

AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia Thursday 18th March 2021 Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 18th March 2021 the Council Chambers, Wolfram Street, Westonia.

Lunch - 1.00 pm Discussion Period - 1.30 pm - 2.30 pm Afternoon Tea - 3.00 pm -3.30 pm Council Meeting - 3.30 pm

JAMIE CRIDDLE
CHIEF EXECUTIVE OFFICER
17 March 2021



Disclaimer

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

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Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

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

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



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.

STRATEGIC COMMUNITY

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.

<u>Communication</u> – Create opportunities for consultation with the broad community.



PLAN 2018-2028

OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Management which incorporates a road hierarchy, levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve
- 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.
- multipurpose accommodation if vacancies arise in mine



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics

- Our lifestyle, facilities and sense of community is
- of universally designed dwellings in our town.
- We support our emergency services.

 We enable visiting health professionals to our
- funding to provide preventative health and community development initiatives to the

Our community has the opportunity to be active,

- Continue to provide high standard and accessible
- Retain and expand Westonia's unique tourism

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces. Participate in best practice waste management.



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

opportunities.

- and cost saving opportunities locally and

- 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

The community receives services in a timely

- 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 haringers of least correspondent and provide as
- the business of local government and provide a seamless service to the community.

 Communicate and engage with our community

Financial resources meet the ongoing needs of

- Seek external funding for significant capital improvements that deliver upon our strategic
- 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 WJ Huxtable Deputy President

Cr DL Geier Cr JJ Jefferys Cr RA Della Bosca

Staff:

Mr. JC Criddle Chief Executive Officer

Members of the Public: Nil
Apologies: Nil

Approved Leave of Absence: CR RS Corsini

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 18th February 2021 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

That the minutes of the WEROC Inc. Board Meeting held on 22nd February 2021 be received. That the minutes of the Great Eastern Country Zone Inc. Board Meeting held on 22nd February 2021 be received.

That the minutes of the LEMC Meeting held on 4th March 2021 be received.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

Shire of Westonia



RECEVIAL OF MINUTES



WEROC Inc. Board Meeting MINUTES

Monday 22 February 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

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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 February 2021 commencing at 1.00pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 1.00pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Peter Clarke

Mr. Jamie Criddle

Mr. Mark Dacombe

Ms. Karin Day

Mr. Wayne Della Bosca

Ms. Julie Flockart

Mr. Michael Greenwood

Mr. Neville Hale

Mr. Darren Mollenoyux

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Ms. Emma Horsefield, Safety Program Manager, LGIS

Mr. Raymond Griffiths

2.3 Guests

Mr. Bryan Close, Deputy President Shire of Yilgarn

Mr. Lenin Pervan, Deputy Chief Executive Officer, Shire of Kellerberrin

Mr. Rob Cossart, Chief Executive Officer, Wheatbelt Development Commission (joined the meeting at 1.00pm and left the meeting at 1.25pm)

Mr. Grant Arthur, Director Regional Services, Wheatbelt Development Commission (joined the meeting at 1.00pm and left the meeting at 1.25pm)

Mr. John Gibbons, Chief Executive Officer, Skyworks WA (joined the meeting at 1.40pm and left the meeting at 2.20pm)

Ms. Colette Gibbons, Director, Skyworks WA (joined the meeting at 1.40pm and left the meeting at 2.20pm)

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	Item 7.1 Tourism Product Development	150 Square Strategic Solutions, with whom Ms. Burges is an Associate, have provided a comparative quote for services.

4. PRESENTATIONS

4.1 Mr. Rob Cossart, Chief Executive Officer, and Mr. Grant Arthur, Director Regional Services, Wheatbelt Development Commission, 1.00pm

At the WEROC Inc. Board Meeting held on 26 November 2020, under agenda item 7.2 – Regional Waste Management, a proposal to update the WEROC Strategic Waste Management Plan was presented to the Board for their consideration. During the discussion, Ms. Glenice Batchelor (proxy for Mr. Neville Hale) advised the Board that the Wheatbelt Development Commission had recently completed a report into a waste disposal facility in Tammin. With this information considered the Board resolved as follows:

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Ms. Julie Flockart

That the Executive Officer invite Mr. Rob Cossart, CEO of the Wheatbelt Development Commission to present on the Tammin Waste Disposal Report at the February meeting of WEROC Inc.

CARRIED

Mr. Rob Cossart and Mr. Grant Arthur have been invited to present to the Board on the outcomes and recommendations of the Tammin waste disposal facility report.

Comments from the Meeting

- Mr. Arthur advised that the Wheatbelt Development Commission first started looking at potential sites outside the Avon Valley for a facility capable of handling waste from Perth, around six years ago.
- The criteria for the site were somewhere close to rail, power and the highway and not too far to carry waste from Perth.
- Three potential sites have been identified in Tammin. The Shire of Tammin is now undertaking an assessment of the suitability of these sites before commencing discussion with landowners.
- The approximate size of the site is 500ha.
- The aim of the work they are undertaking is to have a site identified and ready for a developer in 5 to 10 years' time. It may be possible for the site to be developed for both Perth and regional waste.
- Sites have also been identified in the Shire of Kellerberrin.
- Mr. Arthur advised that other regional groupings of Wheatbelt Shires are undertaking waste management planning initiatives, including 4WDROC and NEWROC, and that it would be worthwhile

having a discussion with them to learn about the process they have undertaken and their learnings from it.

 Mr. Cossart suggested that WEROC Inc. talk with the Department of Water and Environmental Regulation to understand what other regional areas are doing and to enquire about resources and funding that might be available to support the development of a regional waste facility.

Mr. Arthur and Mr. Cossart left the meeting at 1.25pm and did not return.

4.2 Ms. Emma Horsefield, Safety Program Manager, LGIS, 1.40pm – Late Apology

Attachment 1: Elected Member and CEO Briefing February 2021

At the WEROC Inc. Board Meeting held on 26 November 2020, under agenda item 8.1 – Emerging Issues, the new Work Health and Safety (WHS) legislation was discussed, and the Board resolved to invite a representative from LGIS to provide Members with an overview of the legislation and the implications for Local Governments:

RESOLUTION: Moved: Mr. Raymond Griffiths Seconded: Mr. Darren Mollenoyux

That the Executive Officer invite LGIS to present at the February meeting of WEROC Inc., on the WHS legislation, what it means for Local Government and what they need to do to ensure compliance.

CARRIED

The Executive Officer extended an invitation to Ms. Emma Horsefield, Safety Program Manager with LGIS. Ms. Horsefield was one of the presenters at a WHS and Local Government Webinar held on 19 November 2020 and provided a combination of strategic and operational advice and guidance to ensure that Local Governments are prepared for the new *Workplace Health and Safety Bill 2019* which is anticipated to become law in 2021.

Executive Officer Comment:

On Sunday 21 February 2021, Ms. Horsefield contacted the Executive Officer to advise that she was no longer able to attend the meeting due to illness. Ms. Horsefield extended her deepest apologies and asked that if Members had any specific questions that they would like addressed, that these be emailed to her after the meeting for a response.

Comments from the Meeting

- Mr. Darren Mollenoyux suggested that LGIS be approached with a request for additional support through the Regional Risk Coordinator, to assist Local Governments in adhering to legislative changes.
- Mr. Peter Clarke advised that the Shire of Yilgarn is already receiving assistance with additional policies.

4.3 Mr. John Gibbons, Chief Executive Officer Skyworks WA and Ms. Colette Gibbons, Director, Skyworks WA, 2.20pm

Following a presentation from Mr. Marcus Falconer, CEO Australia's Golden Outback, at the WEROC Inc. Board Meeting held on Thursday 27 August 2020, tourism product development and co-operative marketing opportunities were discussed, and the Board resolved as follows:

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Mr. Peter Clarke

That:

- 1. The Executive Officer contact Skyworks WA to enquire about their services and costing.
- 2. WEROC Inc. will await the outcome of its application to the Regional Economic Development grants scheme before progressing with a tourism strategy.

At the WEROC Inc. Board Meeting held on 26 November 2020, the Executive Officer presented an overview of the services offered by Skyworks WA and indicative costing for the development of a collaborative advertising

WEROC Inc. Board Meeting Monday 22 February 2021 - Minutes

campaign. In response, the Board resolved to invite Skyworks WA to present at the February meeting of WEROC Inc.:

RESOLUTION: Moved: Ms. Julie Flockart Seconded: Mr. Rod Forsyth

That the Executive Officer invite Skyworks WA to present at the February meeting of the WEROC Inc. Board.

CARRIED

The Executive Officer has asked Skyworks WA CEO, Mr. John Gibbons and Director, Ms. Collette Gibbons to provide the Board with the following detail:

- 1) How a collaboration across six Member Shire's might work;
- 2) If they are able to incorporate existing images/footage supplied by the Shires, to save on the production of new material;
- 3) How many sites could be featured in a 30 second ad; and
- 4) What the process is to develop a tagline/call to action.

Comments from the Meeting:

- Skyworks advised that the steps in determining how to proceed are as follows:
- 1. Consider who the target audience is age, where do they live, viewing habits, etc.
- 2. Decide on format television or internet.
- 3. Confirm approximate length of video maximum length of a television ad is 29 seconds, if producing for social media/internet the length is unlimited.
- 4. Confirm timeframe for delivery Night skies are best between April and October; Wildflowers are best in July to September.
- Skyworks recommend that for a collaboration across the WEROC Shires it would be best to focus on the subject matter rather than being site specific. For WEROC the subject matter would likely be granite outcrops, salt lakes, stars, wildflowers, and farmland. The exact focus would be determined through a story board.
- In a 29 second television advertisement they can incorporate 12-14 sites.
- Existing images and video footage cannot be incorporated into a new production due to quality and copyright issues.

Mr. and Ms. Gibbons left the meeting at 2.20pm and did not return.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Thursday 26 November 2020

Minutes of the WEROC Inc. Board Meeting held in Merredin on Thursday 26 November 2020 have previously been circulated.

Recommendation:

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

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Ms. Karin Day

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

CARRIED

5.2 <u>Business Arising – Status Report as of 10 February 2021</u>

Actions Arising from the WEROC Inc. Board Meeting held on 26 November 2020.

Agenda Item	Action(s)	Status
7.1 – Collaborative Advertising Campaign	Invite Skyworks WA to present at the February meeting of the WEROC Inc. Board	Mr. John and Mrs. Collette Gibbons from Skyworks WA will present at the WEROC Inc. Board Meeting to be held on 22 February 2021.
7.2 – Regional Waste Management	Invite Mr. Rob Cossart, CEO of the Wheatbelt Development Commission to present on the Tammin Waste Disposal Report at the February meeting of WEROC Inc.	Mr. Rob Cossart and Mr. Grant Arthur will present at the WEROC Inc. Board Meeting to be held on 22 February 2021.
7.4 – Wheatbelt Medical Student Immersion Program (WMSIP)	Advise the WMSIP Steering Committee that the WEROC Inc. Board feel strongly that the program needs to look at opportunities to expand into other communities and that they would like to see the University of Western Australia included in the Terms of Reference.	On Monday 30 November 2020, the Executive Officer emailed Ms. Betony Dawson, Project Coordinator at Rural Health West, providing the feedback from the WEROC Inc. Board regarding the removal of UWA from the terms of reference. Ms. Dawson responded on the same day to advise that the matter will be put on the agenda of the Steering Committee when they next meet at the conclusion of the 2021 program. Ms. Dawson also extended an invitation to meet with her and her Manager, Ms. Zeta Welch, to discuss the matter further. The Executive Officer and WEROC Inc. Chair, Mr. Ram Rajagopalan met with Ms. Dawson and Ms. Welch on 10 December 2020. Additional detail is provided under Agenda item 7.3.
7.5 – Westralia Granite Way Geopark	Contact Mr. Alan Briggs to advise that WEROC Inc. are interested in the Geoparks concept but would like an update on the progress of his existing projects before discussing any further action.	On 30 November 2020, the Executive Officer contacted Mr. Briggs via email requesting an update on the other Geoparks projects that he and his colleagues are working toward. Additional detail is provided under Agenda item 7.4.
7.7 – Discussion & Decisions Arising from the presentation by Mr. Darren Brown	Write to Mr. Tony Brown, Executive Officer of the Great Eastern Country Zone (GECZ) asking that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the GECZ.	The Executive Officer emailed Mr. Tony Brown on 8 December 2020 requesting that a review of the ESL be discussed at the GECZ meeting to be held on 22 February 2021. Mr. Brown responded on the same day to advise that the matter would be included on the GECZ agenda for the February meeting. The Executive Officer

		contacted Mr. Darren Brown, via email, on 27 November 2020 requesting a copy of the PowerPoint presentation delivered to the Board at the November meeting. A follow up email was sent on 10 February 2021. No response has been received.
8.1 Changes to WHS Legislation	Invite LGIS to present at the February meeting of WEROC Inc.	Ms. Emma Horsefield, Safety Program Manager, LGIS will present at the WEROC Inc. Board Meeting to be held on 22 February 2021.

Recommendation:

That the status report as of 10 February 2021 be received.

RESOLUTION: Moved: Mr. Jamie Criddle Seconded: Mr. Wayne Della Bosca

That the status report as of 10 February 2021 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 January 2021

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 28 May 2020 the budget for the financial year commencing 1 July 2020 and ending 30 June 2021 was adopted. The WEROC Inc. Budget 2020-21 is used as the basis for the financial report.

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

Note 1	Annual Financial contributions paid by the Shire's of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn. The one-off joining fee associated with new members of \$30,000 was also paid by the Shire of Tammin.		
Note 2	GST on the Annual Financial Contributions and new member fee.		
Note 3	GST Refund for Q4 BAS 2019-2020.		
Note 4	Executive Officer services for the months of July to December 2020.		
Note 5	Executive Officer travel to Board and WMSIP meetings.		
Note 6	Monthly subscription fee for Xero accounting software.		
Note 7	Payment to Audit Partners Australia for the audit of WEROC Inc. finances for the 2019-20 financial year.		

Note 8	Includes payments to 150 Square for WEROC Inc. Strategic Planning, WALGA for Associate Membership and Australia's Golden Outback for the co-operative digital marketing campaign in June 2020 and a wildflower print advertising campaign in September.
Note 9	Payment to PWD for the redevelopment of the WEROC Inc. website.
Note 10	Insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	Payment to the ATO resulting from the Business Activity Statement for Q1 2020-21

WEROC Inc. ABN 28 416 957 824 1 July 2020 to 31 January 2021

		Budget 2020/2021	Actual to 31/01/2021	Notes
	INCOME			
0501	General Subscriptions	\$60,000.00	\$102,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$141.67	\$64.09	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$6,000.00	\$10,200.00	2
	GST Refunds	\$5,771.24	\$1,265.00	3
	Total Receipts	\$71,912.91	\$113,529.09	
	EXPENSES			
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$30,450.00	\$16,049.54	4
1661.02	Executive Officer Travel and Accommodation	\$2,162.40	\$699.35	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$795.40	\$181.80	6
1687.03	WEROC Financial Services Audit	\$1,300.00	\$879.95	7
1585	WEROC Consultant Expenses	\$40,000.00	\$5,061.82	8
1850	WEROC Management of WEROC App & Website	¢c 9c0 00	¢6 F00 00	0
1801	WEROC Meeting Expenses	\$6,860.00	\$6,500.00	9
		\$500.00	\$0.00	40
1851	WEROC Insurance	\$5,056.67	\$4,998.86	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	\$8,693.78	\$3,237.17	
	ATO Payments	\$3,117.28	\$3,064.00	11
	Total Payments	\$101,235.53	\$40,672.49	

Net Position	-\$29,322.62	\$72,856.60
OPENING CASH 1 July	\$136,811.40	\$143,177.70
CASH BALANCE	\$107,488.78	\$216,034.30

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2020 to 31 January 2021, be received.

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

That the WEROC Inc. financial report for the period 1 July 2020 to 31 January 2021, be received.

CARRIED

6.2 <u>Income & Expenditure</u>

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 November 2020 to 31 January 2021 is provided below.

Date	Description	Reference	Credit	Debit	Running Balance	Gross
WEROC Inc. Transactions for the period 1 November 2020 to 31 January 2021						
Opening Balanc	ce		183,045.98	0.00	183,045.98	0.00
02 Nov 2020	Payment: Shire of Tammin	INV-0006	46,200.00	0.00	229,245.98	46,200.00
09 Nov 2020	Payment: Audit Partners Australia	INV-0361	0.00	967.95	228,278.03	(967.95)
09 Nov 2020	Payment: 150 Square Pty Ltd	INV-0010	0.00	2,495.50	225,782.53	(2,495.50)
23 Nov 2020	Payment: ATO	Activity Statement	0.00	3,064.00	222,718.53	(3,064.00)
27 Nov 2020	Payment: PWD Australia	INV-20144	0.00	715.00	222,003.53	(715.00)
30 Nov 2020	Westpac Interest received		8.37	0.00	222,011.90	8.37
07 Dec 2020	Payment: 150 Square Pty Ltd	INV-0013	0.00	2,979.00	219,032.90	(2,979.00)
28 Jan 2021	Payment: 150 Square Pty Ltd	INV-0016	0.00	2,998.60	216,034.30	(2,998.60)
Total Westpac	Community Solution On	е	46,208.37	13,220.05	216,034.30	32,988.32
Closing Balance	Closing Balance			0.00	216,034.30	0.00
Total		46,208.37	13,220.05	32,988.32	32,988.32	

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2020 to 31 January 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2020 to 31 January 2021 totalling \$13,220.05 be approved.

RESOLUTION: Moved: Mr. Neville Hale Seconded: Mr. Rod Forsyth

That the WEROC Inc. summary of income and expenditure for the period 1 November 2020 to 31 January 2021 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2020 to 31 January 2021 totalling \$13,220.05 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 <u>Tourism Product Development</u>

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 19 February 2021

Attachments: Attachment 2. Letter from WDC regarding WEROC Inc.'s application to Round

3 of the Regional Economic Development grants program

Consultation: Ms. Mandy Walker, Director Regional Development, RDA Wheatbelt

Ms. Kim Hewson, Principal, Economic Transitions

Financial Implications: One third of the total project cost would be \$22,955.33 inc. GST

Voting Requirement: Simple Majority

Background:

Under Priority Two of the WEROC Inc. Strategic Plan – Tourism Product Development – the following actions are identified:

- 1) Conduct an audit of physical and digital tourism assets across the WEROC region.
- 2) Undertake desktop research and consultation with regional tourism groups to better understand:
 - The existing tourism market;
 - Trends in tourism product development; and
 - Future target markets for visitors to the Eastern Wheatbelt.
- 3) Develop a list of priorities for investment inclusive of cost estimates and possible funding opportunities for new product development.

In order to engage a consultant to undertake the above work, an application was submitted on 7 July 2020 to the Regional Economic Development (RED) grant program to undertake an "Activating Tourism in the Eastern Wheatbelt" project".

On 7 December 2020, the Executive Officer received, via email, a letter advising that the application to the RED grant program was unsuccessful. A copy of the letter is provided as an attachment to this meeting agenda. Verbal feedback on the application was provided by Ms. Kristen Twine, Regional Development Officer with the Wheatbelt Development Commission on 16 December 2020. The feedback is summarised below:

- 1) The assessment panel felt that the project has merit and was particularly strong in addressing the COVID recovery criteria.
- 2) It was a very competitive round, with only 13 projects funded out of 51 applications.
- 3) The primary reason that the application was not successful was the competitiveness of the successful applications, which were able to demonstrate the potential to create a larger number of jobs, diversify industry and which had significant co-investment in the project.
- 4) Our project being a planning initiative was more about the possibility of creating jobs in future once the infrastructure priorities are identified, whereas other projects were already past the planning stage and could demonstrate immediate job creation potential.
- 5) It was suggested that WEROC consider undertaking the planning component and then looking to apply again in future when the priority projects have been identified.

