for Containers operates a bag drop on Achenar St in Southern Cross</li> </ul>
	Litter and illegal dumping	<ul style="list-style-type: none"> <li>• Shire is responsible for investigation, clean up and enforcement of littering and illegal dumping incidents on Shire owned/managed public reserves, vacant lots and roadside verges</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the lack of security and unrestricted access outside of Southern Cross, the smaller landfills in the Shire are targets for illegal dumping. Their proximity to the Great Eastern Highway also make them attractive to people avoiding gate fees elsewhere</li> </ul>
Local government waste	Greenwaste Inert waste	<ul style="list-style-type: none"> <li>• Waste generated from Shire operations and services</li> </ul>	<ul style="list-style-type: none"> <li>• Inert waste disposed to landfill</li> <li>• Greenwaste stockpiled and burnt periodically at Southern Cross</li> </ul>

### 3.3 WASTE MANAGEMENT FACILITIES

There are ten local government municipal landfills in the region. A summary of each facility is provided in **Table 3.13** and **Table 3.14**. Of these ten landfills only Tammin, Kellerberrin, Merredin and Southern Cross are licenced. The remaining six landfills are registered as Category 89 sites.

Table 3.13 - Local Government waste infrastructure in the region (Excluding Yilgarn)

Shire	Tammin	Kellerberrin	Bruce Rock	Merredin	Westonia
Facility	Tammin	Kellerberrin	Bruce Rock	Merredin	Westonia
Licence #	L6896/1997/10	L8496/2010/2	R2421/2016/1	L8513/2010/2	R1564/2003/1
Facility Address	Crown Reserve 13163 Hunt Road Tammin WA 6409	Crown Reserve 32086 Inverarity Road, Kellerberrin WA 6410	Crown Reserve 16007 Depot Rd Bruce Rock WA 6418	Lot 500 on Plan 66111 Chandler Road Merredin	Leach Rd, 2km West of Westonia, Westonia WA 6423
Operator	Shire of Tammin	Shire of Kellerberrin	Shire of Bruce Rock	Shire of Merredin	Shire of Westonia
Key operations	Landfill disposal Resource recovery	Transfer Station Resource recovery	Landfill disposal Resource recovery	Landfill disposal Resource recovery Liquid waste facility	Landfill disposal Resource recovery
Class type & approved throughput	Cat 13 – Crushing of building material (1,000 tpa) Cat 64 – Class II putrescible landfill site (5,000 tpa)	Cat 62 – Solid waste depot (500 tpa)	Not Licenced	Category 61 - Liquid waste facility (100 tpa) Cat 62 – Solid waste depot (500 tpa) Cat 64 - Class II putrescible landfill site (10,000 tpa)	Not Licenced
Years remaining	<3	NA	>20	~15	<3
Site size	15.7 Ha	4.7 Ha	10.5 Ha	21.4 Ha	0.6 Ha
Staffing	Staffed during opening hours	Staffed during opening hours	Staffed during opening hours	Staffed during opening hours	Not Staffed

Table 3.14 – Shire of Yilgarn waste infrastructure

Shire	Yilgarn				
Facility	Bodallin	Moorine Rock	Bullfinch	Southern Cross	Marvel Loch
Licence #	R1486/2003/1	R1488/2003/1	R1487/2003/1	L8603/2011/2	Not Registered
Facility Address	Ivey Rd Reserve 19674, Bodallin WA 6424	Great Eastern Hwy Moorine Rock WA 6425	Bullfinch-Southern Cross Rd, Bullfinch, WA 6484	Reserve 37892 South Road Southern Cross WA 6426	Marvel Loch- Forrestania Rd Marvel Loch WA 6426
Operator	Shire of Yilgarn	Shire of Yilgarn	Shire of Yilgarn	Shire of Yilgarn	Shire of Yilgarn
Key operations	Landfill disposal	Landfill disposal	Landfill disposal	Landfill disposal Resource recovery Liquid waste facility	Landfill disposal
Class type & approved throughput	Not Licenced	Not Licenced	Not Licenced	Category 61 - Liquid waste facility (250 tpa) Cat 64 - Class II putrescible landfill site (5,000 tpa)	Not Licenced
Years remaining	10+	<5	10+	10-20	<5
Site size	8.7 Ha	3.4 Ha	1.5 Ha	12.8 Ha	10 Ha
Staffing	Not Staffed	Not Staffed	Not Staffed	Staffed during opening hours	Not Staffed

### 3.3.1 Tammin

The Tammin landfill facility is located 2km south of town along Hunt Road and is open Thursday and Saturday from 9am – 1pm. This facility is free but only available for residents of Tammin. The kerbside refuse is collected by Avon Waste on a Friday, and recycling is collected at communal drop off points throughout town and in selected bins at the facility.

Figure 3.4 - Landfill trench and cardboard bins



The gatehouse attendants are only present eight hours a week during opening times and only deal with the incoming waste from residents. Any earthworks required is carried out by other staff and is conducted at a minimum of weekly intervals in order to comply with the licence requirements.

The landfill has been in operation for approximately 50 years and is fast approaching its capacity. The site has a large footprint for the size of the town's population and will require extensive rehabilitation to finalise its eventual closure. There is currently limited capacity on the existing site with no option to expand as it borders onto a reserve. It is estimated that there is less than three years of remaining capacity.

*Figure 3.5 - Tammin Landfill Aerial Image (July 2020)*



Table 3.15 - Tammin site details

Address	Crown Reserve 13163 Hunt Road, Tammin WA 6409
Period of use	Landfilling commenced after 1980
Site Area	15.7 hectares
Site security	Perimeter fence that is locked outside of opening hours
Opening hours	Thursday and Saturday from 9am – 1pm
Waste types accepted	Greenwaste, Commercial Bulk Waste/Builders Demolition Waste, Asbestos, Commercial/General Putrescible Waste
Infrastructure on site	Gatehouse office, waste oil disposal facility, Drummuster compound
Cell construction	Below ground trenches
Remaining capacity	The majority of the site has already been used for below ground landfilling. There is a reserve adjacent to the site so it is unable to expand beyond its current boundary
Roads	Gravel roads
Equipment	None stored on site, however has access to earthworks machinery to perform weekly cover
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been developed
Residential receptors	Closest residence 1.5km north of site

### 3.3.2 Kellerberrin

The Kellerberrin waste transfer station is located 6km south of town along Inverarity Road and is open from Friday to Monday from 8am – 12pm then 12:30pm – 5pm. The kerbside refuse is collected on Fridays from both Kellerberrin and Doodlakine. Recycling can be deposited into the bulk mixed recycling bins in the car park off the main street in town.

Figure 3.6 - Waste oil disposal and front lift bins



The transfer station will only accept household rubbish, green waste, private use engine oil or domestic items. Some building materials may be accepted with prior approval from the Manager Works and Services (charges may apply). The transfer station will not accept tyres, concrete slabs, car batteries, fibre cement, rubber and asbestos or industrial/commercial rubbish.

The site was converted to a transfer station approximately 10 years ago and currently sends its waste to Northam or York with Avon Waste. This arrangement is working well for the Shire and they can continue to do this for years to come.

Figure 3.7 - Kellerberrin Transfer Station Aerial Image (July 2020)



Table 3.16 - Kellerberrin site details

Address	Crown Reserve 32086 Inverarity Road, Kellerberrin WA 6410
Period of use	Landfilling ceased circa 2010, becoming a transfer station
Site Area	3.7 hectares
Site security	Perimeter fence that is locked outside of opening hours
Opening hours	Friday to Monday, 8am – 12pm then 12:30pm – 5pm
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General Putrescible Waste
Infrastructure on site	Supervisor office, waste oil disposal facility, concrete hardstand for drop off, diesel generator
Cell construction	No longer an active landfill, previously used below ground cells
Remaining capacity	There is limited capacity left but can continue to run as a transfer station indefinitely
Roads	Gravel roads
Equipment	None stored on site, can be sourced from Shire when required periodically
Utilities	No mains water supply or electricity connection, generator for electricity
Post Closure Management Plan	Nothing has been developed
Residential receptors	Closest residence 6km north of site

### 3.3.3 Bruce Rock

The Bruce Rock landfill is located 3.5km south of town on Depot Road and is open Friday to Monday from 8am – 4pm. Kerbside refuse is collected weekly on a Monday and recycling is picked up fortnightly on a Monday by Avon Waste. The kerbside household waste contract is operated by a local contractor and is the only WEROC Shire that doesn't engage Avon Waste for this service.

Figure 3.8 - Current landfill trench and rubbish compactor



The tipping face has restricted access with residents disposing of their waste into a simple push pit when they drop off any refuse. Any materials that can be recovered are placed into their corresponding areas. Bruce Rock is the only Shire that is utilising a compactor at their landfill, which is demonstrated by their superior compaction of their waste.

Waste from previous landfill cells is being covered at 1-2m in depth, in line with the rehabilitation plan which has been approved by the Auditor-General. With the current management practices being employed it is likely that Bruce Rock will obtain another 10-15 years of landfilling at this site.

Figure 3.9 - Bruce Rock Landfill Aerial Image (November 2020)





Table 3.17 - Bruce Rock site details

Address	Crown Reserve 16007 Depot Rd Bruce Rock WA 6418
Period of use	40+ years
Site Area	15.3 hectares
Site security	Perimeter fence that is locked outside of opening hours
Opening hours	Friday to Monday, 8am – 4pm
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General Putrescible Waste, Liquid Waste
Infrastructure on site	Storage Shed, waste oil disposal facility, concrete push pit for drop off
Cell construction	Below ground cells
Remaining capacity	There is sufficient capacity to continue landfilling for approximately 10-15 years
Roads	Gravel roads
Equipment	Komatsu WA250 Loader, Grader, Vibromax Compactor
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Rehabilitation plan has been submitted to Auditor General
Residential receptors	Closest residence 2.5km northwest of site

### 3.3.4 Merredin

The Merredin landfill is located 6km northeast of town along Chandler Road. The site is open daily with access being granted Monday to Friday 7:30am – 3:30pm and 10am – 3pm on the weekend. Merredin, Burracoppin, Nangeenan and Hines Hill all have their household refuse collected on a Thursday, with Muntadgin being collected on Monday. The kerbside recycling collection is also on a Thursday for all localities except Burracoppin, which is on a Friday.

Figure 3.10 - Gatehouse entrance and greenwaste



There is only one staff member at the site, who is tasked with recording incoming waste and making use of intermittent earthmoving equipment on site to carry out any earthworks required. The Shire have been notified by DWER that if the receival rates increase beyond their current load then a weighbridge will need to be installed at the gatehouse.

The site sprawls across a large area, which leads to both increased safety risk for one person to manage and increased costs when it comes to rehabilitation. The remaining land at the Shire's disposal is being used quite quickly, if a compactor or above ground landfill cells were implemented this could be

extended. If the current practices are maintained the Shire can expect approximately 15-20 years of remaining operations.