At the WEROC Inc. Board meeting held on 27 August 2020, it was resolved that WEROC would await the outcome of its application to the RED grant program before progressing any further with a tourism strategy:

RESOLUTION: Moved: Mr. Rod Forsythe Seconded: Mr. Peter Clarke

That:

- 1. The Executive Officer contact Skyworks WA to enquire about their services and costing.
- 2. WEROC Inc. will await the outcome of its application to the Regional Economic Development grants scheme before progressing with a tourism strategy.

CARRIED

As the outcome of the RED grant program application is now known it might be appropriate for the Board to consider the next steps.

Executive Officer Comment:

The Executive Officer contacted Ms. Kim Hewson, Principal at Economic Transitions to obtain a quote for the tourism product development planning initiative. Economic Transitions specialise in tourism sustainability and planning and have completed a range of tourism strategies for Local Governments and Tourism organisations in both the Goldfields and Wheatbelt (Projects | Economic Transitions).

A quote and proposal were supplied by Economic Transitions on Thursday 18 February 2021. The total proposed cost is \$68,866 inc. GST which includes an assets and signage audit of \$35,000 inc. GST and a branding component of \$4,400 inc. GST.

The Executive Officer has contacted Ms. Mandy Walker, Director of Regional Development at RDA Wheatbelt to enquire as to the suitability of this project for the Community Investment Stream of Round 5 of the Building Better Regions Fund (BBRF). Ms. Walker advised that the project would fit within the guidelines for the Community Investments Stream, which is intended to fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas.

Under the BBRF remoteness classification system, the majority of WEROC Local Governments are classified as "remote" (Merredin, Yilgarn, Westonia and Bruce Rock), which means that WEROC Inc. would need to contribute at least \$1 for every \$3 of funding requested. One third of the total project cost as per the Economic Transitions proposal, would equate to \$22,955.33 inc. GST.

Comments from the Meeting:

- Concern was expressed over a ~\$68,000 investment and the outcome being "just another report".
- The Shire of Yilgarn advised that they have just engaged Market Creations to develop a tourism marketing strategy but are still happy to be a part of the WEROC initiative.
- The importance of local knowledge in developing the plan was emphasised.

• The Executive Officer tabled an alternative quote from 150 Square Strategic Solutions to undertake the tourism product development planning for a total of \$10,320 + GST.

The Executive Officer, Ms. Rebekah Burges declared an interest in the scope of works presented by 150 Square. Ms. Burges left the meeting at 2.44pm and returned at 2.48pm.

Recommendation:

That the Board:

- 1. Consider the quote from Economic Transitions and determine if they would like to proceed with any or all components of the proposal.
- 2. Determine whether they wish to proceed with an application under Round 5 of BBRF and if so, are willing to commit to funding at least one third of the total project cost.

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

That WEROC Inc.:

- 1. Accept the quote from 150 Square Strategic Solutions, as tabled at the meeting, for the quoted price of \$10,320 + GST; and
- 2. Not proceed with an application to Round 5 of the Building Better Regions Fund.

CARRIED

7.2 <u>Collaborative Marketing – Central Wheatbelt Visitors Centre</u>

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 12 February 2021

Attachments: Attachment 3: AGO/Wheatbelt Marketing Plan and Budget 2020/21

Consultation: Ms. Robyn McCarthy, Manager, Central Wheatbelt Visitors Centre

Financial Implications: The cost to WEROC Inc. will be \$302 inc. GST for a shared stand at the caravan

and camping show and an additional \$3,000 ex. GST for collaborative

marketing campaigns.

Voting Requirement: Simple Majority

Background:

Through its Memorandum of Understanding with the Central Wheatbelt Visitors Centre, WEROC Inc. has traditionally budgeted up to \$3,000 per annum toward collaborative marketing campaigns. This would typically be used for six campaigns, including a \$1,500 contribution toward a full page Central Wheatbelt advertisement in the Australia's Golden Outback Holiday Planner. The Holiday Planner is not being reprinted in 2021 due to excess stock remaining from 2020.

Executive Officer Comment:

On Friday 18 December 2020, the Executive Officer received an email from Ms. Robyn McCarthy, Manager, Central Wheatbelt Visitor Centre (CWVC) requesting a contribution toward a display at the 2021 Perth Caravan and Camping Show.

The Caravan and Camping Show, which will take place from 17 to 21 March 2021, is one of the key annual marketing initiatives for CWVC and provides and opportunity to interact with the prospective Perth visitor market. WEROC has contributed to a regional tourism display for the past ten years, alongside Roe Tourism, NEW Travel and Pioneer's Pathway. The total cost of the 3m x 3m display will be \$1,210 Inc. GST. Each of the aforementioned tourism partners are being requested to contribute \$302 Inc. GST.

The CWVC staff usually attend the full five days of the show on behalf of WEROC, however due to current staff shortages this will not be possible in 2021. NEW Travel have offered to cover most days this year with other volunteers from the region attending on a roster basis. On Friday 12 February 2021, Ms. McCarthy sent a request, via email, to all WEROC Shires requesting volunteers to attend over the five days, with two shifts per day.

On Friday 12 February 2021, Ms. McCarthy provided, via email, a copy of the proposed Australia's Golden Outback/Wheatbelt Marketing Plan and Budget for the 2021 calendar year. There are currently five planned campaigns for the year. The Wheatbelt stand at the Perth Caravan and Camping show is separate from the marketing plan and budget.

For the remainder of the 2020-21 financial year, WEROC Inc. are being asked to contribute \$500 toward a collaborative advertisement in a Wheatbelt travel feature in the West Australian Newspaper and \$500 toward an 11-week Curtin Radio campaign. Two additional campaigns are planned but the costs are not yet known. WEROC Inc. are budgeted to incur \$2,000 for the additional campaigns within this financial year.

Recommendation:

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.

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

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.

CARRIED

7.3 Wheatbelt Medical Student Immersion Program

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 12 February 2021

Attachments: Attachment 4: Letter of Reference for the University of Notre Dame Australia's

2021 Vice Chancellor Awards for Promoting Excellence in Learning and

Teaching

Attachment 5: Minutes of the WMSIP Planning Group meeting held on 10

December 2020

Attachment 6: Minutes of the WMSIP Planning Group meeting held on 14

January 2021

Attachment 7: Minutes of the WMSIP Planning Group meeting held on 28

January 2021

Attachment 8: DRAFT WMSIP Staff Information Pack 2021

Consultation: Ms. Betony Dawson, Project Coordinator, Rural Health West

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 26 November 2020, the Executive Officer presented the letter of agreement and proposed change to the Wheatbelt Medical Student Immersion Program Terms of Reference. The proposed amendment involves the removal of the University of Western Australia from the governance and membership. In response the Board resolved as follows:

RESOLUTION: Moved: Ms. Karin Day Seconded: Mr. Raymond Griffiths

That:

- 1) The WEROC Inc. Board commit to supporting the WMSIP program for a further three years and approve the signing of the letter of agreement by the WEROC Inc. Chair.
- 2) The Executive Officer advise the WMSIP Steering Committee that the WEROC Inc. Board feel strongly that the program needs to look at opportunities to expand into other communities (not necessarily confined to the Wheatbelt) and that they would like to see the University of Western Australia included in the Terms of Reference.

CARRIED

On Monday 30 November 2020, the Executive Officer wrote to Ms. Betony Dawson, Project Coordinator, Rural Health West, advising that the Board had resolved to support WMSIP for a further three years. An electronic copy of the signed letter of agreement was attached to this email. It was also advised that on the matter of the change to the Terms of Reference, the Board felt strongly that the program needs to look at opportunities to expand into other communities (not necessarily confined to the Wheatbelt) and that they would like to see the University of Western Australia (UWA) included within the governance and membership of WMSIP.

In response to this email, Rural Health West extended an invitation to the WEROC Executive Officer and Chair to attend a meeting on 10 December 2020, with Ms. Dawson and her Manager Ms. Zeta Welch. Ms. Dawson and Ms. Welch advised that UWA had been approached several times about becoming a participant in the WMSIP initiative and had repeatedly declined. They suggested that at this stage, the best way to engage with medical students at UWA and students studying other health disciplines across all Universities, would be through the Rural Health Clubs.

For the Board's information, there are three Rural Health Club's in Western Australia:

- Curtin Rural Outreach Health Club (CROHC) for medical students studying at Curtin University. CROHC
 is relatively new, being formed in 2019. They are trialling a Rural High School Ambassador Program in
 2021 which will involve medical students from rural areas, visiting their local high school and high
 schools in surrounding areas to promote the Curtin Medical School and health sciences. They also run
 a Rural High School Visit (RHSV) Program.
- 2. West Australian Allied Health Interested In Bush Experience (Waalhiibe) for allied health students across all Western Australian Universities. Waalhiibe is administered by Rural Health West and provides a range of activities aimed at exposing students to rural and remote areas. They facilitate a RHSV program, cultural awareness training, Indigenous Community Festival attendance, skills events and social events.
- 3. Students and Practitioners Interested iN Rural Practice, Health, Education Xetcetera (Spinrphex) for nursing, dental, oral health and medical students across all Western Australian Universities. Spinrphex is the oldest student Rural Health Club in Australia and has over 600 active members. They provide opportunities for members to assist rural communities through events including a two-day rural health camp, a Children's Festival, multidisciplinary evenings and a one-day conference held jointly with Waalhiibe.

Spinrphex is the only Rural Health Club that incorporates medical students from UWA. The Executive Officer sent an email to the President of Spinrphex on 27 January 2021, advising that WEROC would be interested in

assisting them to bring some of their programs out to the Wheatbelt. To date a response has not been received.

The Executive Officer contacted Rural Health West in their capacity as administrators for Waalhiibe, and as a conduit to all of the Rural Health Clubs in Western Australia, on 27 January 2021, asking if there were initiatives outside of WMSIP that WEROC Inc. could support with the aim to engage medical students from UWA. They advised that in addition to WMSIP, Rural Health West coordinate Wheatbelt weekend immersions. These weekend immersions run from Friday to Sunday and are targeted at bonded students from UWA, Curtin and Notre Dame. There are two immersion experiences taking place between April and June 2021, one in Narrogin and one in Northam, each with six students from across the three medical schools. The aim is to provide a community experience and get these students interested in applying for the Rural Clinical School and to consider doing their return of service in the Wheatbelt. Rural Health West has indicated that if these weekend immersions are successful there would be an opportunity for more to take place later in the year, in different Wheatbelt locations, and WEROC could potentially support the initiative.

Executive Officer Comment:

Since the WEROC Inc. Board meeting held on 26 November 2020, there have been four WMSIP Planning Group meetings and a staff orientation day for the 2021 WMSIP visit, hosted by Curtin University. The minutes of the following meetings are provided as an attachment:

- WMSIP Planning Group Meeting held on 10 December 2020
- WMSIP Planning Group Meeting held on 14 January 2021
- WMSIP Planning Group Meeting held on 28 January 2021

A planning group meeting was also held on Thursday 11 February 2021 however, the minutes of this meeting were not available at the time of preparing this agenda. The next planning group meeting is scheduled for Thursday 25 February 2021.

At the WMSIP Planning meeting held on 10 December 2020, it was questioned why WEROC was given a position on the Steering Committee and Planning Group, while the other Shires involved in the program were not represented. The background to WEROC's involvement was explained to the group and it was suggested that to provide clarity over who the program partners are, and why they are involved, each would be invited to provide an overview of their organisation and their objectives for the program, at the WMSIP Staff Orientation Day. Information on each partner organisation will also be included in the WMSIP Information Pack for 2021. On Monday 18 January 2021, the Executive Officer attended the WMSIP Staff Orientation Day held at Curtin University and presented to the group on behalf of WEROC.

On Thursday 28 January 2021, the Executive Officer received a request from Dr. Dylan Griffiths, Quality Assurance Manager at the University of Notre Dame, School of Medicine, to provide a letter of reference to support a nomination for the 2021 Vice Chancellor's Awards for Promoting Excellence in Learning and Teaching. The nomination was for the team at the School of Medicine for their involvement in the Wheatbelt Medical Student Immersion Program. After consulting with the Chairs of the WEROC Inc. Board and CEO Committee, the Executive Officer advised the University that WEROC Inc. were happy to support their nomination. A copy of the letter of reference is provided as an attachment to this meetings agenda.

Recommendation:

That:

- 1. The information on the Wheatbelt Medical Student Immersion Program be noted; and
- 2. The Board ratify the provision of a letter of reference to support the nomination of the University of Notre Dame Australia's, School of Medicine for the 2021 Vice Chancellor Awards for Promoting Excellence in Learning and Teaching.

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

That:

1. The information on the Wheatbelt Medical Student Immersion Program be noted; and

2. The Board ratify the provision of a letter of reference to support the nomination of the University of Notre Dame Australia's, School of Medicine for the 2021 Vice Chancellor Awards for Promoting Excellence in Learning and Teaching

CARRIED

7.4 Westralia Granite Way Geopark

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 February 2021

Attachments: Attachment 9: Geoparks Briefing 8 December 2020

Attachment 10: Granite Way MoU January 2005

Consultation: Mr. Alan Briggs, President of Geoparks WA

Voting Requirement: Simple Majority

Background:

Over the past five years, Mr. Alan Briggs, President of Geoparks WA, has been working with the Shire's of Tammin, Kellerberrin, Bruce Rock and Quairading to research the possibility of establishing a Geopark in the Wheatbelt. The focus has been on revitalising the Granite Way scenic drive trail as a means to increase the number of tourists visiting the area.

At the WEROC Inc. Board Meeting held on 27 August 2020, the concept was discussed, and it was resolved that:

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

That Mr. Raymond Griffiths attend the meeting with Mr. Briggs scheduled for 22 September 2020, and report back to the Board.

CARRIED

On Friday 25 September 2020, the Executive Officer received an email from Mr. Briggs requesting the outcomes of any discussion about the Geopark concept with WEROC. The Executive Officer replied on the same day to advise Mr. Briggs that the concept had been discussed at the 27 August meeting of the WEROC Inc. Board but no decisions had been made as the Board were awaiting further information/feedback from the meeting scheduled for 22 September 2020. Mr. Briggs subsequently provided a summary of the meeting held on 22 September, which was provided to the WEROC Board as an attachment to the 26 November 2020 meeting agenda. At the 26 November meeting, the Board resolved:

RESOLUTION: Moved: Mr. Raymond Griffiths Seconded: Mr. Darren Mollenoyux

That the Executive Officer contact Mr. Alan Briggs and advise that WEROC Inc. are interested in the Geoparks concept but would like an update on the progress of his existing projects before discussing any further action.

CARRIED

Executive Officer Comment:

On 30 November 2020, the Executive Officer sent the following email to Mr. Briggs:

Hi Alan,

The Board of WEROC Inc. met last Thursday and discussed the Wheatbelt Geopark Proposal.

The Board are interested in the concept but understand that you are involved in other aspiring geoparks in Western Australia and would like an update on how these are progressing before discussing any further action that WEROC Inc. might take. Specifically, we would appreciate if you could tell us of any major successes or milestones that have been achieved as well as barriers you might have faced and how these will/have been overcome to enable you to continue moving forward.

We already have our full quota of guest speakers for the next WEROC Inc. Board Meeting (scheduled for 22 February 2021) so we would not be looking for a presentation, but if you were able to provide something brief in writing, along with an explanation of any specific action you would like WEROC Inc. to consider, I can include this as an agenda item for discussion.

Kind Regards

Rebekah

Mr. Briggs did not respond to the Executive Officer directly, rather a group email was sent to the Community Development Officers and CEO's of the Shires of Bruce Rock, Cunderdin, Tammin, Kellerberrin, Merredin and Quairading. The content of the email was as follows:

Good afternoon all,

I have received feedback from two sources; WEROC and WDC.

WEROC requested further information about the proposed aspiring geopark project. I have attached a briefing note written by my colleague Professor Ross Dowling that I have edited for our (Wheatbelt) purposes. See attached. I am optimistic this note will resolve any underlying conceptions about the geopark project.

I have also received word from WDC that my grant application for digital and physical signage around the perimeter of the proposed geopark was unsuccessful. I have attached a copy of my earlier letter to you and a copy of WDC's response.

I have included (attached) additional information about geotrails and geoparks, and about Geoparks WA, for your information. I have also attached my earlier report that WDC sponsored for field work.

I have also attached a copy of the outline for establishing a geopark.

WEROC mentioned other regions expressing interest in establishing a geopark. See the briefing note for an indication of those regions.

Meanwhile, Murchison Georegion has successfully launched itself and is nominating as an aspiring geopark. The Murchison has had the full support of the Mid West Development Commission. They produced a brochure outlining 21 geosites, opened a website and promoted an APP that contains details about their region.

My original involvement in the Granite Way was via Tammin and an MOU between several shires (see attached).

For the more complex geopark proposal, I suggest that an MOU be drafted for your review. I think it will clarify roles and commitments for each stakeholder in the aspiring granite way geopark. If you are ok with this approach, I will draft an MOU from a model I have previously used.

I remain keen to assist you with establishing a geopark.

For reference, China was the initial employer of geoparks from the 1970s, using them to reverse rural decline and stop the march of country people into cities. It worked (<u>China News story</u>). They now have

very successful geoparks creating businesses and generating employment across the tourism service industry.

The Wheatbelt has a city just 2-3 hours away for day-trippers and is an excellent place to stay overnight. I am sure the recent covid experience has filled the caravan parks in the Wheatbelt region. Geoparks are a means of keeping them coming.

Thank you for your time. I look forward to hearing from you.

Yours sincerely

Dr Alan Briggs

President, Geoparks WA

Mob: 0429 914 051

The Geoparks briefing and previous Memorandum of Understanding mentioned in Mr. Briggs email are provided as attachments. The other documents mentioned have been previously circulated.

Recommendation:

That WEROC Inc. request Mr. Alan Briggs draft a Memorandum of Understanding for consideration.

Comment from the Meeting:

- Concern was raised that if Mr. Briggs were requested to prepare a Memorandum of Understanding he would have an expectation that WEROC Inc. was willing to commit to the Geopark concept.
- There was no formal resolution on this matter. The Board have noted the information provided by Mr.
 Briggs and the Geopark concept will be reviewed within the context of the tourism product development initiative.

7.5 Building Better Regions Fund – Letters of Support

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 19 February 2021

Attachments: Attachment 11: Merredin Town Centre Concept Plan

Attachment 12: Draft Letter of Support for the Shire of Merredin's application

under Round 5 of the Building Better Regions Fund

Consultation: Mr. Mark Dacombe, CEO Shire of Merredin

Ms. Codi Mullen, Personal Assistance to the CEO, Shire of Kellerberrin

Voting Requirement: Simple Majority

Shire of Merredin Multi-Stage CBD Redevelopment Project

On Monday 15 February 2021, the Shire of Merredin CEO, Mr. Mark Dacombe wrote to the Executive Officer with a request for a letter of support from WEROC Inc. for an application to Round 5 of the Building Better Regions Fund.

The Shire of Merredin is applying for funding to undertake Stage 1 of a multi-stage redevelopment of the Merredin central business district (CBD). Mr. Dacombe advised that the Shire have been working on plans for the revitalization of the CBD since at least 2008. The community was first engaged on the future design of the CBD in early 2009 and the initial concept plan was well received.

In the Shire of Merredin Strategic Community Plan 2012-2018, the revitalization of the CBD was identified as a very high priority. In 2017 the project was further developed within the context of the State Governments' Regional Centers Growth planning initiative. Funding for the project did not eventuate and the Shire has undertaken less ambitious improvement over the years as budgets allowed.

The CBD revitalization has again come into prominence through the Shire of Merredin's recent community engagement and is identified as the top strategic project in the Shire's draft Strategic Community Plan 2020-2030, alongside economic development funding opportunities related to COVID-19 recovery. A such, the Shire now intends to vigorously pursue funding for a comprehensive CBD revitalization project. A copy of the project concept and draft letter of support have been provided as attachments to the meeting agenda.

Shire of Kellerberrin Swimming Pool Redevelopment

On Thursday 18 February 2021 Personal Assistant to the CEO at the Shire of Kellerberrin, Ms. Codi Mullen wrote to the Executive Officer with a request for a letter of support for the Shire of Kellerberrin's application to Round 5 of the Building Better Regions Fund.

Ms. Mullen advised that the project for which funding is being sought, is the redevelopment of the Kellerberrin Memorial Swimming Pool facilities. The redevelopment will include the replacement of the existing 33m lap pool with a 25m lap pool, upgrading the existing shallow pool facilities to incorporate a learn to swim pool, water play leisure pool with zero beach entry including disability access, and the development of recreational amenities including lawned picnic areas and a shaded barbeque facility.

Recommendation:

That WEROC Inc. provide letters of support for applications to Round 5 of the Building Better Regions fund for the Shire of Merredin's CBD revitalisation project, and the Shire of Kellerberrin's Swimming Pool Redevelopment.

RESOLUTION: Moved: Mr. Peter Clarke Seconded: Ms. Karin Day

That WEROC Inc. provide letters of support for applications to Round 5 of the Building Better Regions fund for the Shire of Merredin's CBD revitalisation project, and the Shire of Kellerberrin's Swimming Pool Redevelopment.

CARRIED

7.6 WEROC Inc. Strategic Projects Status Report & Next Steps

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

Background:

The WEROC Inc. Strategic Plan 2020, identifies five priorities and associated actions. An update on progress against the five strategic priorities is provided below and the next steps will be discussed.

Priority	Actions	Progress	Next Steps (For Discussion)
Regional waste management	Undertake a review of existing waste management service delivery across the WEROC region including:	ASK Waste Management	under agenda item

	 Local Government Waste Management Plans; Waste management services and infrastructure; Recycling activities and capabilities; Contract arrangements; and cost of delivery. Complete a cost-benefit analysis for ownership of a shared truck for municipal waste and recycling collection. Develop a WEROC Waste Management Plan. 	and a feasibility study into the establishment of a regional landfill site. A decision on this quote has been deferred until the Board have a better understanding of the Tammin Waste Disposal report, which was recently completed by the Wheatbelt Development Commission Mr. Grant Arthur and Mr. Rob Cossart from the Wheatbelt Development Commission have been invited to present to the WEROC Inc. Board on the Tammin Waste Disposal report.	Invite NEWROC to provide an update/overview of their Strategic Waste Management initiative
Tourism Product Development	 Conduct an audit of physical and digital tourism assets across the WEROC region. Undertake desktop research and consultation with regional tourism groups to better understand: The existing tourism market; Trends in tourism product development; and Future target markets for visitors to the Eastern Wheatbelt. Develop a list of priorities for investment inclusive of cost estimates and possible funding opportunities for new product development. 	 An application was submitted on 7 July 2020 to the Regional Economic Development grant scheme to undertake an "Activating Tourism in the Eastern Wheatbelt" project". This application was unsuccessful. A quote has been requested for a consultant to undertake a tourism asset audit and develop a tourism strategy for the Eastern Wheatbelt. 	As per discussion under agenda item 7.1
Local business development	1) In partnership with the Wheatbelt Business Network, Chambers of Commerce and Community Resource Centres, develop a targeted business improvement program with a focus on: Online reputational management (e.g. how to respond to negative reviews); and	The CEO of the Wheatbelt Business Network presented a business development program proposal to the WEROC Inc. Board on 27 August 2020. It was decided that the timing was not right for a business development program and the concept would be revisited in mid-2021.	

Digital connectivity	 Improved frontline customer experience (both physical and digital). Develop a project plan/business case to support an application for funding to implement the program. Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity across the Eastern Wheatbelt. Work with telecommunications providers (e.g. Telstra, Optus, NBN Co.) to target improvements in fixed and mobile connectivity. Lend support to existing initiatives that have the potential to improve digital connectivity across the WEROC region (e.g. Crisp wireless, WA SuperNet). 	 WEROC Inc. have provided letters of support for the CRISP wireless application to the Regional Connectivity Program and Digital Farms Grants Program. The application to the Digital Farm Grants Program was successful and the project will include two WEROC Member Councils – Tammin and Yilgarn. The Hon Melissa Price MP was asked to comment on support/funding available for digital connectivity initiatives. The Minister provided a written response which includes details of the Regional Connectivity Program, WA Grain belt Connectivity 	
Ranger and regulatory services solution	 Complete a review of existing ranger service delivery arrangements and costing across Member Councils Investigate avenues to fund and engage a Regional Community Emergency Services Manager. Implement a ranger and regulatory service solution for WEROC Member Councils. The solution will include a provision to train additional Shire staff to support the ranger. 	possibility of a regional CESM for WEROC Inc. Local Governments has been sent to the Department of Fire and Emergency Services and a response has been received advising that it is not possible at this time.	_

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	consider a review of the	
	Emergency Services Levy.	

Recommendation:

That the Strategic Projects status report be received and discussed.

RESOLUTION: Moved: Mr. Jamie Criddle Seconded: Mr. Wayne Della Bosca

That the Strategic Projects status report be received.

CARRIED

7.7 <u>Discussion and Decisions Arising from the Presentation by Mr. Grant Arthur and Mr. Rob Cossart</u>

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Grant Arthur and Mr. Rob Cossart it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Grant Arthur and Mr. Rob Cossart be considered, and the matter discussed.

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

7.8 <u>Discussion and Decisions Arising from the Presentation by Ms. Emma Horsefield</u>

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Ms. Emma Horsefield the WEROC Inc. Board may like to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Ms. Emma Horsefield be considered, and the matter discussed.

RESOLUTION: Moved: Mr. Darren Mollenoyux Seconded: Mr. Jamie Criddle

That WEROC Inc. write to LGIS and request that consideration be given to providing an expanded service through the Regional Risk Coordinator, to assist Local Government's in meeting the requirements under the new Work Health and Safety Legislation.

CARRIED

7.9 <u>Discussion and Decisions Arising from the Presentation by Mr. John Gibbons and Ms.</u> Colette Gibbons, Skyworks WA

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 10 February 2021

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. John and Ms. Colette Gibbons it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. John and Ms. Colette Gibbons be considered, and the matter discussed.

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Ms. Julie Flockart

That the idea of a collaborative video marketing campaign be revisited upon the completion of the WEROC Inc. tourism product development planning initiative.

CARRIED

8. EMERGING ISSUES

8.1 Ranger Service Delivery

On Monday 15 February 2021, Shire of Merredin CEO Mr. Mark Dacombe contacted the Executive Officer via email, advising that the Shire of Merredin Ranger has resigned and will finish at the end of the week. Mr. Dacombe has proceeded to advertise the position as WA Ranger Services has advised that they do not have the resources to cover any interim period for the Shire.

Mr. Dacombe has suggested that it would be timely for WEROC Inc. to undertake the actions identified under Priority Five of the WEROC Inc. Strategic Regional Plan to determine the viability of a WEROC Ranger Service.

Recommendation:

That the Executive Officer complete a desktop audit of existing ranger services and requirements across the WEROC Member Councils.

Comment from the meeting:

- Mr. Mark Dacombe advised that the ranger in Merredin has left and he would like to see if there is any appetite to pursue a regional ranger service model.
- Mr. Dacombe suggested that this might also be an opportunity to look again at a regional Community Emergency Services Manager (CESM).

- Mr. Darren Mollenoyux advised that there was previously a regional ranger service, but the arrangement ceased due to the ranger being too busy in Merredin to service the other Shires and there being no backup when the one ranger went on holiday.
- Mr. Mollenoyux advised that the possibility of two rangers to service the six Shires was explored but they could not make the numbers work at that time. Mr. Mollenoyux suggested that if the CESM position was incorporated it might make a shared service more feasible.

RESOLUTION: Moved: Mr. Mark Dacombe Seconded: Mr. Darren Mollenoyux

That the Executive Officer complete a desktop audit of existing ranger services and requirements across the WEROC Member Councils.

CARRIED

9. OTHER MATTERS (FOR NOTING)

9.1 Update on the Proposed New Standard for Records Management

Attachment 13: Consultation Draft SRC Standard for State Records Management

Attachment 14: Consultation Draft Records Management Plan Template

Attachment 15: Feedback on the Proposed New SRC Standard

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. Subsequent to this review, the idea of a generic Record Keeping Plan which could be adapted for use by all WEROC Local Governments, was explored.

A letter was sent to Mr. Damian Shepherd, Director State Records on 19 March 2020 requesting clarity on the new Information Management Framework, which was identified in the IEA report. A response was received on 24 March 2020, advising that the State Records Commission (SRC) would be undertaking a significant reform of the Standards for State record keeping throughout 2021.

At the WEROC Inc. Board Meeting held on 30 April 2020 it was resolved as follows:

RESOLUTION: Moved: Ms. Julie Flockhart Seconded: Mr. Raymond Griffiths

That in light of the advice from the Director State Records, the engagement of IEA to develop any record keeping policies be put on hold until the new Standards for State Record Keeping are implemented.

CARRIED

On 11 November 2020, the State Records Office provided the following update in regard to the move toward a single Standard for Records Management:

Earlier this year we sought your feedback on a proposed new, single Standard for Records Management and supporting tools.

Feedback indicated overwhelming support for the approach; and your feedback has been essential in helping our team improve the proposed new Standard, Plan Template and Maturity Model further to support agencies.

We've put together a summary of your feedback.

Our team is now finishing the revision process using your feedback and plans to seek endorsement from the State Records Commission in late 2020. The new Standard and supporting framework would then be rolled-out in 2021 with guidance and support available for agencies.

The draft standard for state records management, draft record management plan template and the summary of feedback received, are provided as attachments.

9.2 Telecommunications Update

CRISP Wireless

In November 2020, WEROC Inc. provided letters of support for the CRISP Wireless applications to the Australian Government's Regional Connectivity Program and the State Governments, Digital Farm Grants Program.

On Monday 8 February 2021, the Executive Officer contacted Ms. Maree Gooch for an update on these applications. Ms. Gooch advised that CRISP Wireless was successful in their application to Round 3 of the Digital Farm Grants Program.

The total project being funded under this grant is valued at \$1.45 million and the Shire's that the project will cover include Tammin, Beverley, Quairading, Kulin and Yilgarn. There is not a specific start date for the project as yet.

Ms. Gooch extended her thanks to WEROC Inc. for their letters of support.

WA Grainbelt Commonwealth Feasibility Study

Attachment 16: Improved Connectivity in the WA Grainbelt Commonwealth Feasibility Study

On 26 November 2020, the Hon. Melissa Price MP provided written responses to questions submitted by Members of the WEROC Inc. Board. This was forwarded to Members on 30 November 2020, along with the minutes of the Board meeting held on 26 November 2020.

One of the questions posed to Minister Price was, "what funding/support is available to improve digital connectivity within the Wheatbelt". The Minister provided a link to a media release dated 6 October 2020, from the Hon. Paul Fletcher, Minister for Communications, Urban Infrastructure, Cities, and the Arts, relating to the WA Grainbelt Connectivity Program. An excerpt from the media release is provided below:

Investing in telecommunications in the Western Australia Grain Belt

Following a feasibility study, the Government is providing up to \$1.8 million in grant funding for Wireless Internet Service Providers to improve connectivity in the Western Australia Grainbelt.

The increased and improved digital connectivity will support long-term productivity in agricultural industries and assist in recovery from the impacts of COVID-19 restrictions.

The program will provide grant funding to co-fund place-based fixed wireless connectivity solutions tailored to the needs of local communities in the region, enabling the delivery of improved connectivity to underserved areas.

Minister Price advised that details of this program will be released in coming months. A copy of the feasibility study referred to in Minister Fletchers media release is provided as an attachment.

Mobile Blackspot Program

On 18 November 2020, the Hon. Paul Fletcher MP announced the opening of applications for Round 5A of the Mobile Blackspot Program. Round 5A is intended to test a range of different program designs to expand and improve mobile coverage for regional and remote areas. The application period was recently extended from 10 February to 5 March 2021.

The outcomes of Round 5A will inform the design of Round 6, which is expected to take place in the second half of 2021. Minister Price, in her letter to the Board, strongly urged Local Governments to identify their priority areas for improved mobile coverage and to contact the mobile carriers to make their support for these priorities known.

9.3 Update on Stage 5 of the Public Health Act

On Thursday 11 February 2021, the Department of Health WA provided an update on the implementation of Stage 5 of the Public Health Act. A key component of Stage 5 is the requirement for Local Governments to complete a Local Public Health Plan. The Department advised that:

"As a result of the State's response to COVID-19 taking precedence in 2020-21, the anticipated introduction of stage 5 of the Public Health Act during 2021 has to be modified. Revised timeframes for stage 5 implementation are now anticipated for completion by July 2022. The EHD will provide an update on the Public Health Act in our March webinar".

The webinar will take place on 16 March 2021.

9.4 Dowerin Do-Over Regional Conference

NEWROC have partnered with the Wheatbelt Business Network, Town Team Movement, RAC, and the Shire of Dowerin to deliver a one-and-a-half-day conference over 29 and 30 April 2021. The conference is aimed at Local Government staff, elected members, community resource centre representatives and community and business organisations. Topics will include tourism attraction and retention, streetscape revitalisation and regional events.

More detail and a link to register is available via the Town Team Movement website.

10. FUTURE MEETINGS

At the WEROC Inc. Board Meeting held on 26 November 2020 it was determined that:

- The WEROC meetings being held in February and April 2021 will be in Kellerberrin and Merredin, respectively, to align with the Great Eastern Country Zone.
- The August meeting of WEROC Inc. will be held in Southern Cross and will include a farewell function for Mr. Peter Clarke.
- Other meeting dates and locations will be determined by the Executive Officer and advised at the first meeting of WEROC Inc. for 2021.

The Executive Officer has since spoken with Mr. Peter Clarke with regard to a preferred date in August for the proposed meeting and farewell function. Mr. Clarke advised that his leaving date is unknown and therefore suggested that the schedule of meetings be set without consideration to a farewell function.

Proposed meeting dates and locations for 2021:

Date	Time	Host Council
Monday 22 February	1.00pm	Shire of Kellerberrin
Tuesday 27 April	1.00pm	Shire of Merredin
Wednesday 23 June	10.00am	Shire of Bruce Rock
Wednesday 1 September	10.00am	Shire of Westonia or Yilgarn
Monday 22 November	1.00pm	Shire of Tammin

In developing the proposed scheduled of meetings, the Executive Officer has taken into consideration the following events/meetings:

- School and Public holidays
- The WALGA Local Government Convention (20 & 21 September)
- Great Eastern Country Zone meeting dates for 2021:

WEROC Inc. Board Meeting Monday 22 February 2021 - Minutes

- Monday 22 February Kellerberrin
- Tuesday 27 April Merredin
- Monday 28 June Kellerberrin
- Monday 23 August Merredin
- Monday 22 November Kellerberrin
- 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 (25 & 26 August)
- Local Government Professionals Annual State Conference (3-5 November)

Recommendation:

That the proposed schedule of meetings for 2021 be endorsed.

RESOLUTION: Moved: Mr. Rod Forsyth Seconded: Ms. Karin Day

That the proposed schedule of meetings for 2021 be adopted.

CARRIED

The next meeting of the WEROC Inc. Board will be held in Merredin on Tuesday 27 April 2021.

11. CLOSURE

There being no further business the Chair closed the meeting at 3.27pm.

DECLARATION					
These minutes were confirmed by the WEROC Inc. Board at the meeting held					
Signed					
Person presiding at the meeting at which these minutes were confirmed					



Great Eastern Country Zone

Minutes

Held at Kellerberrin Recreation and Leisure Centre

Commenced at 9:30am Monday 22 February 2021

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Great Eastern Country Zone

Meeting held at Kellerberrin Recreation and Leisure Centre Commenced at 9.30am, Monday 22 February 2021

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock President Cr Stephen Strange

Cr Ramesh Rajagopalan

Mr Darren Mollenoyux Chief Executive Officer non-voting

delegate

Shire of Cunderdin Mr Stuart Hobley Chief Executive Officer non-voting delegate

Shire of Kellerberrin President Cr Rodney Forsyth

Lenin Pervan Deputy Chief Executive Officer non-voting delegate

Shire of Kondinin Ms Mia Maxfield Chief Executive Officer non-voting delegate

Shire of Koorda President Cr Jannah Stratford

Mr Darren Simmons Chief Executive Officer non-voting delegate

Shire of Merredin President Cr Julie Flockart

Mr Mark Dacombe Chief Executive Officer non-voting delegate

Shire of Mount Marshall President Cr Tony Sachse – Deputy Chair

Mr John Nuttall Chief Executive Officer non-voting delegate

Shire of Narembeen Cr Kellie Mortimore

Tamara Clarkson Executive Manager Corporate Services

Mr David Blurton Chief Executive Officer non-voting delegate

Shire of Nungarin President Cr Pippa DeLacey

Mr Leonard Long Chief Executive Officer non-voting delegate

Shire of Tammin Mr Neville Hale Chief Executive Officer non-voting delegate

Shire of Trayning Cr Geoff Waters

Ms Leanne Parola Chief Executive Officer non-voting delegate

Shire of Westonia President Cr Karin Day

Mr Jamie Criddle Chief Executive Officer non-voting delegate

Shire of Wyalkatchem President Cr Quentin Davies

Mr Peter Klein Chief Executive Officer non-voting delegate

Shire of Yilgarn President Cr Wayne Della Bosca

Cr Bryan Close

Mr Peter Clarke Chief Executive Officer non-voting delegate

WALGA Tony Brown, Executive Manager Governance & Organisational

Services

Narelle Cant, Executive Manager, Strategy, Policy and Planning,

Strategy, Policy and Planning

Cliff Simpson - Road Safety Advisor (Wheatbelt North),

Infrastructure

Naoimh Donaghy, Governance and Organisational Services

Officer

Richard Burnell, Executive Director Corporate Services –

Department of Fire and Emergency Management

Jennifer Collins - Department of Local Government, Sport and

Cultural Industries

Rob Cossart, Wheatbelt Development Commission, CEO

Grant Arthur, Wheatbelt Development Commission, Director

Regional Services

Mandy Walker, RDA Wheatbelt, Director Regional Development

Craig Manton, Main Roads, Regional Manager

Hon Mia Davies, MLA

Apologies

Shire of Narembeen President Rhonda Cole – Zone Chair

Shire of Dowerin President Darrel Hudson

Cr Adam Metcalf

Rebecca McCall, Chief Executive Officer

Shire of Cunderdin Cr Alison Harris

Cr Dennis Whisson - Shire President

Shire of Kellerberrin Cr Scott O'Neill

Mr Raymond Griffiths Chief Executive Officer non-voting delegate

Shire of Kondinin President Cr Sue Meeking

Cr Bev Gangell

Shire of Koorda Cr Pamela McWha

Shire of Merredin Mal Willis

Shire of Mount Marshall Cr Nick Gillett

Shire of Mukinbudin President Gary Shadbolt

Cr Rod Comerford

Mr Dirk Sellenger Chief Executive Officer non-voting delegate

Shire of Nungarin Cr Gary Coumbe

Shire of Tammin Cr Glenice Batchelor

Cr Tania Daniels

Shire of Trayning President Cr Melanie Brown

Shire of Westonia Cr Bill Huxtable

Shire of Wyalkatchem Cr Owen Garner

Hon Martin Aldridge MLC, Agricultural Region Hon Laurie Graham MLC, Agricultural Region Darren West MLC, Agricultural Region

Attachments

The following are provided as attachments to the agenda:

- 1. Minutes Great Eastern Country Zone 26 November 2020
- 2. Minutes GECZ Executive Committee Meeting 11 February 2021
- 3. COVID-19 Welfare Centre Guide version V1.02 231220
- 4. Wheatbelt OASG Minutes, 27 January 2021
- 5. Wheatbelt Human Services Managers Forum
- 6. The Wheatbelt Education Engagement Plan Action Plans
- 7. WALGA Presidents Report March 2021
- 8. RDA Wheatbelt zone update February 2021

State Council Agenda – via link: State Council Agenda, March 2021

DECLARATIONS OF INTEREST

Cr Tony Sachse, Shire of Mt Marshall, declared an interest in regards to Item 8.3, "WALGA Applicant for the DFES Local Government Grant Scheme State Emergency Service Capital grants Committee", and "WALGA Applicant for the DFES Local Government Grants Scheme Bush Fire Services Capital Grants Committee" – both applications are pending Ministerial Approval.