Figure 3.11 - Merredin Landfill Aerial Image (November 2018)



Table 3.18 - Merredin site details

Address	Lot 500 on Plan 66111 Chandler Road Merredin
Period of use	45+ years
Site Area	31.5 hectares
Site security	Perimeter fence that is locked outside of opening hours
Opening hours	Monday to Friday 7:30am – 3pm, Saturday/Sunday 10am – 3pm
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste, Liquid Waste
Infrastructure on site	Gatehouse office, Storage shed, waste oil disposal facility, signage
Cell construction	Below ground cells
Remaining capacity	There is approximately 7.5 Ha of unused space but the below ground cells can't be dug very deep. With current landfilling practices, there is about 15-20 years of landfilling remaining
Roads	Gravel roads
Equipment	Komatsu WA200PZ Loader on site intermittently
Utilities	No mains water supply or electricity connection, diesel generator used to power office
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 3km southwest of site

### 3.3.5 Westonia

The Westonia landfill is located 2km west of town heading along Leach Road with residents being granted unrestricted access. The weekly household refuse collection is carried out by Avon Waste on a Thursday. There is a recycling depot in town, behind the Shire office, which contains cardboard and comingled recycling bins.

Figure 3.12 - Waste oil disposal and current landfill trench



The landfill site includes a waste oil disposal facility, and recycling cages for number one plastics, number two plastics and aluminium cans. There is also a nearby site on Carrabin-Westonia Road which accepts green waste and a locked site across the road which accepts commercial and hazardous waste by appointment.

The landfill site has little remaining capacity, making it a priority to explore other options for future waste disposal. The transition towards a transfer station makes sense as the fencing infrastructure is already in place. The Shire may wish to follow a model similar to Kellerberrin, transporting their waste to Northam, or it may be able to find an option closer to where they are.

Figure 3.13 - Westonia Commercial/Industrial Landfill Aerial Image (October 2017)



Figure 3.14 - Westonia Landfill Aerial Image (October 2017)



Table 3.19 - Westonia site details

Address	Leach Rd, Westonia WA 6423
Period of use	35+ years
Site Area	0.6 hectares
Site security	Perimeter fence that isn't capable of being secured
Opening hours	Unrestricted
Waste types accepted	Bulk Waste, General Putrescible Waste, Commercial/Industrial Waste (separate site), Greenwaste (separate site)
Infrastructure on site	Waste oil disposal facility, signage
Cell construction	Below ground trenches
Remaining capacity	Very little remaining capacity with no real option to expand, will be out of space in 2-3 years
Roads	Gravel roads
Equipment	Nothing on site but has limited access from the Shire when required
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 1.5km east of site

### 3.3.6 Bodallin

The Bodallin landfill is located 500m southwest of the roadhouse along Ivey Road , allowing residents unrestricted access. The kerbside rubbish bin collection is carried out weekly in Bodallin by Avon Waste on a Thursday. They also have a recycling bin which is collected every second Friday.

Figure 3.15 - Entrance sign and current landfill trench



There is sufficient space at the site to continue landfilling but this will likely increase the eventual rehabilitation costs in the future. With the lack of signage and the access track not coming directly off the highway, there is a reduced risk of illegal dumping taking place there.

With a small population, approximately 53 residents, it's hard to justify the continued operation of the landfill as the Southern Cross facility is only 45km to the east.

Figure 3.16 - Bodallin Landfill Aerial Image (May 2020)



Table 3.20 - Bodallin site details

Address	Ivey Rd Reserve 19674, Bodallin WA 6424
Period of use	30+ years
Site Area	8.7 hectares
Site security	Unsecured
Opening hours	Unrestricted
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste
Infrastructure on site	N/A
Cell construction	Below ground trenches
Remaining capacity	There is remaining space to continue trench landfilling for approximately 15-20 years
Roads	Gravel roads
Equipment	Nothing permanent, Loader is floated to site on a weekly basis
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 500m northeast of site

### 3.3.7 Moorine Rock

Moorine Rock landfill is located 1.5km to the west of town along the Great Eastern Highway. It has unrestricted access and is intended for residents use only. Household refuse is collected each Thursday and the recycling bin is removed fortnightly on Friday.

Figure 3.17 - Current landfill and scrap metal



The site is reaching capacity, making it another candidate for rationalisation. This site maintains an even closer proximity to Southern Cross if it was to transport waste there. Suspected illegal dumping was observed during the site visit conducted by ASK, with a large pile of tyres recently dumped into the current landfill cell at the time.

Under current practices there is likely less than 5 years of operation left at Moorine Rock landfill, less again if illegal dumping continues to happen.

Figure 3.18 - Moorine Rock Landfill Aerial Image (May 2020)



Table 3.21 - Moorine Rock site details

Address	Great Eastern Hwy, Moorine Rock WA 6425
Period of use	30+ years
Site Area	3.9 hectares
Site security	Unsecured
Opening hours	Unrestricted
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste
Infrastructure on site	N/A
Cell construction	Below ground trenches
Remaining capacity	Limited space remains, approximately 5-10 years of current practices
Roads	Gravel roads
Equipment	Nothing permanent, Loader is floated to site on a weekly basis
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 1.2km southeast of site

### 3.3.8 Southern Cross

Southern Cross landfill facility is located 7km southwest of town, heading west off Southern Cross Road. The opening hours consist of Monday, Tuesday and Friday from 1pm – 4pm and 10am – 4pm on weekends. Avon Waste collects the township's rubbish bins weekly on a Friday with the recycling bins also being taken on Friday, albeit fortnightly.

Figure 3.19 - Reuse shop and communal recycling



The site was opened up to the public in 2017, which has led to the commercial and residential tipping faces being segregated from each other. This makes it more difficult to achieve optimal compaction rates, due to the lack of compaction in household waste and the increased void space in the commercial and construction waste. The sullage pond has reached capacity, so no further liquid waste or grease traps are being dumped at the facility.

An increased capacity could be achieved with the relatively simple construction of above ground landfill cells. The depth of the landfill cells is also becoming increasingly shallow, due to the geological makeup of the earth. This only adds to the reasons for building waste cells above ground. There are large gaps being left between cells, as this was specified in early designs sent to DWER, which will also facilitate a shorter lifespan of the facility.



Figure 3.20 - Southern Cross Landfill Aerial Image (December 2018)



Table 3.22 - Southern Cross site details

Address	Reserve 37892 South Road, Southern Cross WA 6426
Period of use	Commenced circa 2012, opened to public in 2017
Site Area	12.8 hectares
Site security	Perimeter fence that is locked outside of opening hours, self-powered CCTV camera at front gate
Opening hours	Monday, Tuesday and Friday 1pm – 4pm, Saturday/Sunday 10am – 4pm
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste, Liquid Waste
Infrastructure on site	Gatehouse office/sea container, Storage shed, waste oil disposal facility, signage, Reuse shed, 8000L water tank, diesel generator
Cell construction	Below ground cells
Remaining capacity	There is sufficient airspace to continue landfilling for 15-20 years under current practice, but this could be extended if operational management changes
Roads	Gravel roads
Equipment	CAT Loader, Fire tender trailer
Utilities	No mains water supply or electricity connection, diesel generator used to power office/air conditioner
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 3km southwest of site

### 3.3.9 Bullfinch

The Bullfinch landfill is located 1km south of the town along Bullfinch Road, providing unrestricted access to residents. Being an unsecured site also opens it up to potential illegal dumping. There is no kerbside collection service for Bullfinch.

Figure 3.21 - Mixed waste and current landfill trench



The town has a very small population of approximately 24 people, but with limited space being an issue it can't continue to operate for too much longer. There are contaminated waste streams being received at the site, likely due to lack of signage and supervision.

Figure 3.22 - Bullfinch Landfill Aerial Image (May 2020)



Table 3.23 - Bullfinch site details

Address	Bullfinch-Southern Cross Rd, Bullfinch WA 6484
Period of use	30+ years
Site Area	1.5 hectares
Site security	Unsecured
Opening hours	Unrestricted
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste
Infrastructure on site	N/A
Cell construction	Below ground trenches
Remaining capacity	Limited space remains, approximately 5-10 years of current practices
Roads	Gravel roads
Equipment	Nothing permanent, Loader is floated to site on a weekly basis
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 800m northwest of site

### 3.3.10 Marvel Loch

Marvel Loch is located 3.5km to the southeast of town along the Marvel Loch-Forrestania Road. It is an unsecured site, allowing unrestricted access to residents. Avon Waste conducts weekly collection of kerbside rubbish and fortnightly collection of kerbside recycling.

Figure 3.23 - Clean fill stockpile and current landfill



This is currently an unregistered site, with DWER seemingly unaware that it is in operation. Upon inspection of the site, it was difficult to tell how much of the site has previously been utilised for landfilling purposes. The soil is suitable for digging deep landfill trenches, but more information regarding the remaining capacity is required in order to map out a lifespan for the site. This is in proximity to the Marvel Loch gold mine, who utilises the landfill for their commercial waste.

Figure 3.24 - Marvel Loch Landfill Aerial Image (October 2015)



Table 3.24 - Marvel Loch site details

Address	Marvel Loch-Forrestania Rd, Marvel Loch WA 6426
Period of use	20+ years
Site Area	10 hectares
Site security	Unsecured
Opening hours	Unrestricted
Waste types accepted	Greenwaste, Bulk Waste/Builders Demolition Waste, General/Commercial Putrescible Waste
Infrastructure on site	N/A
Cell construction	Below ground trenches
Remaining capacity	Difficult to determine how much space remains as wasn't obvious as to where waste has already been buried. An estimation of 5-10 years if current practices continue.
Roads	Gravel roads
Equipment	Nothing permanent, Loader is floated to site on a weekly basis
Utilities	No mains water supply or electricity connection
Post Closure Management Plan	Nothing has been produced
Residential receptors	Closest residence 1.3km south of site

- END OF DOCUMENT FOR REVIEW -

# MEMO

**Attention:** Mr D Mollenoyux CEO  
**From:** J Goldacre Environmental Health Officer  
**Date:** 16 November 2021  
**Subject:** EHO Review and comments on the ASK WEROC proposed Regional Landfill. – Document base: Baseline data for review, & Scenarios for review and selection

<p>Baseline data for review doc. Pg. 7 Clause 2.1.1 2.1.1.1 Waste Authority, Waste Strategy 2030</p>	<p>To achieve this strategy's objectives and targets, a model of shared responsibility and action is proposed to be adopted. This includes State Government working collaboratively with all stakeholders to guide and develop collective policies and solutions. For local governments and industry, the collective partnership approach will mean adopting best practice approaches to waste minimisation, resource recovery and appropriate waste management.</p> <p><b>EHO Note:</b> there is a set level based on population which triggers higher levels of reporting requirements. Is a collective scheme and a central landfill site is developed does the 'population' numbers aggregated trigger the higher reporting requirements? Or is this going to occur anyway as a License is required where DWER will dictate the terms of the license reporting anyway to suit their Statutory environment? Will the proposal be designed to factor this cost as well as the administration requirements (triple bottom line) into the proposed regional scheme? Is the FOGO three bin system part of the plan/be required?</p>
<p>Scenarios for review and selection doc. Pg.2 Clause 2.1 Fatal Flaw Test</p>	<p>'...and define the final above ground landform would accurately determine the potential airspace that could be generated for waste disposal. Given the size of the facility and a maximum height of waste at 10m above ground level, over 400,000 cubic metres of airspace could be generated at the existing site'.</p> <p><b>EHO Note:</b> above ground disposal relies on larger volumes of overburden with a ratio of 3 to 1 being quoted. Is there readily available overburden material and/or technology that could accomplish above ground disposal at the Merredin site?</p>