Declaration of interest was acknowledged by the Zone.

3. ANNOUNCEMENTS

4. GUEST SPEAKERS / DEPUTATIONS

4.1 Richard Burnell - Department of Fire and Emergency

Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management

The Zone extended an invitation to Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management to provide an update regard to the Telstra battery backup item referred to at the last zone meeting (18, 6.3), November 2020.

Richard presented to the Zone and his presentation is attached.

Comment

Rob Cossart, CEO of the Wheatbelt Development Commission, suggested the Great Eastern Country Zone extend an invite to a Department of Primary Industries and Regional Development representative to expand on funding opportunities in respect to the issue.

NOTED

5. MINUTES

5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 26 November 2020 (Attachment 1)

The Minutes of the Great Eastern Country Zone meeting held on Thursday 26 November 2020 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Rodney Forsyth

Seconded: Cr Wayne Della Bosca

That the Minutes of the Great Eastern Country Zone meeting held Thursday 26 November 2020 are confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 26 November 2020

NIL

5.3 Confirmation of Minutes from the Great Eastern Country Zone Meeting of the Executive Committee held Thursday 11 February 2021 (Attachment 2)

The Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Thursday 11 February are for endorsement.

RESOLUTION

Moved: Cr Quentin Davies Seconded: Cr Julie Flockart

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held Thursday 11 February 2021 be endorsed.

CARRIED

5.4 Business Arising from the Minutes of the Great Eastern Country Zone Executive Committee Meeting Tuesday 11 February 2021

5.4.1 Exec Item 5.5.3 - Covid-19

The Shire of Wyalkatchem raised concerns with the lack of direction provided to Wheatbelt communities during the recent COVID-190 lockdown of the Perth, Peel and South West regions.

Many Wheatbelt residents had spent time in the Perth, Peel and South West regions and then returned to the Wheatbelt and there was very little information provided as to how Wheatbelt communities should handle the situation.

Zone Discussion

Cr Davies voiced concerns at the lack of direction and associated risks issued to Wheatbelt communities in relation to the recent Covid-19 lockdown. It was noted events had taken place in the Wheatbelt during the two week lockdown period which may have put communities at risk due to lack of guidelines from the State government.

Hon Mia Davies MLA shared with the Zone that these concerns have been raised with the Commissioner. The underlying response from the Commissioner being that the lockdown areas were decided on population density and individuals should 'use common sense' in their decision making. Cr Sachse commended WALGA for issuing timely information echoing State decisions. Going forward, Cr Sachse suggested the State need to offer guidance for future lockdowns directly related to regional communities.

NOTED

5.4.2 Exec Item 5.3 - Future Drought Funding

Background:

Future Drought Funding: - Discussion ensued on obtaining further information on this issue. Cr Sachse advised of the Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme, where it would be good for the State Government to provide additional funding to support this program. However State Government Minister Dave Kelly (DWER) has said that it needs to wait until the new 21/22 State budget. Also, the recent State Government announcement of \$7.3 million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions and securing funding for 511 water efficiency rebates for WA dry region farmers was discussed.

In addition, the State Government has made a recent announcement on desalination https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/02/Watersmart-Farms-funding-to-drive-on-farm-desalination.aspx by Minister Alannah MacTiernan, which is a great initiative and is the sort of investment in technology that is needed.

The meeting was advised that information from the Wheatbelt Development Commission is that the funding may be targeted at the Wheatbelt South and Great Southern regions due to their recent water related issues.

The Executive Committee also suggested Rob Cossart, CEO of Wheatbelt Development Committee be invited to the next meeting to discuss this State Government funding initiative

The Great Eastern Country Zone Executive Committee resolved:

- 1. That the Hon Minister for Water, Dave Kelly be invited to discuss the National On-Farm Emergency Water Infrastructure Rebate Scheme and potential State Government funding
- 2. That Rob Cossart, CEO, Wheatbelt Development Commission be invited to present on the State Government's new \$1.5 million Watersmart Farms project to research sustainable water supply options and optimise on-farm desalinisation technology to help build drought resilient WA farms

Due to the State Government entering caretaker mode the above speakers are unavailable for this meeting

RESOLUTION

Moved: Cr Stephen Strange Seconded: Cr Julie Flockart

That the Zone defer this item to the next meeting of the Great Eastern Country Zone on 27 April 2021

CARRIED

6. ZONE BUSINESS

6.1 Independent Review of Emergency Services Levy

Background

At the Wheatbelt East Regional Organisation of Councils (WEROC) Inc. Board Meeting held on Thursday 26 November 2020, a presentation was given by Mr. Darren Brown the Executive Officer of Bushfire Volunteers WA.

In his presentation, Mr. Brown highlighted the lack of transparency on behalf of the Department of Fire and Emergency Services (DFES) with regard to how the Emergency Services Levy (ESL) is expended.

Rebekah Burges, EO WEROC emailed the following;

The WEROC Inc. Board felt that the issues outlined by Mr. Brown (EO of Bushfire Volunteers WA) should be addressed at the Zone level as it impacts all Local Governments not just those that belong to WEROC. The Board resolved to ask that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the Great Eastern Country Zone.

Comment

The committee were advised that a full review of the ESL was undertaken by the Economic Regulation Authority in 2017. It would be appropriate to ask DFES for some further information about their progress with actioning the reviews' recommendations.

DFES Commissioner Klemm will be attending the State Council Strategic Forum on 3 March which will provide an opportunity for State Council to discuss Emergency Management matters, including the ESL, with him.

The Zone could invite a representative from DFES to attend the April 2021 Zone meeting to present on the ESL, which will assist to gain a broader understanding of the current issues.

RESOLUTION

Moved: Cr Ramesh Rajagopalan Seconded: Cr Rodney Forsyth

That the Great Eastern Country Zone invite a representative from DFES to present on the ESL and provide a broader understanding of the issues.

CARRIED

6. 2 Grass Roots Community Grants' program

Background

The CBH Group is Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing.

CBH offer a grants program which provides financial assistance to grain growing communities for projects which contribute to the health and vitality of their communities.

CBH's 'Grass Roots Community Grants' program is now open for applications, closing on Sunday 28 February.

Some key points on this round of the program:

- Closes 28 February. Next round opens 1 August
- Grants available for community-related events up (funding limit up to \$5,000) and small scale infrastructure projects (funding limit up to \$20,000)
- One application per round per organisation
- Applications take approx. 6 weeks to assess from closing date and are assessed by a committee made up of growers (Growers' Advisory Council (GAC) members), regional and HO employees.
- We have a total of \$150,000 this round to allocate to events/projects

Is your proposal right for CBH?

Applications are assessed on the following criteria:

- Located within a core grain growing community in WA
- Fit with CBH's <u>purpose</u>, values and behaviour (please review our website for what we do not fund)
- Contribute to the vitality, development, well being and/or safety of grain growing regions
- Promote a positive image of agricultural industry and as an employer
- Have value, relevance and credibility to our growers, customers, CBH and/or its employees
- Promote the development of future community and industry leaders

Any questions from community groups can be directed to: corporateaffairs@cbh.com.au

NOTED

6. 3 Wheatbelt Bushfire Volunteer Support

The Great Eastern Country Zone, Executive committee noted that many Wheatbelt volunteer fire fighters assisted in the recent fires.

Large numbers of volunteer fire fighters from the Wheatbelt have attended the Beverley, York, Wundowie, Red Gully and Wooroloo fires this summer. Also volunteers were called out to help fight a fire northwest of the Flying Fox Mine on the Kondinin /Dundas boundary area.

This excellent response has undoubtedly helped minimize the spread of these fires, and the associated risk to personal injury and property damage.

NOTED

6. 4 Proposed Review of the Road Asset Preservation Model (APM)

By Ian Duncan, Executive Manager Infrastructure WALGA

Recommendation

That the Zone:

• Provide feedback to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM).

Executive Summary

- A Zone Council recommendation to review the Road Asset Preservation Model (APM) was referred to the Infrastructure Policy Team in December 2020. The Policy Team resolved to seek views from Zones before recommending the development of a formal State Council agenda paper.
- This paper sets out options to guide the development of a Zone resolution.
- The Asset Preservation Model was developed as a Commonwealth requirement for the distribution of Commonwealth Government road grants among Local Governments in an efficient and equitable manner, taking account of local asset preservation needs and costs. It is currently used to distribute a range of Federal and State Government grant funding allocations.
- Despite being used to allocate large sums of public funding, operation of the APM is not well
 understood within the Local Government sector.
- The APM is not readily accessible to Local Governments. Limited documentation and complexity
 means that more open access alone would not be helpful in achieving strong understanding of
 the processes that underpin the output.
- Complexity of the APM makes it difficult to predict the effects on funding allocations of changes to the model or input parameters.
- This paper proposes five options that could be considered to address this issue, for WALGA to advocate to the Grants Commission.
- The options are not mutually exclusive, and some could be combined as a staged approach.
- The five options are:
 - 1. Re-format and re-label the model, to improve its legibility for all users and make it available to the Local Government sector in a form that would enable stakeholders to understand it.
 - 2. Review the parameters within the model, in order to increase the accuracy of road maintenance costs within the model.
 - 3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network
 - 4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the road Asset Preservation Model. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local

Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.

5. Accept the status quo with no further action

Background

A Zone Council recommendation to review the APM was referred to the Infrastructure Policy Team in December 2020. The Team resolved to seek feedback from the Zones as the matter had not been widely identified as an issue of concern.

The Asset Preservation Model was developed by Main Roads WA and Local Government representatives, to distribute the untied roads component of the Commonwealth Financial Assistance Grants between Local Governments.

The WA Local Government Grants Commission took over responsibility for distributing the identified Commonwealth road funds and undertook a comprehensive review of the Asset Preservation Model and modified and refined it. Application of the APM has since been broadened and it is now used to determine the distribution between Local Governments of a range of state and federal funding.

To assist Local Governments make decisions regarding preferred approaches to the use and development of the Asset Preservation Model a manual has been developed by WALGA describing the APM and how it functions. The manual can be viewed here.

Problem Statement

The Road Asset Preservation Model is used to allocate large sums of funding. Despite the importance of the model, it is not widely understood, due to its complexity and limited documentation. This results in a lack of transparency, risk of corporate memory loss, the risk of unfair or otherwise inappropriate allocations of funding, and the reputational risk due to funds distribution not being fully explainable and region allocations being subject to question.

Options

There are five options identified in the text below, and the table on the final page of this paper. Note that the options are not mutually exclusive and all or some of them could be recommended to be implemented in phased approach.

- Advocate to the Grants Commission to re-format and re-label the APM, to improve its legibility for all users. A detailed record should also be made of the model's parameters, and the process that was used for determining their values.
- 2. Advocate to the Grants Commission for a review of the various parameters contained within the APM, such as the array of annual maintenance costs for different asset types, road reconstruction frequencies and the components of reconstruction costs. This option would increase the accuracy of road maintenance costs within the model, although would not address the underlying problems of excessive complexity and a lack of transparency and predictability.
- 3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network.
- 4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the APM. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.
- 5. Retain Status quo.

It should be noted that these are all advocacy positions. The Road Asset Preservation Model is controlled by the WA Local Government Grants Commission and any decisions regarding development of the model or use of a different approach would be made by the Commission. It must be noted that if Options 2, 3 or 4 are implemented, there is a risk of some Local Governments receiving a lower grant allocation. This risk may be mitigated by advocating for increased funding from the State or Federal Governments, although there is no guarantee that such funding would be forthcoming.

The current membership of the WA Local Government Grants Commission is:

- Chairperson Hon Cr Fred Riebeling AM JP
- Deputy Chairperson Mr Luke Stevens, Legal Counsel, DLGSC
- Metropolitan Member Cr Deb Hamblin, Deputy Mayor, City of Rockingham
- Country Urban Member Dr Wendy Giles, Councillor, City of Bunbury
- Country Rural Member Cr Ian West, Shire of Irwin
- Deputy to the Deputy Chairperson Ms Darrelle Merritt, A/Director Strategic Initiatives, DLGSC
- Deputy Metropolitan Member Vacant
- Deputy Country Urban Member Cr Deborah Botica, City of Kalgoorlie-Boulder
- Deputy Country Rural Member Cr Moira Girando, President, Shire of Coorow

Analysis of the Options

The options have varying levels of cost, effort and risk attached to them.

Changes to the APM would affect the funding allocation between Local Governments in ways that are difficult to predict, due to the complexity of the model. The total available funding is fixed, so an increase in one Local Government's funding would necessarily reduce the level of funding available to others, unless additional funding can be secured.

There are also risks associated with no change being made to the APM. The model's complexity and incomplete documentation and labelling creates a risk of corporate memory loss. There is also a reputational risk associated with large sums of money being allocated based on a model that is not well understood by the Local Government sector.

Comparatively simple and lower-cost changes can be made to the APM, under Options 1, 2 and 3. These options would address some of the concerns raised here, but do not address the underlying problems noted above.

Next Steps

Resolutions made by the Zones will guide the development of an agenda item for the next meeting of State Council, to provide WALGA with direction on the sector's preference for its advocacy position regarding the Road Asset Preservation Model.

	Option 1	Option 2	Option 3	Option 4	Option 5
	Reformat and label	Review model cost parameters	Review cost regions/ min. standards	Full model review and rebuild	Status quo
Advantages	Improves operation of existing model. Helps retain corporate memory. Improves transparency. Low risk and cost, in the short term.	Improves link between funding allocation and road maintenance costs.	Addresses concerns about inappropriate groupings of Local Governments.	Opportunity to review the model objectives. Improvement in transparency. Opportunity to incorporate contemporary modelling and user functionality.	Avoids conflict between Local Governments over funds distribution. Lowest short-term risk. No direct cost.
Disadvantages	 Does not address: questionable parameter values. complexity and transparency. 	May require some additional resourcing. Does not address complexity and transparency. Possible reduction in funding for some LGs.	May require some additional resourcing. Does not address complexity and transparency. Likely reduction in funding for some LGs.	If no material impact on funds distribution, the rationale for the exercise may be questionable. Would require additional resourcing.	parameter values. complexity and transparency
Risks / Dependencies	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable. Continued risk of corporate memory loss.	Difficult to predict the distribution of funds. A review may trigger disagreement between Local Governments over the distribution of funds.	Reputational risk, due to funds distribution not being fully explainable and regional allocations being subject to question.

				The Grants	Continued risk of
				Commission may not	corporate memory
				agree to implement.	loss.
Effort / Cost	Low-medium	High	Medium	Very high	None
Notes		Assumes Option 1 also undertaken: reformat and labelling.		Mutually exclusive of the other options or as an aspirational addition.	Mutually exclusive of the other five options.

ZONE RESOLUTION

Moved: Cr Rodney Forsyth

Seconded: Cr Wayne Della Bosca

That the Great Eastern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

CARRIED

7. ZONE REPORTS

7.1 Zone President Report

Zone President Rhonda Cole is an apology for this meeting.

NIL

NOTED

7.2 Local Government Agricultural Freight Group

Cr Julie Flockart

There has not been a meeting of the Wheatbelt Freight group, so there was no report for the February meeting.

NOTED

7.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse (Delegate)

The last Wheatbelt DEMC Meeting was on Wednesday, 21st October, the minutes of which were attached to the GECZ meeting 26/11/2020 report. The next Wheatbelt DEMC meeting is scheduled for Wednesday, 10th March 2021.

Although you will probably have seen the Department of Communities COVID-19 Welfare Centre Guide version V1.02_231220 (released 23rd December 2020) through your LEMC's, I've attached it to this report for information purposes – Attachment 3

The Wheatbelt OASG met on 27th January, 2021 (Attachment 4) and there was also a special meeting on 1/02/2021 to discuss the Emergency State of WA Actions on the recent COVID-19 outbreak. The next meeting is scheduled for 23rd February 2021.

The Wheatbelt Human Services Managers Forum (WHSMF) Meeting met on Thursday, 19th November 2020 (Attachment 5). The Wheatbelt Education Engagement Plan (WEEP) Actions were discussed at length during the meeting (Attachment 6). The next WHSMF is on Thursday, 18th February, 2021.

RESOLUTION

Moved: Cr Geoff Waters Seconded: Cr Julie Flockart

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

Comment

Cr Flockart commended Cr Sachse on his contribution to the Wheatbelt District Emergency Management Committee and thanked him for his time and efforts in bringing reports to the Great Eastern Country Zone.

7.4 Wheatbelt Health MOU Group

By Cr Glenice Batchelor

Cr Batchelor was an apology for this meeting.

NOTED

7.5 WALGA Roadwise

Cliff Simpson, WALGA Road Safety Advisor (Wheatbelt North), Infrastructure, informed the zone there was no report at this time, however he will provide a report to the next meeting.

NOTED

8. <u>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)</u> BUSINESS

8.1 State Councillor Report

Cr Stephen Strange

Cr Stephen Strange presented his State councillor report.

RESOLUTION

Moved: Cr Ramesh Rajagopalan Seconded: Cr Geoff Waters

That the State Councillor Report be received

Comment

Cr Strange advised that there has been some comment in the sector relating to delays in finalising the 19/20 financial audit. The meeting noted that a number of Local Governments in the Zone expressed delays with the signing off on the audit. One Local Government was happy with the audit process.

RESOLVED

That WALGA note the Zone comments that some Local Governments have experienced delays with the finalization of the 19/20 financial year audits and enquire from the sector on their satisfaction or otherwise to the audit process.