# MEMO

<p>Scenarios for review and selection doc. Table 1.2 - Fatal flaw test results for the WEROC landfills Pg. 3</p>	<p>‘~ 15 Years’</p> <p><b>EHO Notes:</b> the current landfill site was the result of compulsory land acquisition under the relevant Act and became very contentious. If part of the plan is to expand the landfill site (if only to source local overburden) this needs to be carefully investigated as will require Council endorsement and could attract Political involvement (did previously). This information came from the Late Mr John Mitchell who progressed the compulsory acquisition process which he referred to as ‘...the most poisoned of chalices...’.</p>
<p>Scenarios for review and selection doc. 4.1 Remote Access System Figure 4.1 Pg. 5</p>	<p>‘A remote access system is an automated, unmanned system that allows access to a site via an electronic key (e.g. swipe card, RFID or ‘fob’ tag, or electronic keypad). A CCTV camera provides extra security and monitoring of people entering and exiting. Figure 4.1 shows an example of a remote access system used at a landfill in NSW. This system has a remote power source (solar panel) which powers the automatic gate, CCTV camera and remote access technology as mains power is unavailable at the site.’</p> <p><b>EHO Notes:</b> It is understood that ASK offer, supply, and sell this technology, has this been declared?</p>

## POTENTIAL SCENARIOS FOR ASSESSMENT

Four potential scenarios are summarised below, WEROC need to decide on three of these scenarios to be assessed for the project. Alternatively, the group can develop their own scenario(s) to be assessed instead.

### *Option 1: A single regional landfill*

Establish a single regional landfill at Merredin. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Merredin.

- **Land acquisition? Required? Achievable?**
- **Cost of the required weighbridge and ongoing maintenance and calibration (RoeROC Bending landfill weighbridge +10 years ago \$250,000)**
- **Overburden supply (for above ground disposal) which is equitable as will predominantly use viable agricultural soils, and availability (cost of extraction and delivery)**

# MEMO

- **Would investment in bailing technology be useful as would remove airspace, bind up waste to minimise disposal footprint, contain waste better in a secured bale, and make transport more efficient as would reduce volume and maximise weight of truck capacity?**

## *Option 2: Two regional landfills*

Establish two regional landfills, one at Merredin and the other at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Merredin.

- **Merredin Land acquisition? Required? Achievable?**
- **Cost of the required weighbridges if triggered by import volumes so now X 2, and ongoing maintenance and calibration (RoeROC Bending landfill weighbridge +10 years ago \$250,000**
- **Overburden supply (for above ground disposal) which is equitable as will predominantly use viable agricultural soils, and availability (cost of extraction and delivery)**
- **Whilst Southern Cross is less than 20km from Great Eastern Hwy, it is 109klm east of Merredin, whilst only Westonia being the closest Shire out of the balance of WEROC Shires.**
- **What is the advantage short to medium term to invest in 2 licensed facilities? Is the plan to fill Merredin then transfer over to Southern Cross. Will this development be staged? Will Southern Cross landfill be only for the WEROC Shires and exclude Mining operations disposal?**
- **Overall transport costs involved moving forward as transport overheads increase.**
- **Would investment in bailing technology be useful as would remove airspace, bind up waste to minimise disposal footprint, contain waste better in a secured bale, and make transport more efficient as would reduce volume and maximise weight of truck capacity?**

## *Option 3: A single regional landfill, plus utilise the NEWROC proposed regional landfill*

Establish a single WEROC regional landfill at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Waste from the east of the WEROC region would be disposed of at Southern Cross and waste generated

# MEMO



in the west of the region would be transferred to the NEWROC regional landfill at Wyalkatchem. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Southern Cross or Wyalkatchem.

- **Whilst Southern Cross is less than 20km from Great Eastern Hwy, it is 109klm east of Merredin, whilst only Westonia being the closest Shire out of the balance of WEROC Shires.**
- **The NEWROC proposal has been a long time evolving (circa 2006). When will it come online given DWER and EPA history of goal post changing?**

*Option 4: A single regional landfill, plus utilise Avon Waste's Northam landfill*

Establish a single WEROC regional landfill at Southern Cross. All other landfills would be converted to transfer stations and those that are currently unstaffed would be fitted with remote access systems. Waste from the east of the WEROC region would be disposed of at Southern Cross and waste generated in the west of the region would be transferred to the Avon Waste landfill at Northam. Bruce Rock would continue landfilling until their landfill was full, and then start to transfer waste to Southern Cross or Northam.

- **Whilst Southern Cross is less than 20km from Great Eastern Hwy, it is 109klm east of Merredin, whilst only Westonia being the closest Shire out of the balance of WEROC Shires.**
- **Avon Waste would be able on the return of the trucks to York depot be able to incorporate the transport for a fee, but the waste trucks currently double up as recycling trucks after or before refuse collection as are able to dispose of locally other than Kellerberrin.**
- **Avon Waste only manage the Northam landfill site, they don't own it, has the Northam Shire which has a population of +7,000 been approached provisionally to see if up to 2 more Shires, or more would be welcome to drop off there? What is the estimated life expectancy of the landfill site in Northam?**

## **Overview:**

The 'fatal flaw' distance of 20klm off the Great Eastern Highway appears very strict given the proposals require one way travel distances for waste of up to 150klm. The Merredin site is licensed and existing but will need a weighbridge which is costly when its current thresholds of waste are exceeded. Furthermore, can it viably expand upwards for waste disposal given the need for offsite overburden requirements and where would this come from? Expansion of the Merredin landfill site would require land acquisition which previously was undertaken by compulsory land acquisition under the Act, this requires Council approval.



# MEMO



## Recommended Option V:

1. Investigate the cost for a waste materials bailing plant to compress waste (thus remove onsite landfill compaction), and to bind waste into cubes/bales (thus contain the waste and maximise landfill site airspace),
2. Determine the most equitable site location for the waste bailing plant and remove the 'fatal flaw' 20klm limit off the Great Eastern highway, and
3. Further investigate:
  - a. the location of a regional landfill site which could also double as the waste bailing plant site.
  - b. Remove the 'fatal flaw' 20klm limit off the Great Eastern highway and use an equitable distance model instead.

Note: the imperative key component of the RoeROC Bending regional landfill site was it had to be located at an equitable distance to the four Shires that was agreeable to all Councils. Whilst the Bending regional waste site chosen has around 65Ha, it has predominantly shallow underlying sheet rock (grey stone) which forms part of the Yilgarn Craton and is very hard, quotes to use explosives was very expensive to say the least.

*Encl: 2116 - WEROC Baseline Report 1A 5Nov21 [BK EHO edits 15-11-2021]*

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*End*

### 9.1.5 LOCAL GOVERNMENT REFORM 2021

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

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#### Purpose of the Report

- Executive Decision  Legislative Requirement

The Western Australian Local Government Association (WALGA) are seeking submissions into the proposed Minister for Local Government's Local Government Act Reform process.

#### Background

The State Government have recently advised of a 3 month consultation period, which is due to close on Friday 4 February 2022, (postscript now extended to 25 February) on the proposed Local Government Act legislative reforms.

At WALGA's State Council Meeting held on Wednesday 1 December, the State Council resolved to approach the Minister for Local Government for an extension to the consultation period by 1 month due to the Christmas holiday period. A response has been received extending submissions now to 25 February 2022.

The following is the timeline and process for a sector submission on the Local Government Legislative Reform Program developed by WALGA:

51. Friday 28 January 2022 - Local Governments requested to provide feedback to WALGA by 5pm;
52. February 2022 – Zone Meetings to consider a draft sector submission;
53. Wednesday 23 February at 4pm – WALGA Special Meeting of State Council via video conference to endorse submission; and
54. Friday 25 February - WALGA to present submission to the State Government.

#### Comment

The Department of Local Government, Sport and Cultural Industries notes the following:

"Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape,

and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector”.

Elected Members should refer to the Attachment for a suggested response to each of the proposed matters slated for reform. Most are supported and relatively inconsequential.

Several are potentially far reaching, including;

- a maximum number of elected members (five) for smaller local governments up to 5,000 population;
- the election of Mayor / President by the people (for certain sized local governments);
- reversion to preferential voting for election of elected members; and
- compulsory live streaming and audio recording of meetings, including confidential meetings.

It is pleasing to see the Minister has listened to some of the concerns of the sector in relation to ‘size and scale’ with compliance and reporting.

The Council is free to alter any or all of the comments listed as ‘Shire of Westonia Response’.

### **Statutory Environment**

The reforms relate to the Local Government Act 1995, an Act of State Parliament that has now been substantially in place since 1996, some 25 years.

### **Policy Implications**

The Council’s Policy Manual contains no policies that relate and nor are there any proposed.

### **Strategic Implications**

Nil

### **Financial Implications**

There are no know meaningful financial implications relative to this matter in excess of officer time and minor administrative cost. It should be noted that this comment relates to the submission process not the impact of any reform. This is too hypothetical to go into researching costs / savings in relation to the various proposed reforms at this stage.

### **Voting Requirements**



Simple Majority



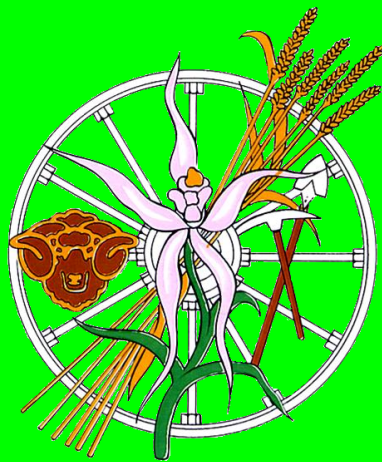
Absolute Majority

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**That with respect to the Minister for Local Government's Local Government Reform Proposals , Council endorse this Shire's responses, in accordance with the Attachment.**

# Attachment 9.1.5

# Shire of Westonia



Local Government Reform  
2021

# Local Government Reform - Summary of Proposed Reforms

## **WALGA Advocacy Positions and Recommendations**

**November 2021**

## About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

## Contacts

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## **Local Government Act Review Process**

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WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament’s Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

## **Local Government Reform – WALGA Principles**

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That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments’ role in creating a sustainable and resilient community through:
  - i. Economic development
  - ii. Environmental protection, and
  - iii. Social advancement
5. Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.



**Theme 1: Early Intervention, Effective Regulation and Stronger Penalties**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<b>1.1 Early Intervention Powers</b>		
<ul style="list-style-type: none"> <li>• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:                             <ul style="list-style-type: none"> <li>○ Suspend or dismiss councils</li> <li>○ Appoint Commissioners</li> <li>○ Suspend or, order remedial action (such as training) for individual councillors.</li> </ul> </li> <li>• The Act also provides the Director General with the power to:                             <ul style="list-style-type: none"> <li>○ Conduct Authorised Inquiries</li> <li>○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal</li> <li>○ Commence prosecution for an offence under the Act.</li> </ul> </li> <li>• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.</li> <li>• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to establish a Chief Inspector of Local Government (the <b>Inspector</b>), supported by an Office of the Local Government Inspector (the <b>Inspectorate</b>).</li> <li>• The Inspector would receive minor and serious complaints about elected members.</li> <li>• The Inspector would oversee complaints relating to local government CEOs.</li> <li>• Local Governments would still be responsible for dealing with minor behavioural complaints.</li> <li>• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.</li> <li>• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation.</li> <li>• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.</li> <li>• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.</li> <li>• The Inspector would be supported by a panel of <b>Local Government Monitors</b> (see item</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 1.1, 1.2 and 1.3 <b>generally align</b> with WALGA Advocacy Position 2.6.8 - ‘Establish Office of Independent Assessor’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i></li> <li>2. <i>Remove the CEO from being involved in processing complaints.</i></li> <li>3. <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i></li> <li>4. <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i></li> </ol> <p><b>Comment</b></p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state ‘Local Governments would still be responsible for dealing with minor behavioural complaints’ and therefore do not go as far as the Sector’s recent request for an external</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>1.2).</p> <ul style="list-style-type: none"> <li>• The existing Local Government Standards Panel would be replaced with a new <b>Conduct Panel</b> (see item 1.3).</li> <li>• <b>Penalties</b> for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).</li> <li>• These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).</li> </ul>	<p>oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Support the proposed reforms as they align with the sectors position on external oversight and support.</li> <li>2. Request the Minister to explore alternate mechanisms for resolving local level complaints.</li> </ol> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• Support WALGA recommendation(s) bar requesting clarification about what is intended with respect to complaints about LG CEOs. In some communities the ‘Inspector’ could be kept very busy dealing with vexatious or frivolous complaints. E.g. only complaints about CEOs that have been made by an Elected Member, do not relate to other jurisdictions such as the Police, CCC,</li> </ul>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>etc. Clarification and detail required. Also clarification that it is not a ‘public’ process that could damage reputations purely by virtue of ‘an allegation’ being made, when or if it is subsequently not substantiated.</p> <ul style="list-style-type: none"> <li>• What costs would be involved with such an inspector and who would bear the costs?</li> </ul>
<p><b>1.2 Local Government Monitors</b></p>		
<ul style="list-style-type: none"> <li>• There are currently no legislative powers for the provision of monitors/ temporary advisors.</li> <li>• The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</li> </ul>	<ul style="list-style-type: none"> <li>• A panel of <b>Local Government Monitors</b> would be established.</li> <li>• Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.</li> <li>• The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.</li> <li>• Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> <li>○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators</li> <li>○ Dispute resolution experts - to address the breakdown of professional working relationships</li> <li>○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues</li> <li>○ Governance specialists and lawyers - to assist councils resolve legal issues</li> <li>○ HR and procurement experts - to help with</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>processes like recruiting a CEO or undertaking a major land transaction.</p> <ul style="list-style-type: none"> <li>• Only the Inspector would have the power to appoint Monitors.</li> <li>• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.</li> </ul> <p><b>Monitor Case Study 1 – Financial Management</b></p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p><b>Monitor Case Study 2 – Dispute Resolution</b></p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The</p>	

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
<b>1.3 Conduct Panel</b>		
<ul style="list-style-type: none"> <li>• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour.</li> <li>• Currently, the Panel makes findings about alleged breaches based on written submissions.</li> <li>• The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Standards Panel is proposed to be replaced with a new Local Government <b>Conduct Panel</b>.</li> <li>• The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel.</li> <li>• The Inspector would provide evidence to the Conduct Panel for adjudication.</li> <li>• The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, with an appeal mechanism.</li> <li>• For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.</li> <li>• Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>
<b>1.4 Review of Penalties</b>		

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Penalties for breaching the Local Government Act are proposed to be strengthened.</li> <li>It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion.</li> <li>Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address).</li> <li>It is proposed that a councillor who is suspended multiple times may become disqualified from office.</li> <li>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 1.4 and 1.5 <b>expand upon</b> Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <li><i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i></li> <li><i>That activities associated with the term 'disruptive behaviour', presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></li> </ol> <p><b>Comment</b></p> <p>The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>
<p><b>1.5 Rapid Red Card Resolutions</b></p>		
<ul style="list-style-type: none"> <li>• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.</li> <li>• Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.</li> <li>• Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).</li> <li>• It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> <li>○ Require the Presiding Member to issue a clear first warning</li> <li>○ If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions</li> <li>○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting.</li> </ul> </li> <li>• Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector.</li> <li>• Where an elected member refuses to comply with an instruction to be silent or leave, or</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) noting that it could be open to abuse if not supported by clear guidelines.</b></li> <li>• <b>Not sure about the terminology of a ‘Red Card’ is appropriate with mixed messaging and connotations about the term. Possibly the term ‘Warning 1, Warning 2’ would be better.</b></li> </ul>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.</p>	
<b>1.6 Vexatious Complaint Referrals</b>		
<ul style="list-style-type: none"> <li>• No current provisions.</li> <li>• The Act already provides a requirement for Public Question Time at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.</li> <li>• Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query.</li> <li>• It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</li> </ul>	<p><b><u>Current Local Government Position</u></b>                      Item 1.6 <b><u>expands upon</u></b> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’  <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> <li>1. <i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i></li> <li>2. <i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i></li> <li>3. <i>Modernisation to address the use of electronic communications and information.</i></li> </ol> <p><b>Comment</b></p> <p>The Act has been expanded significantly in recent years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and</p>



Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>
<p><b>1.7 Minor Other Reforms</b></p>		

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Other minor reforms are being considered to enhance the oversight of local government.</li> <li>Ministerial Circulars have traditionally been used to provide guidance to the local government sector.</li> </ul>	<ul style="list-style-type: none"> <li>Potential other reforms to strengthen guidance for local governments are being considered.</li> <li>For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.</li> <li>It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 1.7 <b>aligns</b> with Advocacy Position 2.6 - 'Support DLGSC as service provider / capacity builder'</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p><b>Comment</b></p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister's powers under Section 9.14A – 'Notice to prevent continuing contravention'</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS

**Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.1 Resource Sharing</b>		
<ul style="list-style-type: none"> <li>The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs.</li> <li>Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees.</li> <li>Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 2.1 <b>aligns</b> with Advocacy Position 2.6 – Local Government Legislation – ‘Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p><b>Comment</b></p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.2 Standardisation of Crossovers</b>		
<ul style="list-style-type: none"> <li>• Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences.</li> <li>• This can create confusion and complexity for homeowners and small businesses in the construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on local roads.</li> <li>• A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.</li> <li>• The DLGSC will work with the sector to develop standardised design and construction standards.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p><b>Comment</b></p> <p>WALGA developed the Template Crossover Guideline and Specification resource in 2017 and have been part of the Minister’s working group on red tape reduction that has been looking at standardisation of crossovers.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>
<b>2.3 Introduce Innovation Provisions</b>		
<ul style="list-style-type: none"> <li>• The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).</li> </ul>	<ul style="list-style-type: none"> <li>• New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for:             <ul style="list-style-type: none"> <li>○ Short-term trials and pilot projects</li> <li>○ Urgent responses to emergencies.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p><b>Comment</b></p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		effective outcomes. <b>Recommendation</b>  <b>Supported</b>  <b>Shire of Westonia Position</b> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>
<b>2.4 Streamline Local Laws</b>		
<ul style="list-style-type: none"> <li>• Local laws are required to be reviewed every eight years.</li> <li>• The review of local laws (especially when they are standard) has been identified as a burden for the sector.</li> <li>• Inconsistency between local laws is frustrating for residents and business stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that local laws would only need to be reviewed by the local government every 15 years.</li> <li>• Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable.</li> <li>• Local governments adopting Model Local Laws will have reduced advertising requirements.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 2.4, 2.5 and 2.6 <b>expand upon</b> Advocacy Position 2.6.35 - ‘Local law-making process should be simplified’.</p> <p><i>The Local Law making process should be simplified as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i></li> <li>• <i>Eliminate the requirement to consult on local laws when a model is used;</i></li> <li>• <i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i></li> <li>• <i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament’s Delegated Legislation Committee.</i></li> </ul> <p><b>Comment</b></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Proposed reforms meet the Sector’s preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector’s requirements.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>
<p><b>2.5 Simplifying Approvals for Small Business and Community Events</b></p>		
<ul style="list-style-type: none"> <li>• Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed reforms would introduce greater consistency for approvals for:                             <ul style="list-style-type: none"> <li>○ alfresco and outdoor dining</li> <li>○ minor small business signage rules</li> <li>○ running community events.</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.6 Standardised Meeting Procedures, Including Public Question Time</b>		
<ul style="list-style-type: none"> <li>Local governments currently prepare individual standing order local laws.</li> <li>The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public.</li> <li>Inconsistency among the meeting procedures between local governments is a common source of complaints.</li> </ul>	<ul style="list-style-type: none"> <li>To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State.</li> <li>Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.</li> <li>Members of the public across all local governments would have the same opportunities to address council and ask questions.</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>
<b>2.7 Regional Subsidiaries</b>		



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>• Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC.</li> <li>• These initiatives typically have to be managed by a lead local government.</li> <li>• In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>.</li> <li>• So far, no Regional Subsidiary has been formed.</li> </ul>	<ul style="list-style-type: none"> <li>• Work is continuing to consider how Regional Subsidiaries can be best established to:                             <ul style="list-style-type: none"> <li>○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments</li> <li>○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds</li> <li>○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</li> <li>○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 2.7 <b><u>aligns</u></b> with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p><b>Comment</b></p> <p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model’s governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p> <p><b>Recommendation</b></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>

**Theme 3: Greater Transparency & Accountability**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.1 Recordings and Live-Streaming of All Council Meetings</b>		
<ul style="list-style-type: none"> <li>• Currently, local governments are only required to make written minutes of meetings.</li> <li>• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.</li> <li>• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.</li> <li>• Local governments are divided into bands with the largest falling in bands 1 and 2, and</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that all local governments will be required to record meetings.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 3.1 <b><u>expands upon</u></b> Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p><b>Comment</b></p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors<sup>1</sup> such as:</p> <ul style="list-style-type: none"> <li>○ Growth and development</li> <li>○ Strategic planning issues</li> <li>○ Demands and diversity of services provided to the community</li> <li>○ Total expenditure</li> <li>○ Population</li> <li>○ Staffing levels.</li> </ul>	<p>video recordings available as public archives.</p> <ul style="list-style-type: none"> <li>• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.</li> <li>• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.</li> <li>• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.</li> <li>• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.</li> </ul>	<p>pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Westonia questions why the Department would need to insert itself in the role of being provided copies of confidential recordings. Surely local governments merely should be required to retain for ‘x’ number of years and then provide to the Department or other agencies if an incident or need occurred. Unnecessary red tape and bureaucracy and resourcing issue for the Department.</b></li> <li>• <b>There is also a record keeping issue in regards to the size of files, software and server storage space required as regional Local Governments do not have the ability to utilise Cloud services.</b></li> </ul>