8.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for February 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

GREAT EASTERN COUNTRY ZONE STATUS REPORT February 2021

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019. https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months. WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns. Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included.	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

			In July 2020 WALGA wrote to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution: That WALGA contact the Director General of the Department of Housing to: 1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state 2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation 3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions. In August 2020, WALGA received a response from the Director General, Communities, which stated that the Department of Communities has diverted much of its resources towards the social and economic recovery of the State. Therefore work on the planned GROH review is placed on hold until the conclusion of the COVID-19 emergency period. It was acknowledged that GROH plays an important role in attracting and retaining staff in regional and remote communities. WALGA met with relevant staff from the Department of Communities on 21 August 2020 to further discuss the issue. WALGA is meeting with the Department of Communities on		
			18 February to receive an update on GROH.		
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	State Council Resolution That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program. That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

			issues and access to the Drought Communities Funding Program. RESOLUTION 37.1/2020 WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia. WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8th, the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA. On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members to also request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme. WALGA has also met with Senator Brockman, and is also in discussion with Minister MacTiernans Chief of Staff on the issue. Correspondance from Minister Littleproud received in October highlighted that the Regional Drought Resilience Planning Program details are still being worked through with the State Government, who are yet to commit to co-funding the program. WALGA is currently seeking an assurance from Minister MacTiernan that it will.		
Great Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	That the Great Eastern Country Zone requests that: 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two	The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021. WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The Environment Minister has indicated the definitions will be reviewed in May	November 2020	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

Grt Eastern C	2020 25 June Zone Agenda Item Zone Comment	week period, including at least 8 hours at weekends The State Government provide appropriate funding for the refund points. 1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program. 2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.	2021 and WALGA and other stakeholders will be consulted as part of the process. On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is wrote to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme. Correspondance received from Minister Littleproud on October 20 highlighted his announcement with Minister Pitt on October 2 that a further \$50m would be made available for the this financial year for the Scheme. WALGA is continuing discussions with the State Government for the reinstating of the Farm Water Rebate Scheme.	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078
Grt Eastern C	2020 25 June Zone Agenda Item 7.3 Telecommunications – Minister Response	That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.	WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth for application to the Commonwealth resilience improvement funding package. It has several key pillars, namely: 1. \$7m for installing 2000 satellite dishes onto fire stations 2. \$18m for hardening the mobile phone network - stage 1 of \$10m will be providing battery back-up for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases stage 2 will be a grants program for further hardening work 3. \$10m for the expansion of mobile satellite communications capability - \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits - \$8.3m for competitive grants WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.	November 2020 Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

			This Item is the subject of an Item for Noting in the March		
			2021 State Council Agenda.		
Grt Eastern C	2 December 2020 State	That:	The Zones position was not included in the State Council	February 2021	Tony Brown
	Council Agenda Item 5.1	1. Ongoing advocacy relating to the Review of	resolution, however the Zones position on removing	•	Executive Manager
	Local Government Act	the Local Government Act 1995 be noted; and,	political affiliations from Local Government will be pursued.		Governance and
	Review Advocacy Paper –	2. The Advocacy Positions for a New Local			Organisational Services
	Key Issues from Recent	Government Act: Key issues from recent	State Council Resolution		9213 2051
	Inquiries into Local	Inquiries into Local Government – be			tbrown@walga.asn.au
	Government	endorsed.	That WALGA:		
			Advise the Department of Mines Industry Regulation		
		ZONE COMMENT	and Safety (DMIRS) that the registration of Building		
			Engineers in WA is supported.		
		The Great Eastern Country Zone would like to	Request that DMIRS also consider the registration of		
		highlight their opposition to a recommendation	Electrical Engineers, Façade Engineers, Energy		
		from the Local Government Act Review Panel in	Assessors, Bush Fire Consultants, Access		
		relation to Elected Members and Candidates	consultants, Swimming pool companies, Patio		
		having to declare any political affiliations. The	installers and Demolition contractors.		
		Zone believe that politics should not be involved	Request that DMIRS clarify that dilapidation reports		
		in Local Government.	may only be undertaken by Registered Engineers.		
			Provide this report to Department of Mines Industry		
			Regulation and Safety as feedback on the		
			Consultation Regulatory Impact Statement.		
			RESOLUTION 143.6/2020 CARRIED		

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Cr Wayne Della Bosca Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone WALGA February 2021 Status Report be noted.

CARRIED

8.3 Review of WALGA State Council Agenda – Matters for Decision

Background

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

The full State Council Agenda can be found via link: State Council Agenda - February 2021

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

Matters for Decision

5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices

That WALGA:

- Continues to advocate for the State Government to ensure that 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; and
- 2. Requests the Minister for Local Government to:
 - Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
 - b. Provide written reasons prior to issuing any Show Cause Notices;
 - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

5.2 Cost of Revaluations

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding

That WALGA:

- 1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
- 2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
- 3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
- 4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

RESOLUTION

Moved: Cr Stephen Strange Seconded: Cr Karin Day

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the 3 March 2021State Council Agenda.

CARRIED

8.4 Review of WALGA State Council Agenda – Matters for Noting / Information

- 6.1 Local Government Car Parking Guideline Western Australia
- 6.2 Submission Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020
- 6.3 Submission Proposed Reportable Conduct Scheme for Western Australia
- 6.4 Submission Draft State Planning Policy 4.2: Activity Centre
- 6.5 Submission Registration of Builders (and Related Occupations) Reforms
- 6.6 Report Municipal Waste Advisory Council (MWAC)

8.5 Review of WALGA State Council Agenda – Organisational Reports

7.1 Key Activity Reports

- 7.1.1 Report on Key Activities, Commercial and Communications
- 7.1.2 Report on Key Activities, Governance and Organisational Services
- 7.1.3 Report on Key Activities, Infrastructure
- 7.1.4 Report on Key Activities, Strategy, Policy and Planning

8.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

- 7.2.1 Mayors/Presidents Policy Forum
- 7.2.2 Mining Community Policy Forum
- 7.2.3 Container Deposit Legislation Policy Forum
- 7.2.4 Economic Development Forum

RESOLUTION

Moved: Cr Julie Flockart Seconded: Cr Geoff Waters

That the Great Eastern Country Zone notes the following reports contained in the WALGA February 2021 State Council Agenda.

- Matters for Noting/Information;
- Organisational Reports; and
- Policy Forum Report

CARRIED

8.7 WALGA President's Report

The WALGA President's Report is attached to the Agenda. (Attachment 7)

RESOLUTION

Moved: Cr Kellie Mortimore Seconded: Cr Pippa DeLacey

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

CARRIED

9. MEMBERS OF PARLIAMENT

Hon Mia Davies presented to the Zone and highlighted the importance of the upcoming State election for Wheatbelt communities.

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

A representative was invited to the meeting to present on the recent regulations introduced:

• Elected Member Code of Conduct

- Standards for CEO Recruitment, Performance Review and Termination
- Employee Code of Conduct

The Department advised that the legislation staff were not available for this meeting, however they will organise webinars on the regulations in the future.

Jennifer Collins from the Wheatbelt office, provided a report for the meeting.

DLGSC Zone Update Feb 2021

NOTED

10.2 Wheatbelt Development Commission

Mr Rob Cossart, Wheatbelt Development Commission CEO, will provided an update for the zone.

NOTED

10.3 Main Roads Western Australia

Mr Craig Manton provided an update to the Zone.

NOTED

10.4 Wheatbelt RDA

Mandy Walker, RDA Wheatbelt presented to the Zone. Report was attached with the Agenda (Attachment 8)

NOTED

11. EMERGING ISSUES

11.1 CEO Recruitment Standards

Mia Maxfield shared concerns on the Department of Local Government, Sport and Cultural Industries guidelines on CEO Recruitment Standards. The DLGSC have been advised and will be making corrections to the guidelines.

NOTED

11.2 Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme

Rob Cossart, CEO Wheatbelt Development Commission, will present at the next meeting of the Great Eastern Country Zone.

11.3 WALGA Transport and Roads Forum

The Zone was informed that the WALGA Transport and Roads Forum is now taking place on Friday 14 May, 2021 at Crown Perth.

11.4 Rural Water Council Meeting

The Zone was informed that the Rural Water Council Meeting is now taking place on Friday 19 March, 2021 at 10am in Merredin. Attendance is encouraged.

12. URGENT BUSINESS

13. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Tuesday 27 April 2021, commencing at 9.30am.

14. CLOSURE

There being no further business the Chair declared the meeting closed at 12.02pm.

WALGA Great Eastern Country Zone Meeting

Richard Burnell
22 February 2021







Agenda Topics

Telecommunications resilience improvement





Strategy

Improve power network reliability, improve base station power resilience, provide fail over options

To be achieved by:

- DFES leveraging Commonwealth's STAND project and advocate for expanded assistance
- 2. Enhance existing Mobile Black Spot Program integration
- DFES collaborate with WALGA, Western Power, Telstra and DPIRD to develop alternate power sources, and funding
- 4. State Emergency Management Committee working group with power providers / Carriers / WALGA / Emergency Services Organisations





Commonwealth Telecommunications Resilience Improvement (STAND Project)

- 1. \$18m Mobile Black Spot Program round 1 & 2 battery upgrades
- 2. \$7m Fixed Satellite services
- 3. \$10m Portable satellite services
- 4. \$ 2m Enhanced community information

Designed to support communities impacted by fire or cyclone, but providing emergency communications capability



STAND 1 - MBSP battery upgrades

WA has 206 towers funded through Rounds 1 & 2

Telstra submitted funding requests for all towers

Canberra assessed and approved 108 – 8 in Great Eastern Zone (see map overleaf)

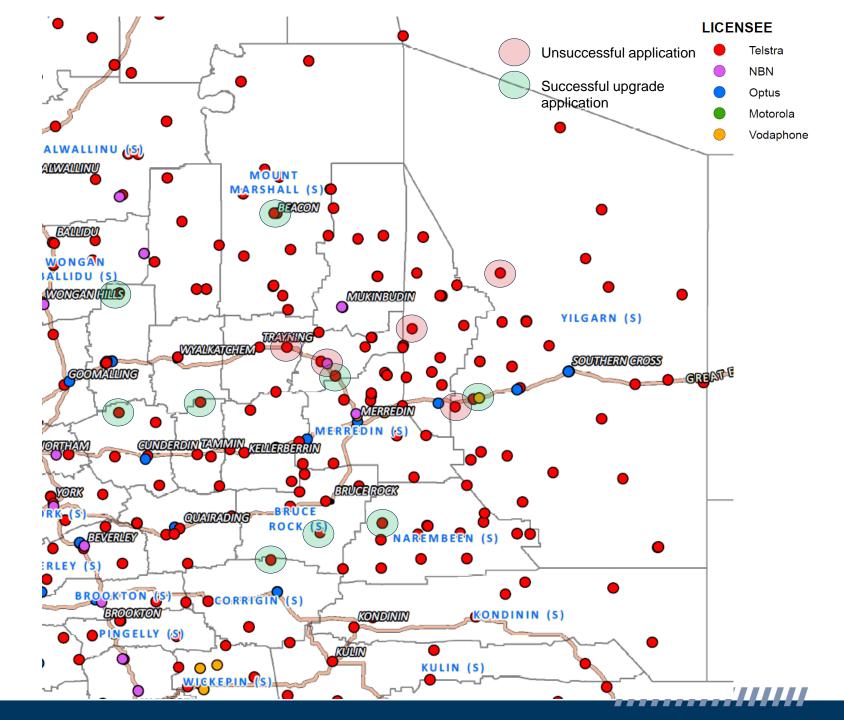
Telstra will complete by June 30

Batteries with 12 hours being delivered to replace current 3-hour

This won't completely fix the problem, but will reduce comms loss for those limited communities.



	Towers (Est)	Round 1 & 2 Towers	Battery Upgrade
Bruce Rock	7	1	1
Cunderdin	6	1	1
Dowerin	3	1	1
Kellerberrin	8		
Kondinin	7		
Koorda	6		
Merredin	17		
Mt Marshall	16	1	1
Mukinbudin	6		
Narembeen	13	1	1
Nungarin	8	2	1
Tammin	4	1	1
Trayning	3	1	
Westonia	14	1	
Wyalkatchem	2		
Yilgarn	30	3	1
TOTAL	150	13	8
		8.7%	5.3%



MBSP ID	Location	Funded - Stage 1	Operato r	Shire	WALGA Zone	BATTERY BACKUP HOURS	STAND upgraded battery Life	STAND upgrade target date	Rank_Bus hfire Risk	Western Power Outages 2-6 HR	Western Power Outages >6 HR
MBSP-WA-089	Nungarin	NO	Telstra	Nungarin	Great Eastern	3			120		
MBSP-WA-058	Kununoppin	NO	Telstra	Trayning	Great Eastern	3			68		
MBSP-WA-018-2	Warralakin	NO	Telstra	Westonia	Great Eastern	3			161		
MBSP2-WA-008	Bullfinch	NO	Telstra	Yilgarn	Great Eastern	3			136	46.6	35.8
MBSP-WA-047	Great Eastern Hwyy, Btv	NO	Telstra	Yilgarn	Great Eastern	3			136	46.6	35.8
MBSP2-WA-004	Ardath	YES	Telstra	Bruce Rock	Great Eastern	3	12	June 30, 2021	41		
MBSP-WA-113	Ucarty	YES	Telstra	Cunderdin	Great Eastern	3	12	June 30, 2021	18	31	21.8
MBSP2-WA-034	Manmanning	YES	Telstra	Dowerin	Great Eastern	4	12	June 30, 2021	52	29	22
MBSP-WA-005	Beacon	YES	Telstra	Mount Marshall	Great Eastern	3	12	June 30, 2021	151	27.2	23.6
MBSP-WA-014	Cramphorne, Burracopp	YES	Telstra	Narembeen	Great Eastern	3	12	June 30, 2021	67	26.2	25.2
MBSP-WA-036	Elabbin	YES	Telstra	Nungarin	Great Eastern	3	12	June 30, 2021	120		
MBSP2-WA-062	South Yelbini	YES	Telstra	Tammin	Great Eastern	3	12	June 30, 2021	24	12.2	10.8
MBSP-WA-046	Bodallin	YES	Vodafone	Yilgarn	Great Eastern	1	12	June 30, 2021	136	46.6	35.8

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STAND 4 - Fixed satellite services

370 unit allocation (24% of national total). Pilot sites under evaluation. **Submissions** for sites in all LGAs by mid-April

DFES will then liaise with NBN and lodge the applications by April 30.

Again – does not fix the problems but does allow you to expand the resilience for your Shire, and make some improvement





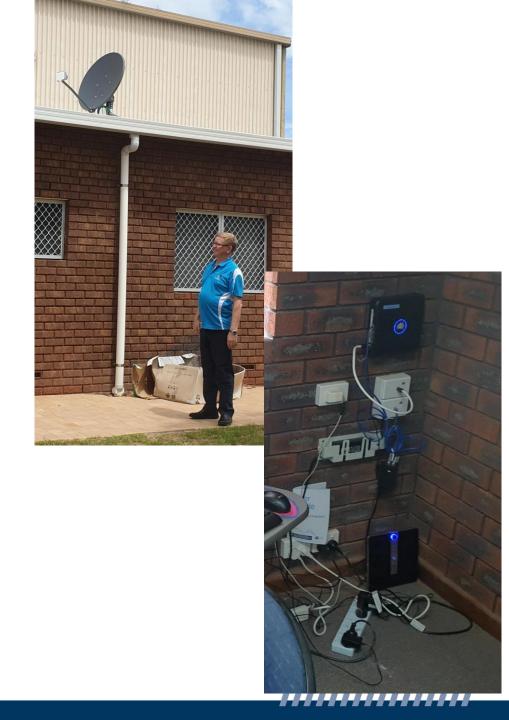
Shire of Dandaragan

Beekeepers Reserve fire - volunteers used the service which provided them with free comms and internet access

Community groups that use the Recreation Centres using the service reducing their costs

Comms being maintained even during power failures with UPS

Visitors able to access free WiFi service





STRATEGY 2 - MBSP planning

Round 5a submissions made for additional black spot treatments.

15 applications made by Telstra, Optus and Field Solutions Group for consideration – none from Great Eastern Zone.

DFES now invited on governance.



STRATEGY 3 – Alternate power sources

Joined WALGA to meet with Western Power to understand power issues

End of line farming solution to provide solar powered solution rather than replace poles and wire now reality

We proposed the design of a smaller unit suitable for mobile network base stations – Western Power supportive

Proposal will be reviewed with Telstra with a view to co-design, run a trial, and if successful, prepare funding submission for 2022/23 Budget (Telstra/State/Federal)



STRATEGY 3 – Alternate power sources

Generator connection proposal.

Not supported by Telstra which cites existing technical support capability and provision of mobile generators where power outage will be extended.

Wyalkatchem sought generator solution which required cofunding and installation of a remote control system.

Summary

No silver bullet

STAND project provides opportunity for some quick relief – albeit limited

Power resilience is key – solar affordable option being progressed

Thank You







WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4th March 2021

The following are the minutes from the Yilgarn/Westonia Local Emergency Management Committee meeting held on Thursday 4th March 2021, in the Shire of Yilgarn Council Chambers, located in Southern Cross.

1. Declaration of Opening

The LEMC Chairperson, Cr Wayne Della Bosca declared the meeting open at 5:33pm

2. Record of Attendance

In-Person

Cr Wayne Della Bosca LEMC Chairperson/Shire President, Shire

of Yilgarn

Adam Simmons OIC, Southern Cross Police
Charles Jenkins Southern Cross Police
Nic Warren EMRS Shire of Yilgarn

Sara Loader Southern Cross St John Ambulance EMT Stephanie Oetiker Southern Cross General Practice,

Practice Manager and Registered Nurse

Jamie Criddle CEO, Shire of Westonia
Cr Daimon Geier Councillor, Shire of Westonia

Diane Dixon

HSM, Southern Cross District Hospital

Bill Stewart

Southern Cross District High School

Tony Dal Busco

Southern Cross Volunteer Fire and

Rescue

Telephone Conferencing

Joanne Spadaccini District Emergency Service Officer –

Wheatbelt Emergency Services Unit

Apologies

Peter Clarke CEO, Shire of Yilgarn

Jeremy Willis DFES, Area Officer Central Wheatbelt
Yvette Grigg District Emergency Management Advisor
Karen Tabner Southern Cross District High School

3. Confirmation of Previous Minutes

1) Confirmation of Minutes of the meeting held on 25 June 2020.

Moved: Jamie Criddle Seconded: Daimon Geier

4. Business Arising from previous minutes

WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4th March 2021

5 Exercise

It was raised that an exercise is well overdue, it was discussed that a mass trauma exercise would be beneficial, with a number of new St Johns volunteers and involving multiple agencies, this will be progressed in consultation with District Emergency Management Advisor. It was suggested that mid-July would be a suitable date.

6 REPORTS

6.1 Report from Local Emergency Coordinator – Sgt Adam Simmons SX WAPOL

- SX Hospital still undertaking Covid-19 testing;
- Victoria the only issue state;
- Contact tracing is occurring however some not using QR code which may create issues when trying to retrieve contact registers outside of normal operating hours for businesses, sought assistance from Shire in requesting QR codes be present in premises without;
- Three covid related jobs:
 - Member of public thought they had contracted covid but was a false report;
 - Allegation regarding individual accessing aerostrip whilst quarantining, however noted gaps in aviation data to detect comings and goings; and
 - Issue regarding persons allegedly crossing border and required to quarantine but visiting licenced premises on way to destination;
- No major non-covid policing issues;
- Drink and drug driving issues in town, being actively enforced;
- Three staff at station currently with new OIC and SGT arriving soon; and
- Awaiting dates for frontline staff vaccinations, advised possibly end of March 2021.

6.2 HSM Southern Cross District Hospital – Di Dixon

- Dramatic drop off in covid 19 testing, mainly truck drivers from Victoria;
- Was undertaking 10-15 tests/day at height of pandemic, has now dropped to 6-7/day and expected to continue to fall to 3-4/day, pending pandemic situation in WA.
- Reports of truck drivers getting mixed messages around testing at the border;
- Vaccine roll out for staff and hospital residents end of March, with vaccine optional;
- Have ordered a "superfridge" for vaccines and having walkthrough with vaccination team on 10/03/2021;
- No other major issues to report.

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6.3 DFES Area Officer – Jeremy Willis

Nil - Apology

6.4 St John Ambulance Southern Cross – Sara Loader

- Gary Kenward has stepped down as Chairperson of St Johns Southern Cross, Sara will be acting in his position until next AGM;
- Adverts have been published seeking new members;
- Four new volunteers have been trained with one awaiting training; and
- Transfers are picking up now member numbers have increased.

6.5 Southern Cross General Practice – Steph Oeticker

- Still hand sanitising and temp checking every patron;
- Have been named as an approved Vaccination agent;
- Have increased staff to undertake vaccinations;
- Hoping end of March for initial rollout of first phase of vaccinations;
- Federal Government have advised vaccination agents are allowed to advertise covid vaccinations; and
- Being a small clinic, it will be a wait and see regarding demand, however planning on two nurses for a few days per week initially.

Di Dixon advised general public are unable to access hospital vaccinations, must go to GP or other agent.