<sup>1</sup> See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.2 Recording All Votes in Council Minutes</b>		
<ul style="list-style-type: none"> <li>A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting.</li> <li>The existing provision does not mandate transparency.</li> </ul>	<ul style="list-style-type: none"> <li>To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber.</li> <li>Regulations would prescribe how votes are to be consistently minuted.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.2.</p> <p><b>Comment</b> There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>
<b>3.3 Clearer Guidance for Meeting Items that may be Confidential</b>		
<ul style="list-style-type: none"> <li>The Act currently provides broad definitions of what type of matters may be discussed as a confidential item.</li> <li>There is limited potential for review of issues managed as confidential items under the current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.</li> <li>It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public.</li> <li>Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector.</li> <li>All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.3.</p> <p><b>Comment</b> Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) although query what is not working with the current system? Seems to have worked well for the last 25 years from our perspective.</b></li> </ul>
<p><b>3.4 Additional Online Registers</b></p>		
<ul style="list-style-type: none"> <li>• Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online.</li> <li>• Consistent online publication of information can substitute for certain material in annual reports.</li> <li>• Consistency in online reporting across the sector will provide ratepayers with better information.</li> <li>• These registers supplement the simplification of financial statements in Theme 6.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to require local governments to report specific information in online registers on the local government’s website. Regulations would prescribe the information to be included.</li> </ul> <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> <li>○ <b>Lease Register</b> to capture information about the leases the local government is party to (either as lessor or lessee)</li> <li>○ <b>Community Grants Register</b> to outline all grants and funding provided by the local government</li> <li>○ <b>Interests Disclosure Register</b> which collates all disclosures made by elected members about their interests related to matters considered by council</li> <li>○ <b>Applicant Contribution Register</b> accounting for funds collected from</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.4.</p> <p><b>Comment</b> This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>applicant contributions, such as cash-in-lieu for public open space and car parking</p> <ul style="list-style-type: none"> <li>○ <b>Contracts Register</b> that discloses all contracts above \$100,000.</li> </ul>	<p><b>E.g. leases above \$100,000 for example. No residential leases which might disclose the location of residents, families or employees.</b></p>
<b>3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published</b>		
<ul style="list-style-type: none"> <li>• It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually.</li> <li>• The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.</li> <li>• Additional performance criteria can be used for performance review by agreement between both parties.</li> </ul>	<ul style="list-style-type: none"> <li>• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> <li>○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period)</li> <li>○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period)</li> <li>○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</li> </ul> </li> </ul>	<p><u><b>Current Local Government Position</b></u> There is currently no advocacy position in relation to Item 3.5.</p> <p><b>Comment</b> In principle, this proposal has some merit and would be particularly effective if all CEO KPIs consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO’s statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO’s performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. <b>Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature;</b></li> <li>2. <b>Do not support the results of performance reviews being published.</b></li> </ol>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> <li>• <b>Such an item would be deemed as confidential by nature resulting in a conflict in terms of releasing to the public?</b></li> </ul>

**Theme 4: Stronger Local Democracy and Community Engagement**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p><b>4.1 Community and Stakeholder Engagement Charters</b></p>		
<ul style="list-style-type: none"> <li>• There is currently no requirement for local governments to have a specific engagement charter or policy.</li> <li>• Many local governments have introduced charters or policies for how they will engage with their community.</li> <li>• Other States have introduced a specific requirement for engagement charters.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.</li> <li>• A model Charter would be published to assist local governments who wish to adopt a standard form.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 4.1 and 4.2 <b>generally align</b> with Advocacy Position 2.6.34 - ‘Support responsive, aspirational and innovative community engagement principles’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. <i>Responsive, aspirational and innovative community engagement principles</i></li> <li>2. <i>Encapsulation of aims and principles in a community engagement policy, and</i></li> <li>3. <i>The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i></li> </ol> <p><b>Comment</b></p> <p>As indicted in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>
<b>4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)</b>		
<ul style="list-style-type: none"> <li>• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers.</li> <li>• These surveys provide valuable data on the performance of local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey.</li> <li>• Results would be required to be reported publicly at a council meeting and published on the local government’s website.</li> <li>• All local governments would be required to publish a response to the results.</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>4.3 Introduction of Preferential Voting</b>		
<ul style="list-style-type: none"> <li>• The current voting method for local government elections is first past the post.</li> <li>• The existing first-past-the-post does not allow for electors to express more than one preference.</li> <li>• The candidate with the most votes wins, even if that candidate does not have a majority.</li> <li>• Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections.</li> <li>• In preferential voting, voters number candidates in order of their preferences.</li> <li>• Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.</li> <li>• All other states use a form of preferential voting for local government.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.3 <b><u>does not align</u></b> with Advocacy Position 2.5.1 – ‘First Past the Post voting system’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. <i>Four year terms with a two year spill</i></li> <li>2. <i>Greater participation in Local Government elections</i></li> <li>3. <i>The option to hold elections through:</i> <ul style="list-style-type: none"> <li>• <i>Online voting</i></li> <li>• <i>Postal voting, and</i></li> <li>• <i>In-person voting</i></li> </ul> </li> <li>4. <i>Voting at Local Government elections to be voluntary</i></li> <li>5. <i>The first past the post method of counting votes</i></li> </ol> <p><b>Comment</b></p> <p>It should be noted that the sector’s advocacy against compulsory voting and “All in All out” 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities</i>) and provided the following comments in support of both first past the post voting and preferential voting:  <i>‘Comments in support of retaining first past the post include:</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<ul style="list-style-type: none"> <li>• <i>Quick to count. Preferential voting is time consuming to count.</i></li> <li>• <i>Easily understood.</i></li> <li>• <i>Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i></li> <li>• <i>Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</i></li> <li>• <i>In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</i></li> </ul> <p><i>‘Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <li>• <i>Preferential voting is more democratic and removes an area of confusion.</i></li> <li>• <i>Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i></li> <li>• <i>Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i></li> <li>• <i>FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i></li> <li>• <i>FPP is unsuitable when there is more than one vacancy.</i></li> <li>• <i>Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.’</i></li> </ul> <p>The Sector supports first past the post voting for its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>advocacy position for first past the post elections remains the preferred option.</p> <p><b>Recommendation</b>  <b>Not currently supported - Local Government feedback requested</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> <li>• <b>First past the post has worked for an extended period now.</b></li> <li>• <b>Preferential voting system would essentially require the Electoral Commission to conduct Elections, increasing the cost to small regional Councils.</b></li> </ul>
<p><b>4.4 Public Vote to Elect the Mayor and President</b></p>		
<ul style="list-style-type: none"> <li>• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> <li>○ by the electors of the district through a public vote; or</li> <li>○ by the council as a resolution at a council meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mayors and Presidents of all local governments perform an important public leadership role within their local communities.</li> <li>• Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4.</li> <li>• Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</li> <li>• A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.4 <b>does not align</b> with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> <p><b>Comment</b></p> <p>There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President:  Band 1 - 15  Band 2 - 7</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>years, including City of Stirling and City of Rockingham.</p>	<p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p><b>Recommendation</b></p> <p><b>Not currently supported - Local Government feedback requested</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> <li>• <b>Is that the Election of Mayors and Presidents be at the discretion of Local Government. If it aint broke, don't fix it!</b></li> </ul>
<b>4.5 Tiered Limits on the Number of Councillors</b>		
<ul style="list-style-type: none"> <li>• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister.</li> <li>• The Panel Report recommended electoral reforms to improve representativeness.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to limit the number of councillors based on the population of the entire local government.</li> <li>• Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers.</li> <li>• The <a href="#">Local Government Panel Report</a> proposed: <ul style="list-style-type: none"> <li>○ For a population of up to 5,000 – five councillors (including the President)</li> <li>○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.5 <b><u>does not align</u></b> with Advocacy Position 2.5.1 – ‘Councils consist of between six and 15 (including the Mayor/President)’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p><b>Comment</b></p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ population of above 75,000 – nine to fifteen councillors (including Mayor).</li> </ul>	<p>Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p><b>Recommendation</b></p> <p><b>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) but at the discretion of the Council of the number in that range.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</b>		
<ul style="list-style-type: none"> <li>A local government can make an application to be divided into wards, with councillors elected to those wards.</li> <li>Only about 10% of band 3 and 4 local governments currently have wards.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that the use of wards for councils in bands 3 and 4 is abolished.</li> <li>Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election.</li> <li>In smaller local governments, the population of wards can be very small.</li> <li>These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes.</li> <li>There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p><b>Comment</b> The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

<b>4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility</b>		
<ul style="list-style-type: none"> <li>A person with a lease in a local government district is eligible to nominate as a candidate in that district.</li> <li>A person with a lease in a local government district is eligible to apply to vote in that district.</li> <li>The City of Perth Inquiry Report identified a number of instances where dubious lease</li> </ul>	<ul style="list-style-type: none"> <li>Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.</li> <li>The City of Perth Inquiry Report identified sham leases as an issue.</li> <li>Electoral rules are proposed to be</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

<p>arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.</p>	<p>strengthened:</p> <ul style="list-style-type: none"> <li>○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.</li> <li>○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.</li> <li>○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.</li> <li>● The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases.</li> <li>● The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</li> </ul>	
<p><b>4.8 Reform of Candidate Profiles</b></p>		
<ul style="list-style-type: none"> <li>● Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.</li> </ul>	<ul style="list-style-type: none"> <li>● Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.</li> <li>● Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.</li> <li>● It is important to have sufficient information available to assist electors make informed decisions when casting their vote.</li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>● <b>Support WALGA recommendation(s)</b></li> </ul>



4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> <li>Other minor reforms are proposed to improve local government elections.</li> </ul>	<ul style="list-style-type: none"> <li>Minor other electoral reforms are proposed to include:                             <ul style="list-style-type: none"> <li>The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required)</li> <li>The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