6.6 Shire of Westonia - Jamie Criddle

- Shire of Westonia have helped a number of business with setting up their QR codes;
- All Shire venues set up with contact tracing;
- St Johns numbers are low, relying on local mine Ramelius Resources, issues created during swing change where ambulances are unmanned and rely on Merredin St Johns; and
- Merredin St Johns are planning a visit to Westonia to try to drum up members.

6.7 Shire of Yilgarn – Nic Warren

- Shire premises set up for contact tracing; and
- Checking local businesses for registers.

6.8 Southern Cross District High School – Bill Stewart

- Operating under Phase 4 of the Covid-19 state restrictions;
- All visitors required to register;
- All events will be precluded with social distancing announcements

6.9 Department of Communities - Jo Spadaccini

- Jo tabled the following:
 - DC Wheatbelt DESO February Update 2021 (attached);

WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4th March 2021

- COVID 19 Welfare Centre Guide Version V1.02_231220 (attached);
- Talked to the two submitted documents and advised that should a welfare centre be required, the Department of Communities will take advice from State Health Incident Coordination Centre (SHICC) regarding safety and PPE protocols;

6.10 Southern Cross Volunteer Fire and Rescue – Tony Dal Busco

- Have been steady with call outs;
- Issue with mining companies not aware of their responsibilities and boundaries, trying to push to make companies aware of existing or reinstate old MoU's so there is no confusion over jurisdictions and roles when attending incidents; and
- Raised the issue of a lack of hydrants in satellite townsites, which has been raised with the Shire previously and is being addressed.

6. General Business

Nil

7. Next Meeting

Scheduled for Thursday 27th May 2021 at 6:30pm

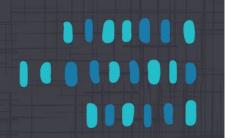
8. Closure

The meeting was declared closed at 6:02pm.

Attachments:

- DC Wheatbelt DESO February Update 2021
- COVID 19 Welfare Centre Guide Version V1.02_231220





District Emergency Services Officer – Wheatbelt Update: February 2021

Local Emergency Welfare Plans

The process to update the Local Emergency Welfare Plans (LEWP) is continuing and I hope to attend as many shires as I can when I am in the area. In the meantime, I will be in contact with the Shires to ensure that the details in the LEWPs are up to date and to make any changes to services available in the shire, if required.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Due to the continually changing COVID environment we are now living in, the LEWP will be in draft form, however the contact details and facility details will be up to date according to information supplied to DC at the date listed in the footer.

Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid over crowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.

A copy of the COVID – 19 Welfare Centre Guide (V1.02 23 December 2020) has been distributed to the Local Governments in the Wheatbelt in preparation should a Welfare Centre be required.

The key points:

- Travellers, visitors and tourists to leave the evacuation area if safe to do so
- Shelter in Place if safe to do so
- Shelter with family and friends if safe to do so
- Utilise commercial/alternative accommodation options if available
- Use welfare centres as a last resort

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as I am often on the road and out of phone service range, please leave a message and I will return your call as soon as I can.

If you would like any further information please call my mobile 0429 102 614 or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini District Emergency Services Officer - Wheatbelt Department of Communities - Emergency Services Unit





COVID – 19 **Welfare Centre Guide**

V1.02

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Document control

Publication date	December 2020
Review date	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
Owner	Executive Director – Geraldine Carlton
Custodian	Director, Emergency Services - Kim Dean

Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	Month/year	[position title – not name]	
1.04	Month/year	[position title – not name]	
1.05	Month/year	[position title – not name]	

1 Background

The World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern on 30 January 2020.

On 15 March 2020, the Minister for Emergency Services WA declared a State of Emergency with effect from 16 March 2020 in respect of the pandemic caused by COVID-19.

Since that time Western Australia has worked through an array of border control measures and social distancing and hygiene strategies to suppress the virus within the State.

Preventing community transmission has allowed the State to continue to operate with significant levels of normalcy both socially and economically compared with other jurisdictions around the globe.

Continuing to prevent/limit transmission is an ongoing goal and needs to be considered when other hazards and emergencies also come in to play. Each year the State responds to an array of hazards, particularly natural hazards over the summer months. Management of these events often leads to the establishment of evacuation and welfare centres whereby numbers of people can congregate.

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct or COVID-19 lens to already established principles and practices under the State Emergency Management Framework.

Thus this guide should be read in conjunction with the <u>State Support Plan – Emergency Welfare (Interim)</u> and the <u>Western Australia Community Evacuation in Emergencies</u> <u>Guideline</u>, both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

2 Scope

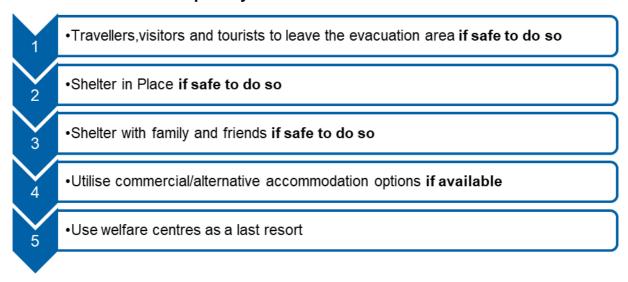
The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking an evacuation.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres. Under the State Emergency Management Framework these are defined as follows:

- Evacuation centre provides affected people with basic human needs including accommodation and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.
- Welfare centre is a facility that may provide for evacuation, reception, accommodation and relief and recovery. Welfare centres may continue the extended provision of services into the recovery phase.

3 Overarching principles

The Controlling Agency/Hazard Management Agency (HMA) is responsible for all decisions and actions taken to protect the safety of the community, including any evacuation. Under this guide the recommended approach for an incident or emergency requiring evacuation **during COVID-19** is listed below. These principles should be viewed as a COVID-19 adjunct to evacuation arrangements already pre-standing in the State Emergency Management Framework. In all circumstances the **protection and preservation of life will be the priority**.



- Alternate accommodation and other options will be considered before the opening
 of a welfare centre. As far as practicable, a welfare centre should be considered as
 a staging area only. The movement of people away from the area, if safe to do so,
 can help facilitate greater social distancing and hygiene standards which is desired
 in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.

- Local governments and Local Emergency Management Committees (LEMCs) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.
- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.
- COVID related precautions will align with current <u>Western Australia COVID-19</u> directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

4 Planning Considerations

- Most facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the <u>COVID Safety Guidelines</u> for more information.
 - o Welfare centre operations will adhere to these plans as far as practicable.
 - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
 - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this COVID-19 Welfare Centre Guide if opening a centre prior to the arrival of Communities staff.
- Registration for contract tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - <u>COVID-19 coronavirus: SafeWA (www.wa.gov.au).</u>
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- If COVID-19 health screening is required individuals will be subject to a health screening upon arrival at a welfare centre and those that show signs of illness will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate.

- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.
- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.
- Shortage of commercial accommodation in the local area may require evacuees to travel. Department of Communities to be prepared to provide financial assistance to facilitate this travel.

Community Warnings and Messaging

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
 - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
 - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

5 Locally Driven Planning and Preparedness

Emergency management preparedness is a multi-agency responsibility. Planning with relevant stakeholders is essential to ensure emergency management plans consider local conditions and region-specific challenges.

The Western Australia Community Evacuation in Emergencies Guideline recognises Local Governments are best placed to conduct emergency evacuation planning prior to an emergency utilising their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (LEMCs) should consider including emergency evacuation planning in their Local Emergency Management Arrangements (LEMAs).

Department of Communities District Emergency Service Officer's (**DESOs**) develop and maintain Local Emergency Welfare Plan's (**LEWP**), in consultation with the Local and District Emergency Management Committees (**LEMC/DEMC**). These plans outline agreed emergency welfare arrangements for each local government region.

LEWPs should be reviewed taking into consideration the general principles and recommendations within this guide, and the current state COVID-19 situation.

Welfare Centre facilities

Facilities identified and listed in a LEWP as being suitable for use as a welfare centre, should be re-evaluated, using a COVID-19 lens.

The following should be considered:

- the maximum capacity of each facility and whether physical distancing and infection control requirements can be satisfied. Refer to facility 'COVID Safety Plan' for maximum numbers. If during an incident or emergency it appears capacity will be exceeded, this must be escalated to the HMA, via the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups.
- the layouts of facilities to identify separate entry and exit points.
- the feasibility of opening of more than one centre if required.
- the use of separation partitions/barriers if available/where possible.
- identifying what/any alternate evacuation accommodation options that may be available locally for individuals who are considered a COVID-19 risk.
- other regions/towns in the area that can be used to move on/accommodate people.

Physical/logistical considerations

Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.
- use of single use disposable items such as bedding, eating/drinking utensils etc.
- queue management established with bollards and ropes to manage.
- single direction of pedestrian flow managed through floor markings and bollards/ropes.
- appropriate waste disposal/laundering facilities and processes.

- welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
 - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
 - supervise/control of physical distancing/key sanitation points.
 - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use tablet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

Human-social considerations

Individuals involved in an emergency evacuation generally have raised levels of stress, which will be heightened further by the risk of COVID-19, and the associated restrictions and requirements. This may exacerbate existing mental health issues, family issues/domestic violence and increase the potential for security and disturbance incidents within the welfare centre. Consider agreement/arrangements with WA Police Force or other security agencies to assist.

PPE requirements

PPE supplies are being planned for distribution to hubs for utilisation at Welfare Centres as required, including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses
- Sanitiser

PPE is to be single use, disposable and kept in a secure location.

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC.

Local Governments should retain some initial usage PPE (e.g. Emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.

Any concerns around the availability of PPE for welfare centres before an event should be raised through SWICC and during an incident or emergency event should immediately escalated to the HMA, via the Incident Controller.

See <u>Appendix 1: Infection Prevention and Control in a Welfare Centre</u> and detailed cleaning instruction is available at the following link: <u>Infection control advice for COVID-19</u> environmental cleaning in non-healthcare settings (home and workplace).

6 Welfare Centre Operations

Arrival at the Centre - COVID-19 Screening

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice. A contact register of all people entering a welfare centre, including staff, is required to be maintained. Wherever possible the SafeWA app should be used, with an alternative electronic or paper format available if required. More information relating to these requirements is available on the WA.gov.au website.

If COVID-19 health screening is required, the Department of Communities may consult with the relevant local health agency to determine what resources are available to assist. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. It is suggested these staff wear PPE in line with current recommendations of the time.

Signage advising individuals at heightened COVID-19 risk to identify themselves early is to be located in this vicinity. Where practicable these individuals will be directed to a socially distanced area in the first instance (e.g. their vehicle if suitable and safe) whilst safe alternatives for them are arranged. A handout including contact phone numbers and further advice will be developed and available to assist with the information sharing.

If health screening is required, the following questions will be asked as the minimum requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If an individual refuse to be screened, that individual will be required to isolate.

As part of the screening process evacuees are to be advised that if they become symptomatic during their stay, to advise staff immediately. If this occurs, welfare centre staff are to isolate the individual and consult with local health authorities as a matter of priority.

Registration

The normal Register. Find. Reunite (RFR) process will be available for all evacuees. This is in addition to the state government directed mandatory contact tracing registration.

- QR code Information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the <u>WA.gov.au</u> website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paperbased contact tracing registration process for those individuals who may not have the required phone application.
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and should be kept for 28 days.

Immediately upon receiving advice from the HMA to open an evacuation centre, the responsible Department of Communities staff member will contact Australian Red Cross to activate the incident or emergency event on the RFR website.

- Evacuees are to be encouraged to self-register online via website utilising their own electronic devices.
- Paper based RFR documentation will be filled out by welfare centre registration staff on behalf of the evacuee. It is suggested these staff wear PPE in line with current recommendations of the time.

Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes. Hand sanitiser must be available and used by all people prior to entry to the welfare centre.

Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Efforts should be made to restrict the entry of these individuals into the welfare centre where possible, for example through the provision of signage and instructions outside the centre. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where

isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

Individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection prevention and control best practice. Advice may be sought at the time from an authorised agency or officer for enforcement of this.

Where possible, consider specific toilet/wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from their sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation of groups
- Food should be delivered to areas allocated to each group/family

Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

7 Roles and responsibilities

The following summarises some key roles and responsibilities of agencies related to emergency evacuations. Further details are available through the Western Australia Community Evacuation in Emergencies Guideline.

Agency	Responsibility
Hazard Management Agency (HMA)	Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the <i>Emergency Management Act 2005</i> to direct the movement of people and animals if they make a formal declaration of an emergency situation.
	In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the Emergency Management Act 2005 and potentially other legislative authority should this be required, as this action requires the utilisation of legislative powers.
Hazard Management Officers (HMO)	Where an evacuation is being undertaken for a hazard for which an HMO is authorised to utilise section 67 of the <i>Emergency Management Act 2005</i> , the HMO can direct the movement of people and animals.
Department of Communities (Communities)	The Department of Communities will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.
	During an incident, the Department of Communities will:
	Consult with the Controlling Agency or HMA to determine the number and location of evacuation centres to be opened;
	Coordinate the set up and running of evacuation centres and welfare centres;
	 Provide PPE for utilisation at the welfare centre as appropriate;
	Coordinate and provide welfare resources used during emergencies including:
	emergency accommodation; emergency food provision; emergency clothing and personal requisites; personal support services; registration and reunification; financial assistance.
Local Government	During an incident, local government, will be responsible for:

Agency	Responsibility
	 in consultation with the HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate welfare support during the emergency;
	 in consultation and where possible open and staff the welfare centre/s until such time as Department of Communities staff can arrive and assume responsibility;
	 providing relevant local information with regard to the communities at risk; and
	 keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate.
	 assume assigned responsibilities as required as per State Support Plan – Animal Welfare in Emergencies
The Department of Health (WA Health)	WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan.
Western Australia Police Force (WA Police Force)	WA Police Force are commonly requested to assist a Controlling Agency or HMA with an evacuation.
	The WA Police Force will:
	establish and maintain an appropriate cordon to the emergency area, as requested.
	 support the orderly evacuation of persons to the nominated evacuation centre(s).
	 maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre.
	 assist with security of the evacuated area, and welfare centre
	Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine

Agency	Responsibility
Department of Fire and Emergency Services (DFES)	Provide a Support Agency Officer/s as required; Engage 'face to face' two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards
Australian Red Cross	 Assist with Registration at Welfare Centres; Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends; Manage and operate the Register.Find.Reunite. system;

8 References and related documents

Attorney General's Department Handbook 4 Evacuation Planning Handbook 2013

Attorney General's Department Australia's Emergency Warning Arrangements 2013

Emergency Management Act 2005 and Regulations 2006

Local Emergency Management Arrangements Guideline

Australasian Fire and Emergency Services Authorities Council (AFAC) Position on

Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State

Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- Relevant State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary)
- Local Emergency Management Plans

Appendix 1: Infection Prevention and Control in a Welfare Centre

A dedicated welfare centre officer will have the responsibility of implementing and monitoring the recommended infection prevention and control measures within the centre. This officer may be Communities staff member, or in the initial stages a Local Government staff member. If the risk of community transmission is high, the Health Department may need to consult and staff with specialised knowledge may take on this role.

Online infection control training and information is available at: https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#other-infection-control-training

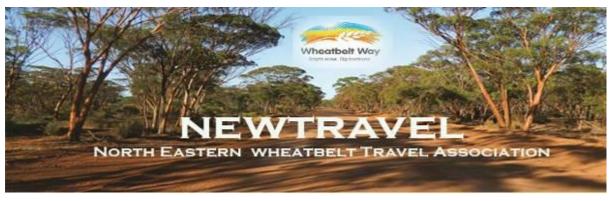
The following table lists infection prevention and control considerations. The level of implementation to be in line with current health advice.

Further information is available at: https://healthywa.wa.gov.au/coronavirus

Practise	Consideration	
Hand Hygiene	 60-80% alcohol-based hand sanitiser should be available at entry and exit points, high touch areas, toilet areas and eating areas. 	
	Use of sanitiser before entering the welfare centre is mandatory	
	 Hand sanitiser should be secured to prevent theft or ingestion 	
	 Hand washing facilities should have running water, soap, paper hand towels and a rubbish bin. 	
	Consider the stock levels required in relation to the number of evacuees the centre can hold	
	 Consider signage/pictures throughout the centre to encourage effective hand hygiene 	
Physical Distancing	Consider how many evacuees the centre can hold as per the current directions for physical distancing.	
	 Signage, barriers, notices, pictures, announcements and staff may be required to encourage physical distancing. 	
	 Physical distancing should be considered in all areas of the welfare centre. Use of laundry, entertainment and meal areas may need to be staggered to avoid overcrowding. 	
	Physical distancing should also be observed for all staff	

Practise	Consideration		
	at all times, including break times.		
Food Safety	Meals may be delivered to individuals or families to reduce the number of people using the meals area.		
	The kitchen and meals area should have increased cleaning		
	A staggered rostered approach may be considered to ensure these areas do not become overcrowded		
	Consider disposable plates and cutlery. If these are not available, washing dishes through the dishwasher is preferred. Otherwise, dishes and cutlery should be washed in hot soapy water, rinsed, dried and stored dry. Consider allocating plates and cutlery to evacuees to reduce sharing of items.		
PPE	Personal protective equipment may be needed at the welfare centre.		
	f required, it will be provided by the Department of Communities.		
	 Local Governments should retain some initial usage PPE (e.g. emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff. 		
	arrival of Communities staff. Consider PPE needs for the following situation:		
	 Staff performing health/general screening/meet and greet/registration on arrival to the welfare centre to utilise PPE as per current health advice suggested minimum requirements are mask and safety glasses. 		
	 Evacuees that are under a quarantine/isolation direction should wear a surgical mask as much as possible 		
	 In the event of community transmission of COVID-19, all evacuees may be required to wear some sort or mask. Surgical masks are preferred. 		
Cleaning	 A cleaning schedule is required with increased frequency of cleaning high touch areas outlined. High touch areas include light fittings, door handles, doors, railings, desks, chairs, tables, benches, bathrooms. A dedicated staff member should be allocated to 		
	ensure cleaning is achieved and managed.		

Practise	Consideration
	Cleaning products should have a disinfectant base.
	 As there is the need for increased frequency of cleaning, ensure the cleaning product does not leave a residue that may cause irritations to the evacuees in the centre.
	 Spray products are not recommended as they disturb particles on surfaces, may not give an even coverage of product and may cause lung irritations. If the only products available are spray products, spray into a cloth/paper towel to minimise aerosol distribution of the product and then wipe the area to be cleaned.
Waste Management	Ensure there are adequate waste disposal bins.
	Consider hands free bins so there is minimal contact with the bin
	 Anyone handling waste must utilise gloves and have access to hand hygiene facilities to perform hand hygiene immediately after handling/removing rubbish. Consider signage near the bins to encourage this.
	 Waste should be emptied regularly. Bags should be tied off completely prior to removal.
Managing unwell evacuees/staff	Consider having a plan in place outlining how to manage evacuees or staff who experience COVID-19 symptoms whilst in a welfare centre. This may include a separate accommodation area, dedicated staff member with clinical experience or further evacuation.
	Further advice may be sought from Department of Health on the management of these circumstances.
Laundry Management	If linen/bedding/towels are provided to evacuees, consider how this will be managed. Clean and dirty items should be stored separately. Where will linen bags be kept for the return of dirty linen and who will remove these from the area.
	If there are laundry facilities at the welfare centre, consider how these will be managed to ensure there is not overcrowding. Staggered rosters for using laundry facilities may be considered. Hand hygiene facilities should be available in the laundry area.



MINUTES - GENERAL MEETING

General Meeting held on Thursday 25th February 2021, at Wyalkatchem Community Resource Centre.