**Theme 5: Clear Roles and Responsibilities**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> <li>The Act does not currently outline specific principles.</li> <li>The Act contains a short "Content and Intent" section only.</li> <li>The Panel Report recommended greater articulation of principles</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to include new principles in the Act, including:                             <ul style="list-style-type: none"> <li>The recognition of Aboriginal Western Australians</li> <li>Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)</li> <li>Community Engagement</li> <li>Financial Management.</li> </ul> </li> </ul>	<p><b>Current Local Government Position</b>                      Item 5.1 <u>generally aligns</u> with Advocacy Position 2.6 - Legislative Intent  <i>Provide flexible, principles-based legislative framework.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>5.2 Greater Role Clarity</b>		
<ul style="list-style-type: none"> <li>The Act provides for the role of council, councillor, mayor or president and CEO.</li> <li>The role of the council is to:                             <ul style="list-style-type: none"> <li>govern the local government’s affairs</li> <li>be responsible for the performance of the local government’s functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Act Review Panel</a> recommended that roles and responsibilities of elected members and senior staff be better defined in law.</li> <li>It is proposed that these roles and responsibilities are further defined in the legislation.</li> <li>These proposed roles will be open to further consultation and input.</li> <li>These roles would be further strengthened through <b>Council Communications Agreements</b> (see item 5.3).</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 5.2 <b>aligns</b> with Advocacy Position 2.6.36 - ‘Roles and Responsibilities’</p> <p><i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>
	<p><b>5.2.1 - Mayor or President Role</b></p> <ul style="list-style-type: none"> <li>It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President.</li> <li>While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for:                             <ul style="list-style-type: none"> <li>Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council</li> <li>Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act</li> <li>Developing and maintaining professional</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s), noting that clarity is required about ‘only speaking’ about resolutions made by a Council. There are numerous times where a Mayor or Present is asked to comment on matters relation the district that the Council does not a position on. E.g. when a member of the community dies suddenly. Not practical or realistic in this narrow interpretation.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>working relationships between councillors and the CEO</p> <ul style="list-style-type: none"> <li>○ Performing civic and ceremonial duties on behalf of the local government</li> <li>○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</li> </ul>	
	<p><b>5.2.2 - Council Role</b></p> <ul style="list-style-type: none"> <li>● It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President.</li> <li>● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> <li>○ Making significant decisions and determining policies through democratic deliberation at council meetings</li> <li>○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council</li> <li>○ Providing a safe working environment for the CEO;</li> <li>○ Providing strategic direction to the CEO;</li> <li>○ Monitoring and reviewing the performance of the local government.</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>● <b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p><b>5.2.3 - Elected Member (Councillor) Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> <li>○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward)</li> <li>○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council</li> <li>○ Applying relevant law and policy in contributing to the decision-making of the council</li> <li>○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions</li> <li>○ Communicating the decisions and resolutions of council to stakeholders and the public</li> <li>○ Developing and maintaining professional working relationships with all other councillors and the CEO</li> <li>○ Maintaining and developing their knowledge and skills relevant to local government</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) but urge caution with the detail of interpreting when an elected member is wearing which hat in smaller communities.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ Facilitating public engagement with local government.</li> <li>● It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</li> </ul>	
	<p><b>5.2.4 - CEO Role</b></p> <ul style="list-style-type: none"> <li>● The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council.</li> <li>● To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.</li> <li>● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> <li>○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions</li> <li>○ Facilitating the implementation of council decisions</li> <li>○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council</li> <li>○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>● <b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3)</li> <li>○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council</li> <li>○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</li> </ul>	

5.3 Council Communication Agreements		
<ul style="list-style-type: none"> <li>• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions.</li> <li>• The availability of information is sometimes a source of conflict within local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided.</li> <li>• It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO.</li> <li>• These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.</li> <li>• A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 5.3.</p> <p><b>Comment</b></p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that</p>

		<p>individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p><b>Recommendation</b></p> <p><b>Support a consistent, regulated Communications Agreement.</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>
<p><b>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</b></p>		
<ul style="list-style-type: none"> <li>• Elected members are eligible to receive sitting fees or an annual allowance.</li> <li>• Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund.</li> <li>• Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.</li> <li>• Superannuation is widely recognised as an important entitlement to provide long term financial security.</li> <li>• Other states have already moved to allow councils to make superannuation contributions for councillors.</li> <li>• Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.</li> <li>• Providing superannuation to councillors</li> </ul>	<p><b>Current Local Government Position</b></p> <p>There is no advocacy position in relation to Item 5.4.</p> <p><b>Comment</b></p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

	<p>recognises that the commitment to elected office can reduce a person’s opportunity to undertake employment and earn superannuation contributions.</p>	<p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>That Council does not support the payment of superannuation to elected members due to the risk of confusion of the term ‘employee’ of the local government.</b></li> </ul>
<p><b>5.5 Local Governments May Establish Education Allowances</b></p>		
<ul style="list-style-type: none"> <li>• Local government elected members must complete mandatory training.</li> <li>• There is no specific allowance for undertaking further education.</li> </ul>	<ul style="list-style-type: none"> <li>• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.</li> <li>• Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.</li> <li>• Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government.</li> <li>• Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 5.5 <b><u>generally aligns</u></b> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p><b>Comment</b></p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>



5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> <li>• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.</li> <li>• This is commonly a point of public confusion.</li> </ul>	<ul style="list-style-type: none"> <li>• A statewide caretaker period for local governments is proposed.</li> <li>• All local governments across the State would have the same clearly defined election period, during which:                             <ul style="list-style-type: none"> <li>○ Councils do not make major decisions with criteria to be developed defining 'major'</li> <li>○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.</li> <li>○ There are consistent election conduct rules for all candidates.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b>                      There is no advocacy position in relation to Item 5.6</p> <p><b>Comment</b>                      WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no know instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s) as long as the period is not too long.</b></li> </ul>

5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> <li>• The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>.</li> <li>• The Local Government Panel Report and the Select Committee Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• The <a href="#">Local Government Panel Report</a> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>.</li> <li>• Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 5.7.</p> <p><b>Comment</b> WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><b>Recommendation</b> <b>WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li>• <b>Support WALGA recommendation(s)</b></li> </ul>

5.8 CEO Recruitment		
<ul style="list-style-type: none"> <li>Recent amendments introduced provisions to standardise CEO recruitment.</li> <li>The recruitment of a CEO is a very important decision by a local government.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.</li> <li>Councils will be able to select an independent person from the approved list.</li> <li>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 5.8.</p> <p><b>Comment</b> The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Not support the proposal as it will incur additional costs and removes the responsibility from elected members who have been elected to ‘govern’ the affairs of the local government. Guidelines, training and support be provided for elected members in recruitment processes relating to its CEO.</b></li> </ul>

**Theme 6: Improved Financial Management and Reporting**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> <li>The financial statements published in the Annual Report is the main financial reporting currently published by local governments.</li> <li>Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small</li> </ul>	<ul style="list-style-type: none"> <li>The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government.</li> </ul>	<p><b><u>Current Local Government Position</u></b> Items 6.1 and 6.2 <b>generally align</b> with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>(Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity.</p> <ul style="list-style-type: none"> <li>The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</li> </ul>	<ul style="list-style-type: none"> <li>It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects.</li> <li>Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments.</li> <li>The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity.</li> <li>Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments.</li> <li>It is proposed to establish standard templates for <b>Annual Financial Statements</b> for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4.</li> <li><b>Online Registers</b>, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.</li> <li><b>Simpler Strategic and Financial Planning</b> (item 6.2) would also improve the budgeting process.</li> </ul>	<p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> <li><i>Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</i></li> <li><i>Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</i></li> </ol> <p><b>Comment</b></p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.2 Simplify Strategic and Financial Planning</b>		
<ul style="list-style-type: none"> <li>Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.</li> <li>There is also the Integrated Planning and Reporting (IPR) framework.</li> <li>While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.</li> </ul>	<ul style="list-style-type: none"> <li>Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.</li> <li>The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.</li> <li>In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.</li> <li>Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.</li> <li>It is proposed that the plans that are required are:                         <ul style="list-style-type: none"> <li>Simplified <b>Council Plans</b> that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC</li> <li>Simplified <b>Asset Management Plans</b> to consistently forecast costs of maintaining the local government’s assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be</li> </ul> </li> </ul>	<p>As above</p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>provided, and methods of valuations will be simplified to reduce red tape</p> <ul style="list-style-type: none"> <li>○ Simplified <b>Long Term Financial Plans</b> will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</li> <li>○ A new <b>Rates and Revenue Policy</b> (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years)</li> <li>○ The use of simple, one-page <b>Service Proposals</b> and <b>Project Proposals</b> that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become <b>Service Plans</b> and <b>Project Plans</b> added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</li> </ul>	
<p><b>6.3 Rates and Revenue Policy</b></p>		
<ul style="list-style-type: none"> <li>• Local governments are not required to have a rates and revenue policy.</li> <li>• Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for</li> </ul>	<ul style="list-style-type: none"> <li>• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.</li> <li>• A Rates and Revenue Policy would be required</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.3 <b><u>generally aligns</u></b> with Advocacy Position 2.1.6 - Rate Setting and WALGA's <b><u>Rate Setting Policy Statement</u></b>.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>the repair of infrastructure.</p>	<p>to provide ratepayers with a forecast of future costs of providing local government services.</p> <ul style="list-style-type: none"> <li>The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</li> <li>A template would be published for use or adaption by all local governments.</li> <li>The <a href="#">Local Government Panel Report</a> included this recommendation.</li> </ul>	<p><i>Councils’ deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community’s willingness and capacity to pay.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>
<p><b>6.4 Monthly Reporting of Credit Card Statements</b></p>		
<ul style="list-style-type: none"> <li>No legislative requirement.</li> <li>Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.</li> </ul>	<ul style="list-style-type: none"> <li>The statements of a local government’s credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis.</li> <li>This provides oversight of incidental local government spending.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p><b>Comment</b></p> <p>This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.5 Amended Financial Ratios</b>		
<ul style="list-style-type: none"> <li>Local governments are required to report seven ratios in their annual financial statements.</li> <li>These are reported on the MyCouncil website.</li> <li>These ratios are intended to provide an indication of the financial health of every local government.</li> </ul>	<ul style="list-style-type: none"> <li>Financial ratios will be reviewed in detail, building on work already underway by the DLGSC.</li> <li>The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.5 <b>aligns</b> with Advocacy Position 2.6.25 - Review and reduce financial ratios. <i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> <li>Operating Surplus Ratio,</li> <li>Net Financial Liabilities Ratio,</li> <li>Debt Service Coverage Ratio, and</li> <li>Current Ratio.</li> </ol> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s) noting that the key issue is the benchmarks set by the Department relating to the ratios that is the problem with perception of sustainability of the sector and many smaller local governments, and not taking into account regularly received Commonwealth and State untied grants should be factored in and not discounted.</b></li> </ul>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.6 Audit Committees</b>		
<ul style="list-style-type: none"> <li>Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members.</li> <li>The Audit Committee is to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under the Act.</li> <li>The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government.</li> <li>Audit Committees would also need to consider proactive risk management.</li> <li>To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees.</li> <li>The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.6 <b><u>does not align</u></b> with Advocacy Position 2.2.4 – Accountability and Audit  <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p><b>Comment</b></p> <p>The Sector’s view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Regional Audit Committee intended to include the same independent persons who will meet separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li><b>1. Do not support majority independent members of the Audit Committee</b></li> <li><b>2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.</b></li> </ol> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>• Adding an independent chair in rural areas will add cost and questionable benefit. It should be optional and scalable – Bands 3 and 4 where complexity is less should be optional. It would be near-on impossible to find an independent chair with the adequate knowledge to add benefit to the current arrangement.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p><b>6.7 Building Upgrade Finance</b></p>		
<ul style="list-style-type: none"> <li>The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements.</li> <li>This is not currently provided for under the Act.</li> <li>The Local Government Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures.</li> <li>This would allow local governments to lend funds to improve buildings within their district.</li> <li>Limits and checks and balances would be established to ensure that financial risks are proactively managed.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.7 <b>aligns</b> with Advocacy Position 2.6.26 - Building Upgrade Finance.  <i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p><b>Comment</b>  Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s) as long as size and scale, regional, rural and remote examples are considered and able to be applied.</b></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.8 Cost of Waste Service to be Specified on Rates Notices</b>		
<ul style="list-style-type: none"> <li>No requirement for separation of waste changes on rates notice.</li> <li>Disclosure will increase ratepayer awareness of waste costs.</li> <li>The Review Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).</li> <li>This would provide transparency and awareness of costs for ratepayers.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 6.8.</p> <p><b>Comment</b> This proposed reform will require a relatively simple calculation,</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p> <p><b>Shire of Westonia Position</b></p> <ul style="list-style-type: none"> <li><b>Support WALGA recommendation(s)</b></li> </ul>




## 9.1.6 ANNUAL FINANCIAL REPORT & FINANCIAL STATEMENTS

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	CA1.3.2	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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### **Purpose of the Report**

Executive Decision

Legislative Requirement

Council adoption of the Annual Report for the 2020/21 financial year is required as per recommendation from the Audit Committee.

### **Background**

The Shire of Westonia auditors have completed the Annual Audit for the financial year ending 30th June 2021 as per the Local Government Act 1995 as amended and the Local Government (Financial Management) Regulations 1996.

The auditors attended Council's offices on the 11<sup>th</sup> to 13<sup>th</sup> October 2021 to complete their final audit.

### **Comment**

All councilors will be presented with a copy of the Annual Report for the 2020/21 Financial year prior to the meeting. The Audit Report & Management Letter will be finalised on Monday and will be emailed when received. Members of the Audit Committee were also requested to attend the exit meeting with Auditors, Butler Settineri and the Auditor General on Tuesday 14<sup>th</sup> December 2021.

In accordance with section 6.4 of the Local Government Act 1995 a local government is required to prepare an annual financial report for the preceding financial year and submit it to its auditor before 30<sup>th</sup> September each year.

Following acceptance of the Annual Report by Council, Council is required to hold a general meeting of electors within 56 days. At least 14 days local public notice must be given of an electors meeting. The Annual Electors Meeting must be held prior to Thursday 10<sup>th</sup> February 2022, noting that the February Council meeting is not until the following week (16<sup>th</sup> February 2022).

### **Statutory Environment**

Local Government Act 1995 (As Amended)

#### **5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

#### **5.54 Acceptance of annual reports**

(1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

#### **5.55 Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Division 4 — General

#### **7.12A. Duties of local government with respect to audits**

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —

(a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government is to —

(a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and

(b) forward a copy of that report to the Minister,

by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

[Section 7.12A inserted by No. 49 of 2004 s. 8.]

Local Government (Financial Management) Regulations 1996

#### **55 Completion of financial report**

(1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]

#### **Policy Implications**

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

#### **Strategic Implications**

Nil



**Financial Implications**

Nil



**Voting Requirements**



Simple Majority



Absolute Majority

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**That Council accepts the recommendation from the Audit Committee, therefore:**

- 1. Adopts the Annual Financial Report for the Financial Year 2020/21;**
- 2. Adopts the Audit Report for 2020/21 Financial Year;**
- 3. Adopts the Management Report for the 2020/21 Financial Year;**
- 4. Adopts the Annual Report for the 2020/21 Financial Year inclusive of the above as presented; and**
- 5. Advertises Annual Elector's Meeting be held on (insert date), commencing at (insert time) pm in the Old Miner Hall**




## 9.2 COMMUNITY AND REGULATORY SERVICE

### 9.2.1 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM EXTENSION

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

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#### Purpose of the Report

- Executive Decision  Legislative Requirement

To present to Council for comment on potential projects to utilise Phase 3 of the Local Roads & Community Infrastructure Program.

#### Background

The Shire is eligible for a grant of up to \$722,464 under the Local Roads & Community Infrastructure Program (LRCI) Program Extension. This funding will be available from 3 January 2022, with the Program being extended until 30 June 2023.

Council was allocated \$321,232 in the initial Covid-19 Recovery LRCI program for projects that are additional to the budgeted capital and maintenance program. These Projects included the Upgrades to the Westonia Caravan Park, Toilet & Shelter Upgrades at Baladjie and Elachbutting Rocks And was also allocated \$248,865 in round 2 of the program. This will involve the redevelopment of the 'Old School' Accommodation Precinct.

#### Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;

- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

This funding will be available from 3 January 2022, with the Program being extended until the 30 June of 2023.

### **Comment**

The Shire budget process has identified a number of potential projects and direction is being sought on those the Council wishes to submit for approval.

The following projects have been the subject of discussion by Management and Councillors and are now submitted for consideration and approval.

- i) Phase 1 – Westonia Sport & Recreation Sporting Precinct  
Supply & Install 6 rink Bowling rink at Wanderers Stadium with a retractable shade  
Redevelop the Swimming Pool Ablutions & Kiosk facilities.

More details will be presented to the meeting.

### **Statutory Environment**

Local Government Act 1995

### **Policy Implications**

Nil

### **Strategic Implications**

Nil

### **Financial Implications**

Nil

### **Voting Requirements**

Simple Majority  Absolute Majority

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## **OFFICER RECOMMENDATIONS**

**That Council agree on a suitable project that meets the criteria under the Local Roads & Community Infrastructure Program (LRCI) Program Extension totalling \$722,464.**

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**9.2.2 TENDER 4-2021/22 - STAFF HOUSING**

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**Responsible Officer:** Jamie Criddle, CEO

**Author:** Jamie Criddle, CEO

**File Reference:**

**Disclosure of Interest:** Nil

**Attachments:** Nil

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**Signature:** **Officer** **CEO**



**Purpose of the Report**

Executive Decision  Legislative Requirement

**Background**

Council allocated \$460,000 in the 2021/22 to facilitate the purchase of 2 new transportable residences for Council staff.

Council will also offer up to three (3) existing staff houses located at 106 Jasper Street, 294 Quartz Street and 128 Diorite Street, Westonia.

The difficulty that may arise is the long lead time from purchase to final completion of the two houses and the fact that two of the houses are currently let by employees.

**Comment**

A notice inviting tenders for (2) 2 X 2 or 3 X 2 transportable residences was advertised statewide with tenders closing on Thursday 16<sup>th</sup> December 2021. Lot 104 & 105 Jasper Street has been set aside as the location for the new residences.

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria were utilised to assess the tenders submitted:

- (a) Demonstrated experience in completing similar projects;
- (b) Skills & experience of key personnel; and
- (c) Financial capability to complete this project along with having suitable insurances.

Tenders were received as follows:

***To be presented at the meeting***

**Assessment of tenders against compliance criteria:**

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Personnel (25%)	Resources (25%)	

 **Statutory Environment**

Local Government Act 1995, section 3.57 – tenders for providing goods or services and the Local Government (Functions & General) Regulations, section 4.

 **Policy Implications**

Council does not have a policy in relation to this matter

 **Strategic Implications**

Increased housing capacity in Westonia, in particular for staff.

 **Financial Implications**

An amount of \$460,000 of Reserve Funds has been allocated in the 2021/22 Budget to facilitate the purchase of additional multipurpose housing.

There is also the cash from the sale of existing housing allocated in the budget.

 **Voting Requirements**

- Simple Majority                       Absolute Majority

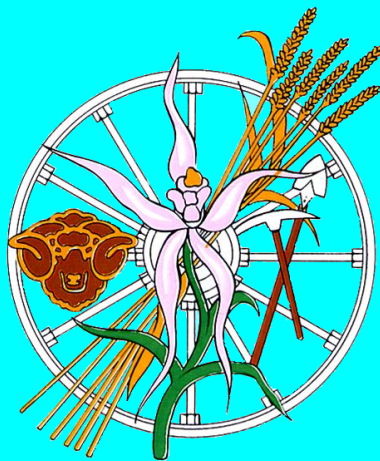
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**OFFICER RECOMMENDATIONS**

That Council That Council accept the tender submitted by *(insert successful tenderer)* for the construction of a (2) 2 X 2 or 3 X 2 transportable residences at Lots 104 & 105 Jasper Street, Westonia at the tendered price of *(enter amount)* including GST and plus any additional extras.

## **Attachment 9.2.1**

# **Shire of Westonia**



## **Tender No 4 202122 Transportable Tender Specifications**



## **SHIRE OF WESTONIA - TENDER 4-2021/22**

**Tenders for the Supply of two (2) two or (3) three bedroom Transportable Residences, located in Westonia Town site, are invited and will be received until 1.00pm Thursday 16<sup>th</sup> December 2021.**

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### **Condition of Tender and Contract**

#### **1. Tender Form**

Only tenders submitted on the attached Form of Tender and accompanied by all pages of this document duly signed will be accepted.

#### **2. Definition**

Below is a summary of some of the important defined terms used in this request for Tender:

<b>Attachments:</b>	The documents that are attached to the Condition of Tender and Contract document and provide additional information to the tenderer.
<b>Conditions of Tender and Contract:</b>	Means the conditions of contract nominated in the tender.
<b>Deadline:</b>	The deadline for lodgement of your Tender.
<b>Evaluation Criteria:</b>	The criteria used by the Local Government in evaluating tenders.
<b>General Specifications:</b>	The statement of requirements that the Local Government request the tenderer to provide to be eligible for selection.
<b>Lead Council:</b>	For this project the Shire of Westonia is the Lead Council.
<b>Offer:</b>	Your offer to be selected to supply the specifications for construction.
<b>Optional Extras:</b>	The additional options requested.
<b>Principal:</b>	Shire of Westonia
<b>Tender:</b>	Document provided by Tenderer comprising of; Form of Tender and supporting documents.
<b>Tenderer:</b>	Someone who has or intends to submit an Offer to the Local Government.

### **3. Lodgement of Tender**

Tenders are to be submitted to:           The Chief Executive Officer  
Shire of Westonia  
41 Wolfram Street  
WESTONIA WA 6423

and are to be lodged in the Tender Box at the Shire Office at 41 Wolfram Street, Westonia, no later than 1.00 pm on Thursday 16<sup>th</sup> December 2021.

Tenders are to be submitted in a sealed envelope marked "**Tender – Transportable Residences No 4 – 2021/22.**"

It is the responsibility of the tenderer to ensure that tender documents are lodged in the tender box if delivery is affected by mail or courier.

Submission of tender documents by email is permissible only by prior arrangement, and if the original tender document is supplied within five (5) working days of the closing date, without any alterations. Any discrepancies between the email and the original document received after closing date shall render both documents invalid.

Late tenders will not be accepted.

The tenderer shall return one complete copy of this document with all signatures required and price tendered. The tender prices should be clearly identified and separate for each location.

Lowest or any tender not necessarily accepted. Canvassing of Councillors will disqualify the Tenderer.

### **4. Opening and Registration of Tenders**

All tenders lodged before closing time will be opened and registered at the closing date and time as listed. Any tenderer may be present at the opening and record the prices submitted only. The Tenders will be opened at 1.01pm on the 16<sup>th</sup> December 2021 at the Shire of Westonia Administration Office at 41 Wolfram Street, Westonia.

### **5. Acceptance of Tenders**

The lowest or any tender is not necessarily accepted. Acceptance of tender will be affected only by written acceptance after the closing date. This tender and written acceptance thereof shall form the binding contract. A Council Purchase Order will be issued for this purpose.

### **6. Evaluation Criteria**

As part of the evaluation criteria, Council will take into consideration each company's:

- (a) Demonstrated experience in completing similar projects;
- (b) Skills & experience of key personnel; and
- (c) Financial capability to complete this project along with having suitable insurances.