Opening 10.07am

Invited Attendees:

NEWTRAVEL MEMBER MEMBER VOTING DELEGATE ASSOCIATE MEMBERS & OTHERS

Koorda CRC Kim Storer (NEWTRAVEL Chair) Linda Vernon (NEWTRAVEL TO)

Enza Beetles

Nungarin CRC Janae DeLacey

Shire of Koorda Lana Foote (DCEO)

Shire of Mt Marshall

Shire of Mukinbudin

Cr Sandra Ventris

John Nuttall (CEO)

Nola Comerford-Smith

Shire of Nungarin

Cr Ray Mizia

Shire of Trayning

Cr Freda Tarr

Leanne Parola (CEO)

Shire of Westonia Jamie Criddle (CEO) Stacey Geier
Shire of Wyalkatchem Stephanie Elvidge

RDA Wheatbelt Many Walker
AGO Marcus Falconer

Apologies:

Shire of Mt Marshall Cr Nick Gillett Rebecca Watson (CDO)

Cr Tanya Gibson (Deputy Delegate)

Shire of Nungarin

Leonard Long (CEO)

Nungarin CRC

Shire of Koorda

Beacon CRC

Leonard Long (CEO)

Emily Alberti

Charli West

Nancy Dease

Mukinbudin CRC Alyce Ventris

Bencubbin CRC Sharon Kett (Bencubbin CRC)

Dukin Short-Term Stay

Shire of Dowerin

Rebecca McCall (CEO)

Ashlee Banks (CDO)

1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click Here)

RESOLUTION

That the Minutes of the NEWTRAVEL Meeting held in Dowerin on 29th October 2020 be confirmed as a true and correct record of proceedings.

Moved: Cr Freda Tarr Seconded: Lana Foote CARRIED

1.2 Business arising from previous minutes.

ACTIONS	UPDATE	
 Linda to investigate running a Photo Competition for 2021. 	Update in General Business	
 Linda will be sending out an E-newsletter to the subscriber list in late November and is a great opportunity to promote any accommodation package deals that members may have for the summer months (i.e. caravan park and pool deals). 	Completed.	
 Linda to investigate with each CRC as to their preferred Visitor Information Point Signage (Banner or an alternative – perhaps more permanent?). 	Still outstanding	
Resolved to include Waddouring Dam in the Shire of Mt Marshall on the next re-print of the Wheatbelt Way Map Brochure as a Site of Interest and provide a set of 900mm x 1200mm Wheatbelt Way Drive Trail signs.	Map updated. Signs still to be ordered.	
Jamie Criddle to share the update fire signage for Elachbutting to other members for consider to using at their Rock and Campground sites.	Completed	
 for NEWTRAVEL to provide 1 x Welcome Sign for the Shire of Wyalkatchem to be erected on the Cunderdin-Wyalkatchem Road. 	Signs still to be ordered.	

ACTION: Linda to plan with each CRC/Visitor Information point about banner flag replacement or other options.

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.2.2 Wheatbelt Development Commission, unsuccessful in Round 3 REDS Grant.

2.2 Correspondence Out

- 2.2.1 Various Emails outward.
- 2.2.2 BBRF Application Letter of Support Shire of Dowerin
- 2.2.3 BBRF Application Letter of Support Shire of Mt Marshall

RESOLUTION:

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

Moved: Cr Ray Mizia Seconded: Lana Foote CARRIED

2.3 Business arising from Correspondence

3. Financial Report

Cheque Acc Opening Balance 1 October 2020			\$45,284.08
INCOME			
Other Income	Australia's Golden Outback – cont. to Perth TV Advertising	\$1,500.00	\$1,500.00
Memberships	Membership & Contribution – Shire of Westonia	\$5,000.00	
	Membership & Contribution – Shire of Koorda	\$6,500.00	
	Membership & Contribution – Shire of Wyalkatchem	\$6,500.00	
	Membership & Contribution – Shire of Mt Marshall	\$6,500.00	
	Membership & Contribution – Shire of Mukinbudin	\$6,500.00	
	Membership & Contribution – Shire of Dowerin	\$6,500.00	
	Membership & Contribution – Shire of Nungarin	\$6,500.00	
	Membership & Contribution – Shire of Trayning	\$6,500.00	\$50,500.00
		Total Income	\$52,000.00
EXPENSES			+
Press Advertising	Australia's Golden Outback – cont. to August 2020 The West Ad and September 2020 Have a Go News Ad.	\$750.00	
	WIN New South Wales – Ten Play Ads – Our Country Campaign	\$187.00	
	WIN – Dec TV Advertising campaign	\$275.00	\$1,212.00
Tourism Association Membership		72.0.00	+ -/
Printing			
Postage & Freight	Mukinbudin Trading Post – September Postage	\$40.70	\$40.70
Internet Marketing	Extra Mile Writing Services – Harvest Blog Article	\$500.00	7 10110
	Vernon Contracting – Facebook Marketing reimbursement	\$120.31	\$620.31
Tourism Officer Services & Support	Vernon Contracting - September Tourism Officer Services	\$1,263.36	Ψ020.01
	Vernon Contracting - October Tourism Officer Services	\$2,736.89	
	Vernon Contracting - November Tourism Officer Services	\$3,396.55	
	Mukinbudin CRC – Social Media Assistance, Sept/Oct/Nov	\$750.00	
	Mukinbudin CRC – Social Media Assistance, December	\$250.00	
	Vernon Contracting – December Tourism Officer Services	\$2,310.00	\$10,706.80
Brochures & Guidebook	vernon contracting December Tourism Officer Services	72,310.00	710,700.80
Other	Amanda Sanders – Purchase Images	\$480.00	
	U M Gringer – Purchase Images	\$800.00	\$1,280.00
		l Expenditure	\$13,859.81
Cheque Acc Closing Balance 31 January 2021	1013	LAPEHUILUIE	\$83,424.27
Other Income			700,121,21
Outstanding Payments	Executive Media – Caravanning Australia Autumn 2021 Advert	\$950.00	
	Cronje Business Solutions – ATO updates and lodgments	\$365.00	
	Magic 87.8FM 250x 30sec radio ads from 8 Feb – 31 Mar 21	\$825.00	
	Vernon Contracting January Tourism Officer Services	\$2,310.00	
	Vernon Contracting Facebook Marketing reimbursement	\$143.97	
Ending Financial Position at 19 February 2021		,	\$78,830.30

Signage Funds Remaining

Total Signage Funds Remaining	\$4,279.56
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To view the 2020-2021 NEWTRAVEL Marketing Plan please click here.

RESOLUTION:

That the NEWTRAVEL Financial Report for February 2021 is accepted.

Moved: Cr Freda Tarr Seconded: Cr Ray Mizia CARRIED

4.0 NEWTRAVEL Tourism Officer (0.2FTE) November 2020 – January 2021 Report

Ma	ain Activities	Description	Progress/Update
1.	NewTravel Administration		
a.	Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	Attended October NEWTRAVEL meeting
b.	Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	 October Meeting Minutes prepared and circulated. February Meeting Agenda prepared and circulated
		Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	Monthly financials completed and accounts paid.
2.	Marketing		
a.	Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	Implemented 2020 Marketing Plan Activities.
b.	Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	Summer in the Wheatbelt Way campaign for Dec 2020 – Jan 2021.
		Update and distribute Wheatbelt Way Brochures and Booklets.	 Distributed as required. Updated DL Wheatbelt Way map and 10,000 re-print completed.
		Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
-	Website and Social Media		
a.	Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	 Website updated continually! Harvest in the Wheatbelt Way Blog Summery in the Wheatbelt Way Blog
		Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<u>37</u> Wheatbelt Way enquiries (website email, socials, chat and phone).
		Create a Wheatbelt Way Facebook Page and maintain it regularly.	Posting and sharing of Wheatbelt Wa content daily on Facebook and Instagram.
4.	Stakeholder Communications		
a.	Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	AGO Whole Region, monthly Zoom meetings.
b.	Communicate with members.	Quarterly Newsletter to Stakeholders	 November, December and February news to stakeholders and newsletter subscribers.
		Provide information and updates as identified.	 24 November NEWROC Presentation 26 November meeting with Leanne Parola, Jamie Criddle and Rebecca McCall

a. Assist in the maintenance of the Wheatbelt Way Infrastructure and	Coordinate and collate tourism data for the region.	Nil this quarter as it ends 28 February 2021.			
monitoring of Tourism across NEWROC	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	•			
6. Supporting additional activities					
a. Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-			
and resources allow.	Carry out research and manage projects as required	4 November Curtin University Accommodation Presentation Panel			
	Other	Digital Tourism Future Seminar – 18 th February.			

Update provided from Leanne Parola on behalf of Rebecca McCall and Jamie Criddle on the review of the NEWTRAVEL Tourism Officer position. They had met with Linda in December and since begun work on a draft contract. Intent is to meet next week to further progress.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

If Shires could please submit their complete Excel spreadsheets within the fortnight of the end of each period it would be greatly appreciated.

Snapshot Report:

The Wheatbelt Way Visitor Statistics Report to 28 February 2021 will be sent out in March.

The October 2020 Visitor Snapshot was collated and circulated in November 2020. The Wheatbelt Way saw visitation for the 12 months (1 Nov 2019 – 31 Oct 2020) as a record with 10,089

ACTION – all accommodation providers to prov ide visitor statistics for November 2020 – February 2021 to Linda by Friday 12th March.

2020 Wheatbelt Way Visitor Survey

Draft analysis from Curtin University of Wheatbelt Way Visitor Survey can be viewed here: <u>Draft Survey Report</u>

ACTION – All Councils urged to review the feedback in the Curtin Draft Surey Report and look at addressing negative or constructive feedback provided.

5.2 Social Media and Marketing Report

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

The 2020 -2021 Marketing Overview for NEWTRAVEL can be viewed here.

A full report on NEWTRAVEL's Social Media analytics and marketing activities will be provided at the meeting and circulated with the minutes.

Key activity will be the attendance at the Perth Caravan and Camping Show from 17th – 21 March 2021 at Claremont Showgrounds.

Discussion held about the upcoming <u>Agri-Tourism Workshop in Mingenew</u> and perhaps a future opportunity to bring this to the Central and Eastern Wheatbelt later this year with the support of Australia's Golden Outback.

Jamie provided an update on the Westonia Business After Hours and opportunities through DPIRD funding for agribusiness produce marketing.

Linda advised that she is looking for bloggers (local) and blog ideas for the rest of the year. John Nuttal suggested the "Winter Sports" as a blog topic.

Leanne Parola left the meeting.

6.0 General Business

6.1 RDA Wheatbelt & Tourism

BACKGROUND:

Mandy Walker from RDA Wheatbelt has been working with York Arts and Events and other stakeholders on developing Wheatbelt tourism product and the future of Wheatbelt tourism. Mandy recently advised on email:

"We are in the final stages of signing off on our Business Plan, Strategic Plan and Budgets. Our aim is to have a prospectus document ready to share with Local Government and Wheatbelt businesses by the end of February so that budget requests to Council can be made. We are looking for 10 hero LGs as our first subscribers who will receive a discount joining fee of \$8,000 (upper end of the figure provided in the thread below). Those who join after the first 10 will have a joining fee of \$10,000. There is also an annual subscription fee of \$10,000 after the joining fee.

Businesses will have three tiers to choose from ranging from the basic at \$99 through to super subscription at \$899. The value and benefits will be detailed in the prospectus/subscription document being prepared. This is a business model and we need to fund a co-ordinator, marketing officer and the operational side of developing content for the site, as well as build the site.

To enable us to source quotes for the website a concept website was built to show the developers the type of functionality we are after. Here is a link to that site. Please note its for concept discussions only, its not the final product. Users have the ability to design a tour in the itinerary section; or by experience type; or if they know what shire they want to visit they can go to the shire page. All shires will have a page, those who don't subscribe will have a link to their existing website or visitor services page. Those who do subscribe will have the benefit of being included in the itinerary planner and assistance that will be detailed in the prospectus.

https://kateanderson554.wixsite.com/wanderthewheatbelt

It is our intention to provide a logistical planning tool for visitors which allows members to continually market and update their product or experience to meet tourist demand. In our strategic plan we have identified that a booking system is not a short term goal but rather a medium to longer term goal that we will revisit once we have the platform and itinerary planner up and running.

It is also our goal to become a funded Regional Tourism Organisation. This will effectively take the Wheatbelt from being invisible to being a recognised tourism region. I realise this breaks the system somewhat but what we have now isn't really working for us. I see the biggest benefit for LG is that there will be one tourism, event, art and attraction tool for the whole region that is funded through a business model that doesn't rely on volunteers and doesn't mean that each 42 LG needs to create a web based platform to showcase their tourism products and experiences. "

COMMENT:

I have invited Mandy Walker to attend this NEWTRAVEL meeting and provide us with an update on the above initiatives.

OUTCOME:

For members information. Mandy verbally presented an update to the meeting. Drive Trail is to be in the western arc of the region from Dalwallinu to Narrogin, keen to cross-promote as there will be limited value to the eastern Wheatbelt at present. Keen to investigate becoming a "Wheatbelt" RTO but longer term. In the interim want to work together to better leverage funds from existing RTOs.

6.2 Future of Digital Tourism Symposium

BACKGROUND:

The Tourism Research Cluster - The Digital Future of the Tourism Industry in Western Australia was held on 18th February 2021.

COMMENT:

I participated online and would like to share some key messages with NEWTRAVEL members that may be of interest.

Key points slides can be viewed here.

OUTCOME:

Linda presented key slides and discussion held.

Marcus indicated that the RTOs had access to Roy Morgan Helix Persona research from Tourism WA and thought he may be able to access Wheatbelt specific data.

ACTION – Linda to take Marcus up on his offer of the Helix Persona data.

John – stated that Carnarvon also uses the Touch Screen Visitor Information stands.

6.3 Tourism WA Unique Positioning Statement Review

BACKGROUND:

In 2019-20, Tourism WA developed and launched our unique tourism brand story 'Western Australia Tourism - Our Story: The Spirit of Adventure'

Tourism WA hosted a workshop with Tabetha Beggs, Stakeholder Engagement Project Manager for Tourism WA for the Merredin Deep Dive 'Our Story' workshop held Wed 20 October 2020.

Our Story is a tool for stakeholders to use in your marketing, product development or business planning.

COMMENT:

The draft Eastern and Central Wheatbelt Unique Positioning Statement and Assets Register has been released from Tourism WA and there is now an opportunity to provide feedback.

Central and Eastern Wheatbelt Unique Positioning Statement

Central and Eastern Wheatbelt Assets Register

We have been advised that this has been marked for internal launch at the end of March. Marcus from AGO has asked Tourism WA that they need to provide regions and stakeholders who participated with some clear communication about how exactly the 'Our Story' statements are intended to be used by Tourism WA and the relevant regions, once finalised.

Key Eastern Wheatbelt stakeholders have had initial discussion on this via a recent Zoom meeting. View their feedback here.

OUTCOME:

Discussion held on the draft UPS with the following feedback provided.

THE WHEATBELT

AN OPEN ROAD ADVENTURE

Prepare yourself for a journey of discovery. Open roads stretch through wide open country, where far horizons reveal hidden surprises.

Self-drive trails lead to spectacular bold granite outcrops with infinite views and unique ecosystems to explore. Surf petrified waves at granite Rocks and Look to the dark night skies for a boundless canopy of jewelled stars.

Be amazed at the variety of winter orchids and spring wildflowers that light up the roadsides alongside grain crops turning from green to golden hues.

Aboriginal and farming history is captured in museums and interpretive trails. Military and railway memorabilia abounds, tin horse sculptures, an art deco heritage theatre and a historical retro drive in cinema, it's one big collection of curiosities.

Each country community offers its own quirky party piece. The people are unpretentious and intriguing. Designed for lovers of the open road who carry with them the most important of travel essentials; an open mind.

6.4 Photo Competition

BACKGROUND:

Members supported NEWTRAVEL holding a photo competition in 2021 to source content for marketing.

COMMENT:

Initial planning is underway. Input is sort on:

- 1. Competition focus: #mywheatbeltwaymoment?
- 2. A Prize ...
- 3. Partnerships
- 4. Decide how to pick your winner.

OUTCOME:

Discussion held. Following direction provided:

- Key themes of People, Places and Drone Imagery
- \$500 prize for Winner
- Winner is to be the most likes.
- Investigate T&Cs from other photo competitions (ie AGO Wildflower Photo Comp & CBH Photo Comp).
- Consider having a photo display stand at local shows each year showcasing the best images.
- Investigate a website portal to upload quality image sizes.
- Investigate how to moderate where the photos are taken (are they from the Wheatbelt Way region, not other Wheatbelt areas)
- Hashtag #mywheatbeltway #shire/location name
- Advertise locally as well as on social media.
- Open beginning of 1 July closes 30 September with winner announced at Mangowine Concert/Harvest Festival Weekend.

7. Reports

7.1 Member Reports

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

Koorda

- Koorda Drive is continuing to be successful with screening dates confirmed for 2021, plans in progress to upgrade ablutions, disability access and an outdoor seating area.
- Koorda Hotel new owners are going well and are now open for lunch on the weekends.
- Koorda caravan park new ablutions and 8 new Yalambee units are expected to commence shortly and be completed as soon as possible!
- Koorda CRC have a Tourism Trainee welcome Enza Bettles

Wyalkatchem

- The current Caravan Park owners are interested in the possibility of potentially selling and the Shire of Wyalkatchem are considering.
- The Wyalkatchem Pub is for sale.
- Looking at Main Street Beautification Project, draft concepts being developed with support from Creative Spaces.
- The Wyalkatchem Barracks are being well occupied with the current Main Road works being undertaken in the area. This has allowed for another 8 rooms to be upgraded with air conditioners and fridges.
- Developing a new website.
- Proposed Korrelocking Cemetery upgrades to recognise pioneers and history.
- Lady Nova Building (maternity hospice for women in the area) investigating heritage application to preserve and tell the story.

Westonia

- Caravan Park upgrades underway to increase to 15 powered sites.
- BAH initiative in Westonia is successful with recent event highlighting the importance of local businesses being visible on websites in particular the Shire website and the importance of Google Analytics to show traffic and page views.
- Wessy on the Green will be held on 25th & 26th April.

Nungarin

- Have welcomed new CEO Leonard Long
- 7th March is the first Markets for 2021
- Nungarin Vintage Rally on 27th February 2021
- A Night by the Courts Event being host by the Nungarin Tennis Club on 27th March 2021
- Time capsule opening this year 100 years of Local Government in Nungarin

Mukinbudin

- Successful Australia Day event held.
- The Early Learning Centre is now complete and operating.
- The Caravan Park will host live music events for visitors again in 2021 with the first one planned for April.
- The Mukinbudin Pub now has a chef and is open for Lunch Thursday Saturday.
- Mukinbudin Triathlon will held on the 20th March.
- Berinbooding Tank Roof will be removed soon as it is a safety hazard.
- Will see installation on new public art in Mukinbudin in 2021.

Trayning

- Successful Australia Day event
- Currently have open a Short-Term Accommodation Survey
- Installation of a new toilet block in the Caravan Park.
- Friends of the Anglican Church are raising funds to turn this building into a Museum.

Mt Marshall

- The Washing Maching and Dryers were stolen from the Bencubbin Caravan Park recently disappointing!
- Australia Day events in Beacon and Bencubbin were successful.
- The new Bencubbin Pool is open formal opening to be held soon.
- Mt Marshall Agricultural Show to be held on 13th of March.
- The WARRORA Car Rally is planned to be held on the June Long Weekend in Bencubbin.

Australia's Golden Outback – Marcus Falconer, CEO

- AGO have signed a new 5-year agreement with Tourism WA, there is a destination development focus opportunity, seeking feedback on what are the needs of NEWTRAVEL and the Wheatbelt Way.
- There is a specific Tourism Advisor through the ASBAS at a free then low-cost program opportunity that may be of interest to members and business (Linda to send out to members in E-news update).