**7. Delivery**

The successful tenderer shall deliver and install two residences to Lots 104 & 105 Quartz Street, Westonia within approximately 25 weeks of acceptance of tender, however this period may be negotiated. All costs associated with delivery and installation to these locations are to be incorporated in the price tendered.

**8. Annulment of Contract**

Failure by the contractor to meet the agreed delivery time or any of the technical specifications can constitute grounds for the cancellation of the contract at the discretion of the Principal.

**9. Contact Persons**

Enquiries in relation to specification for the tendered transportable residences can be made to the following personnel:

Mr Jamie Criddle  
Chief Executive Officer  
Shire of Westonia  
Phone: 9046 7063  
Email: [ceo@westonia.wa.gov.au](mailto:ceo@westonia.wa.gov.au)

**10. Additional Information**

Tenderers are encouraged to:

- supply additional specification sheets
- Concept images
- Full plans (floor plans & elevations) of different design / styles.

**11. Local Contractors**

The Principal would look favourably on the Tenderer to use local contractors where ever possible.

**The tenderer hereby confirms that he/she accepts all of the above terms and conditions.**

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tenderer's Signature:** \_\_\_\_\_



## **1.1 SPECIFICATION FOR THE CONSTRUCTION OF TWO (2) TWO OR THREE BEDROOM TRANSPORTABLE HOMES IN WESTONIA.**

### **1.1.1 DESIGNS**

#### **WESTONIA**

This contract is for the construction of:

- Two residences, of either 2x2 or 3x2 bedroom (or combination) transportable residences with 2 bathrooms, or 1 bathroom with 2 WC. ***Council will decide on two (2) of a combination of 2x2 or 3x2 houses.***
- 2x2 residence floor space range from 90m<sup>2</sup> to 120m<sup>2</sup> (approx.) house living area only. Verandas, single carport and outdoor areas will be additional floor area.
- 3x2 residence floor space range from 110m<sup>2</sup> to 140m<sup>2</sup> (approx.) house living area only. Verandas, single carport and outdoor areas will be additional floor area.
- The residence style is at the designers discretion but can be negotiated.
- The residence design is to consist of at least two lifts.
- Full plans (floor plans & elevations) of different design / styles to be provided with the Tender.
- Site plan configuration of the two residences are attached.

### **1.1.2 TRANSPORTATION AND LOCATION**

The residences are to be located in:

#### **WESTONIA**

- Westonia townsite
- Lots 104 & 105 Jasper Street, Westonia, that is owned by the Shire of Westonia.
- Westonia is located approximately 300km from Perth and can be accessed via the Great Eastern Highway. All access roads to the townsite are well constructed bitumen roads approved for heavy haulage.
- Costs of transportation are to be included in the Tender price.

### **1.1.3 CONSTRUCTION FOR EACH RESIDENCE**

- 1.1.3.1 The floor is to be constructed of pre-stressed fully transportable concrete to be set on suitable footings.
- 1.1.3.2 Wall framing to be of either Zinalume steel or CCA treated timber construction.
- 1.1.3.3 Roof framing to be of either Zinalume steel or CCA treated timber construction.

- 1.1.3.4 External walls to be clad with a suitable external weatherboard, hardiplank or Colourbond custom orb components.
- 1.1.3.5 Roof sheeting to be clad in corrugated colorbond. Colour pricing options to be provided.
- 1.1.3.6 All construction work is to comply with the National Construction Code Series Building Code of Australia 2012 Volume 2 and Australian Standards.
- 1.1.3.7 External walls and roof to be insulated with fibreglass batts or similar approved insulation products in compliance with BCA Part 3.12 energy efficiency.
- 1.1.3.8 Aluminium windows and sliding doors are to be fitted with security flyscreens and doors. Glazing to be clear glass throughout except for the Bathroom/s and Toilet/s where obscure glass is to be fitted.
- 1.1.3.9 Doors - External solid core weatherproof doors are to be fitted with security flyscreen doors, and flush panel internal doors are also to be fitted.
- 1.1.3.10 Painting – fully paint internally and externally with one coat of appropriate sealer and two coats of washable acrylic paint. Colour scheme to be discussed with the successful tenderer.
- 1.1.3.11 Laminated kitchen cupboards and benches with insert double sink to be fitted. Including combined hot and cold flick mix tap/spout. Laminated cupboards/vanities with insert basin to be fitted in Bathroom/s.
- 1.1.3.12 Stainless steel trough and cabinet with automatic washing machine taps to be fitted to laundry.
- 1.1.3.13 Upright gas (LPG) stove to be fitted (or gas wall oven/gas under bench and bench hotplate).
- 1.1.3.14 Solar Hot Water System to be supplied and installed once on-site and is to be connected to a separate electric booster Hot Water Unit. Appropriate size to suite residence size.
- 1.1.3.15 Light and power points with RCD switches to be fitted.
- 1.1.3.16 Rangehood and exhaust fans to be fitted to kitchen, toilets and bathrooms and are to be flued to the exterior.
- 1.1.3.17 Hardwired smoke detectors are to be fitted in accordance with the BCA.
- 1.1.3.18 Quality floor coverings to be fitted throughout the house. Vinyl to kitchen/dining and living areas, ceramic floor tiles to wet areas, carpet to bedrooms.

- 1.1.3.19 Ceramic wall tiles to be fitted as standard; one row skirting tile in wet areas, two rows above vanities, sink & trough.
- 1.1.3.20 Built in robes are to be fitted to all bedrooms, with a full length mirror in the master bedroom.
- 1.1.3.21 Block out vertical blinds for Westonia residences, to be fitted to all windows (except wet areas).
- 1.1.3.22 Bathrooms to be fitted with towel rails, toilet roll holders and medicine cabinet with mirror above vanity.
- 1.1.3.23 To supply and install reverse cycle heating / cooling systems to service whole residence.
- 1.1.3.24 To supply and install a single carport to residence.
- 1.1.3.25 To supply and install verandahs and a patio entertaining area with cost for suitable lighting.
- 1.1.3.26 Solid Fuel heater (wood fire) with flue to be fitted

#### **OPTIONAL EXTRAS**

- 1.1.3.27 To supply and install a fully operating and complete photovoltaic panel system to suit each individual residence.

#### **1.1.4 SITE PREPARATION AND INSTALLATION OF SERVICES**

Pricing shall not include the following, as it will be the Principals responsibility:

- Site to be prepared and treated for termites as required.
- Site plumbing and water connections.
- Site electrical connections.
- Supply and installation of footings/foundations if applicable to design.
- Site works and preparation of the lot for the new residences.

Note: In each instance the Principal will supply a suitable sand pad with a compaction rate of 8 blows per 300mm using a standard sand penetrometer will be provided ready for the installation of the residences.

- Landscaping
- Driveway

#### **1.1.5 PLANS AND SPECIFICATION**

Tenderers are to supply full specification and design drawings (site plan, floor plan, elevations and / or concept designs) including details of construction materials, appliances and fittings with their Tender.

Price options are to be clearly stated.

The successful tenderer will be required to submit a Building Application and pay any associated fees to the Lead Council once all negotiations are completed.

**1.1.6**

**COMPLETION DATE, PAYMENT TERMS AND CONDITIONS**

Tenderers are to specify payment terms and conditions, and approximate construction time in the Tender.



The Tenderer hereby confirms that all of the above are included in the price tendered.

\_\_\_\_\_  
Tenderer's Signature      Name: \_\_\_\_\_ Organisation \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**FORM OF TENDER**

The undersigned hereby submits her/his tender for two (2) either, two or three bedroom Transportable Residences in accordance with the tender conditions and all specifications of this document.

Note: If insufficient space is provided on this form, please attach supporting documentation to this "Form of Tender" numbering all pages.

LOCATION 2 - WESTONIA	Total Cost (Net GST)	Total Cost (GST amt)	Total Cost (Incl GST)
Supply and delivery of residences			
<b>Optional Extras (List Individually)</b>			

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Signature & Position

\_\_\_\_\_  
Name (please print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date


### **9.3 WORKS AND SERVICE**

NIL

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

**9.4.1 REQUEST FOR QUOTATION – WASTE WATER TREATMENT PLANT – OLD SCHOOL**

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



**Purpose of the Report**

- Executive Decision                       Legislative Requirement

**Background**

As part of the Local Roads & Community Infrastructure Program (LRCI) Program Extension 2 program, Council allocated \$248,865 in round 2 of the program. This will involve the redevelopment of the ‘Old School’ Accommodation Precinct which will include the installation of a Wastewater Treatment plant.

**Comment**

A notice inviting request for quotations for a suitable Wastewater treatment plant to suit the Accommodation precinct at the Old School Redevelopment was advertised statewide with tenders closing on Thursday 16<sup>th</sup> December 2021.

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria were utilised to assess the tenders submitted:

- (a) Demonstrated experience in completing similar projects;
- (b) Skills & experience of key personnel; and
- (c) Financial capability to complete this project along with having suitable insurances.

Tenders were received as follows:

***To be presented at the meeting***

**Assessment of tenders against compliance criteria:**

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Personnel (25%)	Resources (25%)	

**Assessment of Tenders against compliance criteria:**

The Tender received from (insert) was considered non-compliant as the relevant Form of Tender documentation was not provided.

**Basis of recommendation:**

All tenderers have demonstrated significant experience in carrying out similar works and a demonstrated commitment to service, quality assurance and safety.

### Statutory Environment

Local Government Act 1995, section 3.57 – tenders for providing goods or services and the Local Government (Functions & General) Regulations, section 4.

### Policy Implications

Council does not have a policy in relation to this matter

### Strategic Implications

Increased housing capacity in Westonia, in particular for staff.

### Financial Implications

An amount of \$248,865 of Local Roads & Community Infrastructure Program (LRCI) Program Extension 2 program has been allocated in the 2021/22 Budget to facilitate the purchase of a suitable Wastewater Treatment plant.

### Voting Requirements

Simple Majority

Absolute Majority

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### OFFICER RECOMMENDATIONS

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That Council:

1. Accept the quote received from (insert name) for the Supply and installation of a suitable Wastewater Treatment Plant for the Redevelopment of the 'Old School' Accommodation Precinct for the tendered price of (\$ insert price) including GST.

### REQUEST FOR QUOTATION – WASTE WATER TREATMENT PLANT – OLD SCHOOL

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Responsible Officer:	Jamie Criddle, CEO
Author:	Jamie Criddle, CEO
File Reference:	F1.9.1
Disclosure of Interest:	Nil
Attachments:	Nil

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Signature:	Officer	CEO
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### Purpose of the Report

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### **Voting Requirements**

Simple Majority

Absolute Majority

---

### **OFFICER RECOMMENDATIONS**

---

**That Council:**

1. **Accept the quote received from (insert name) for the Supply and installation of a suitable Wastewater Treatment Plant for the Redevelopment of the 'Old School' Accommodation Precinct for the tendered price of (\$ insert price) including GST**

**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 17<sup>th</sup> February 2022 commencing at 3.30pm

**13.MEETING CLOSURE**

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