7.0 Other Business

- Starry Weekend Event, funding received by Gingin Observatory to hold over three years in Wheatbelt Way region, Year 1 Koorda, Year 2 Bencubbin, Year 3 Mukinbudin. This years Koorda event will be held on the Friday 23 April and Saturday 24 April.

8.0 Next Meeting

The next General Meeting will be held on Thursday 29th July 2021 in Trayning. The Annual General Meeting will be held on Thursday 28th October in Nungarin.

9.0 Meeting Close 21.36pm

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of <u>Financial</u> interest were made at the Council meeting held on **18**thMarch **2021**.

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

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of <u>Closely Association Person And Impartiality</u> interest were made at the Council meeting held on **18**thMarch **2021**.

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

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of <u>Proximity</u> <u>i</u>nterest were made at the Council meeting held on **18**th **March 2021.**

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

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

Responsible Officer: Jamie Criddle, CEO

Author: Jasmine Geier, Manager of Corporate Services

File Reference: F1.3.3 Monthly Financial Statements

Disclosure of Interest: Ni

Attachments: Attachment 9.1.1 List of Accounts

Signature: Officer CEO



Executive Decision Executive Requirement



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



Attached is a copy of Accounts for Payment for the month of December 2020 & January 2021. The credit card statements currently show: -

CEO February 2021 \$1,151.91 associated with the purchase of Activ8inet Housing & Office,

Email Exchange Platform, Office 365, Fuel, Spotify, National Police Check, Microsoft

365 Business Basic Recurring

Works Supervisor February 2021 \$305.06 associated with the purchase Diesel and Cryopen Cartridges



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 2020/2021 Annual Budget.

	Voting Requirements	
\boxtimes	Simple Majority	Absolute Majority
OFF	ICER RECOMMENDATIONS	

That February 2021 accounts submitted to today's meeting on Municipal vouchers numbered from 3916 to 3921, and D/Debits from EFT4813 to EFT4857 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$339,163.04 be passed for payment.

Attachment 9.1.1

Shire of Westonia



Accounts for Payment

for period ending 28th February 2021

List of Accounts Due & Submitted to Council February 2020/2021

Chq/EFT	Date	Name	Description	Amount	Bank	Type
PAYROLL	01/02/2021	PAYROLL	Payroll Liability FE 31/1/2021	-30270.33	1	CSH
B/S	01/02/2021	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-66.00	1	FEE
B/S	01/02/2021	FEE - BANK FEES	BANK FEES	-51.00	1	FEE
B/S	03/02/2021	FEE - BANK FEES	BANK FEES	-263.24	1	FEE
B/S	04/02/2021	Bankwest Corporate Mastercard	130GB Office	-1404.50	1	CSH
3916	10/02/2021	TELSTRA CORPORATION LIMITED	Telephone Usage & Service Charges	-1397.52	1	CSH
3917	10/02/2021	Synergy	Street Light Power Usage	-647.22	1	CSH
EFT4813	10/02/2021	Avon Waste	Domestic Refuse Collection	-1716.66	1	CSH
EFT4814	10/02/2021	Toll Ipec	Freight Charges	-10.73	1	CSH
EFT4815	10/02/2021	Ron Bateman & Co	Materials & Contracts - P6	-16.83	1	CSH
EFT4816	10/02/2021	Two Dogs Home Hardware	Public Halls and Civic Centres	-17.95	1	CSH
EFT4817	10/02/2021	Carrabin Roadhouse (Rythdale P/L)	Dr Visit January 2021	-98.00	1	CSH
EFT4818	10/02/2021	GEF Great Eastern Freightlines	Swimming Pool Maintenance	-115.54	1	CSH
EFT4819	10/02/2021	Local Pest Control	General Pest Treatment & Bi-Annual Termite inspection	-10307.00	1	CSH
EFT4820	10/02/2021	Merredin Refrigeration & Air Conditioning	Various A/C Service & Repairs	-3476.95	1	CSH
EFT4821	10/02/2021	Ag Implements	Plant Operations	-622.71	1	CSH
EFT4822	10/02/2021	Great Southern Fuel Supplies	Fuels & Oils - Fuel card purchases	-754.59	1	CSH
EFT4823	10/02/2021	Westonia Community Cooperative Limited	Various Sundry Items	-441.84	1	CSH
EFT4824	10/02/2021	BUILDING COMMISSION	Building Services Levy January	-945.08	1	CSH
EFT4825	10/02/2021	Australia Post	Postage	-79.15	1	CSH
EFT4826	10/02/2021	Merredin Auto Electrics & Air Conditioning	Repairs to A/C Multipac roller	-711.70	1	CSH
EFT4827	10/02/2021	Ramsay Construction Pty Ltd	EHO Contract	-1210.00	1	CSH
EFT4828	10/02/2021	Wessie Pty Ltd	Semi Truck hire (Water Cart)	-18452.50	1	CSH
EFT4829	10/02/2021	Graham L & Diane Jones	Various Repairs & Maintenance Items	-557.13	1	CSH
EFT4830	10/02/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49	1	CSH
EFT4831	10/02/2021	CORSIGN WA PTY LTD	Printing & Stationary	-8.97	1	CSH
EFT4832	10/02/2021	Combined Tyres Pty Ltd	Tyres & Tubes	-330.00	1	CSH
EFT4833	10/02/2021	Allpumps & Water	Recreation Oval Maintenance	-5616.80	1	CSH
PAYROLL	15/02/2021	PAYROLL	Payroll Liability FE 14/2/2021	-30825.79	1	CSH
DD3015.1	14/02/2021	Aware Super - Accumulation	Payroll deductions	-6188.28	1	CSH

DD3015.2	14/02/2021	BT Panorama Super	Payroll deductions	-852.11 1	CSH
DD3015.3	14/02/2021	MLC Masterkey	Superannuation contributions	-213.89 1	CSH
DD3015.4	14/02/2021	Sunsuper	Superannuation contributions	-103.01 1	CSH
DD3024.1	14/02/2021	Aware Super - Accumulation	Superannuation contributions	-9.63 1	CSH
EFT4834	15/02/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49 1	CSH
3918	23/02/2021	Water Corporation	Water Use & Service Charges	-19022.43 1	CSH
3919	23/02/2021	TELSTRA CORPORATION LIMITED	Telephone Usage & Service charges	-387.18 1	CSH
3920	23/02/2021	Westernpower	Land Developement - Pyrites St	-2950.00 1	CSH
EFT4835	23/02/2021	Winc Australia Pty Ltd	Printing & Stationary	-1240.66 1	CSH
EFT4836	23/02/2021	Copier Support	Meter reads for Shire & CRC Printers	-852.64 1	CSH
EFT4837	23/02/2021	Toll Ipec	Freight for Traffic sign Maintenance	-101.26 1	CSH
EFT4838	23/02/2021	Ron Bateman & Co	Various Reticulation fittings	-109.57 1	CSH
EFT4839	23/02/2021	Centek Constructions	Housing Maintenance	-16363.60 1	CSH
EFT4840	23/02/2021	Hutton and Northey Sales	Parts & Repairs	-357.53 1	CSH
EFT4841	23/02/2021	Merredin Rural	Maintenance street roads & bridges - Warralakin project	-238.00 1	CSH
EFT4842	23/02/2021	Liberty Oil rural Pty Ltd	Purchase of Fuel	-14230.00 1	CSH
EFT4843	23/02/2021	J.R. & A. Hersey Pty Ltd	Various Consumable Items & Expendible Tools	-1438.25 1	CSH
EFT4844	23/02/2021	Wheatbelt Uniforms Signs & Safety	Staff Uniform - Admin	-488.41 1	CSH
EFT4845	23/02/2021	Workwear Group	Administration Staff Uniform	-399.00 1	CSH
EFT4846	23/02/2021	Della Bosca Transport	Koorda SX Rd Project - Aggregate Cartage	-19338.20 1	CSH
EFT4847	23/02/2021	Seton Australia Pty Ltd	Ladder & Cart - Museum	-4172.09 1	CSH
EFT4848	23/02/2021	Great Southern Fuel Supplies	Fuels & Oils	-758.70 1	CSH
EFT4849	23/02/2021	Mech Tech Diesel Services Pty Ltd	Servicing & maintenance Plant	-5919.80 1	CSH
EFT4850	23/02/2021	SWP Australia Pty Ltd	Streets, Roads, Bridges - Goldfields Rd & 4mile Gate Rd	-39975.65 1	CSH
EFT4851	23/02/2021	Ancor Electrical	Old Club Hotel Museum Maintenance	-196.00 1	CSH
EFT4852	23/02/2021	Wessie Pty Ltd	Bob Cat Hire - Sheelite street House & Shed pads	-1100.00 1	CSH
EFT4853	23/02/2021	Betta Roads Pty Ltd	Road Construction Council	-38016.00 1	CSH
EFT4854	23/02/2021	McWilliam Clan Pty Ltd t/a D & T McWilliam	Plant Hire - M40 Project	-10890.00 1	CSH
EFT4855	23/02/2021	CORSIGN WA PTY LTD	Traffic Sign Maintenance	-2564.10 1	CSH
EFT4856	23/02/2021	Merredin Steel Supplies	Caravan Park Upgrades	-96.54 1	CSH
EFT4857	23/02/2021	Combined Tyres Pty Ltd	Tyres & Tubes	-968.00 1	CSH
3921	24/02/2021	Department Of Planning, Lands & Heritage	Unclassified - Land developement	-22135.34 1	CSH

B/S	25/02/2021 2VNET - MONTHLY MAINTENANCE FEE	MONTHLY MAINTENANCE FEE	-578.95 1	FEE
B/S	26/02/2021 TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-7311.26 1	FEE
DD3022.1	28/02/2021 Aware Super - Accumulation	Payroll deductions	-6119.36 1	CSH
DD3022.2	28/02/2021 BT Panorama Super	Payroll deductions	-770.80 1	CSH
DD3022.3	28/02/2021 MLC Masterkey	Superannuation contributions	-213.89 <mark></mark> 1	CSH
DD3022.4	28/02/2021 Sunsuper	Superannuation contributions	-100.20 1	CSH

-339163.04

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 3916 to 3921, and D/Debits from EFT4813 to EFT4857 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$339163.04 submitted to each member of the Council on Thursday 18 March 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 – FEBRUARY 2021

Responsible Officer:

Author:

File Reference:

Disclosure of Interest:

Attachments:

Attachments:

Officer

Purpose of the Report

Executive Decision

Jamie Criddle, CEO

Jasmine Geier, Manager of Corporate Services

F1.3.3 Monthly Financial Statements

Nil

Attachment 9.1.2 Monthly Statement of Financial Activity

CEO

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.



The Monthly Statement of Financial Activity for the period ending February 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



General Financial Management of Council Council 2020/2021 Budget Local Government (Financial Management) Regulation 34 1996 Local Government Act 1995 section 6.4



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%.



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



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



OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending February 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 28th February 2021

SHIRE OF WESTONIA

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity) For the Period Ended 28 February 2021

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

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Shire of Westonia Information Summary For the Period Ended 28 February 2021

Key Information

Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996,

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2021 of \$1,960,849.

Items of Significance

The material variance adopted by the Shire of Westonia for the 2020/21 year is \$10,000 or 15% whichever is the

Capital Expenditue

Infrastructure - Roads \$ 144,735 0

Capital Revenue

Grants, Subsidies and Contributions (\$13,778) 0

Proceeds from Disposal of Assets \$ \$169,000 0

% Collected /

	Completed	An	nual Budget	,	YTD Budget	Υ	TD Actual
Significant Projects							
Buildings	119%	\$	40,358	\$	26,904	\$	48,058
Furniture & Office Equip.	54%	\$	518,732	\$	72,672	\$	281,875
Plant , Equip. & Vehicles	75%	\$	506,000	\$	429,000	\$	381,817
Transport	44%	\$	1,698,500	\$	892,000	\$	747,265
Grants, Subsidies and Contributions							
Operating Grants, Subsidies and Contributions	70%	\$	960,842	\$	640,561	\$	670,034
Non-operating Grants, Subsidies and Contributions	65%	\$	970,792	\$	648,431	\$	632,556
	67%	\$	1,931,634	\$	1,288,993	\$	1,302,590
Rates Levied	100%	\$	1,047,650	\$	1,047,650	\$	1,047,457

[%] Compares current ytd actuals to annual budget

		Th	is Time Last		
Financial Position		2	Year 9 Feb 2020	2	Current 8 Feb 2021
Adjusted Net Current Assets	70%	\$	2,477,401	\$	1,730,080
Cash and Equivalent - Unrestricted	128%	\$	1,368,527	\$	1,746,465
Cash and Equivalent - Restricted	316%	\$	889,557	\$	2,808,400
Receivables - Rates	156%	\$	41,713	\$	65,192
Receivables - Other	2%	\$	1,166,199	\$	27,435
Payables	213%	\$	7,923	\$	16,854

[%] Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of

James

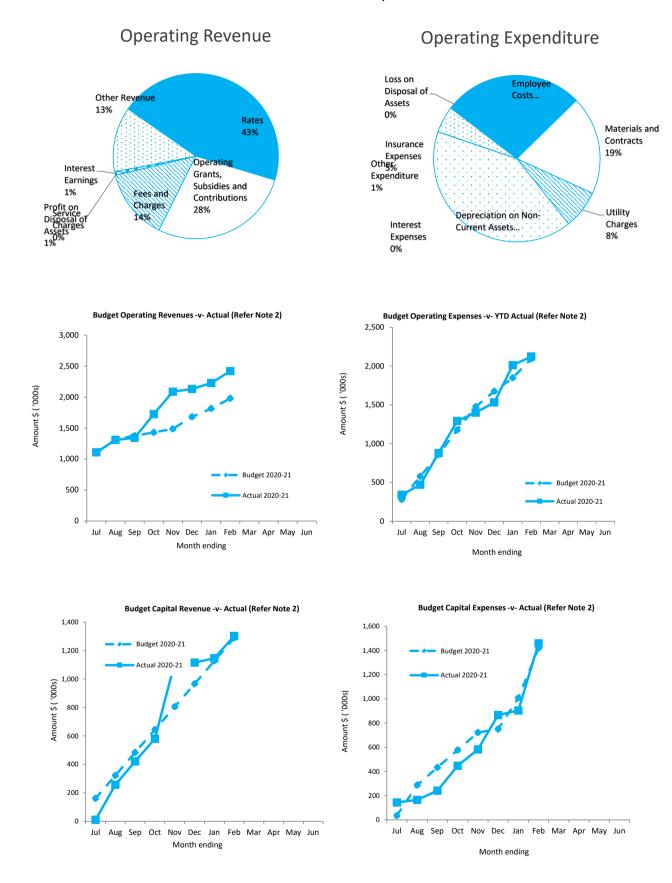
Preparation

Prepared by: Jasmine Geier

Reviewed by: Jamie Criddle

Date prepared:

Shire of Westonia Information Summary For the Period Ended 28 February 2021



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

SHIRE OF WESTONIA STATEMENT OF FINANCIAL ACTIVITY (Statutory Reporting Program) For the Period Ended 28 February 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 1,354,464	\$ 1,354,464	\$ 1,417,557	\$ 63,093	% 5%	
Revenue from operating activities							
Governance		1,150	0	0	0		
General Purpose Funding - Rates	9	1,043,000	1,043,000	1,047,457	4,456	0%	
General Purpose Funding - Other		657,167	490,824	484,457	(6,367)	(1%)	
Law, Order and Public Safety		42,400	26,146	26,321	175	1%	
Health		2,000	1,336	1,897	561	42%	
Education and Welfare		8,750	6,876	8,209	1,333	19%	
Housing		164,000	120,329	120,324	(5)	(0%)	
Community Amenities		10,300	9,964	12,850	2,886	29%	
Recreation and Culture		145,800	52,536	51,474	(1,062)	(2%)	
Transport		126,325	126,325	146,746	20,421	16%	
Economic Services		68,982	38,309	59,971	21,662	57%	_
Other Property and Services		99,000	63,836	459,607	395,771	620%	_
other reperty and services		2,368,874	1,979,481	2,419,315	555,772	02070	
Expenditure from operating activities		_,000,07	_,0,0,0	_,,,			
Governance		(350,813)	(182,113)	(180,025)	2,088	1%	
General Purpose Funding		(38,500)	(19,710)	(18,248)	1,462	7%	A
Law, Order and Public Safety		(86,130)	(42,555)	(54,410)	(11,855)	(28%)	-
Health		(33,800)	(15,184)	(15,477)	(293)	(2%)	•
Education and Welfare		(38,300)	(20,662)	(26,618)	(5,956)	(2%)	~
Housing		(166,996)	(69,298)	(84,486)		(22%)	· •
Community Amenities		(134,266)	(59,554)	(57,181)	(15,188)		•
Recreation and Culture				(496,860)	2,373	4%	
		(811,898)	(508,307)		11,447	2%	
Transport Economic Services		(1,456,935)	(952,248)	(798,561)	153,687	16%	_
		(354,532)	(222,810)	(257,752)	(34,942)	(16%)	V
Other Property and Services		(16,000)	(29,768)	(103,141)	(73,373)	(246%)	•
On a mating a still still a surely stand from a boundary		(3,488,170)	(2,122,209)	(2,092,759)			
Operating activities excluded from budget		1 500 340	025 222	055.003	(50.054)	(=0()	
Add back Depreciation		1,509,340	925,333	855,982	(69,351)	(7%)	•
Adjust (Profit)/Loss on Asset Disposal	8	6,000	0	40,908	40,908		A
Adjust Provisions and Accruals Amount attributable to operating activities		1,750,508	2,137,069	2,641,003	0		
		1,730,300	2,137,003	2,041,003			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	972,647	647,224	633,446	(13,778)	(2%)	
Proceeds from Disposal of Assets	8	240,000	0	169,000	169,000		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(40,358)	(26,904)	(48,058)	(21,154)	(79%)	•
Infrastructure Assets - Roads	13	(1,698,500)	(892,000)	(747,265)	144,735	16%	A
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(40,000)	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(506,000)	(429,000)	(381,817)	47,183	11%	•
Furniture and Equipment	13	(518,732)	(72,672)	(281,875)	(209,203)	(288%)	•
Amount attributable to investing activities		(1,590,943)	(773,352)	(656,568)			
Financing Actvities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	o	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(208,000)	292,000	0		(1000/)	_
Advances to Community Groups	,	(208,000)	292,000	0	(292,000) 0	(100%)	•
, .	10	(10,358)	(10,358)	(10,358)		001	
Repayment of Debentures Transfer to Reserves	7	(521,500)	(521,500)	(10,358)	0	0%	
Amount attributable to financing activities		(521,500)	(239,858)	(23,585)	508,272	97%	
Closing Funding Surplus(Deficit)	3	(580,293)	1,123,859	1,960,849			
Closing Funding Surplus(DeffCit)	3	(300,293)	1,123,639	1,300,843			

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

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

SHIRE OF WESTONIA STATEMENT OF FINANCIAL ACTIVITY (By Nature or Type) For the Period Ended 28 February 2021

			Amended				
		Amended	YTD	YTD	Var. \$	Var. %	
		Annual	Budget	Actual	(b)-(a)	(b)-(a)/(a)	Var.
	Note	Budget	(a)	(b)			
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,354,464	1,354,464	1,417,557	63,093	5%	
Revenue from operating activities							
Rates	9	1,047,650	1,047,650	1,047,457	(193)	(0%)	
Operating Grants, Subsidies and							
Contributions	11	960,842	673,909	670,034	(3,875)	(1%)	
Fees and Charges		275,150	213,280	336,341	123,061	58%	A
Service Charges		0	0	0	0		
Interest Earnings		18,750	15,650	16,905	1,255	8%	
Other Revenue		66,482	28,992	307,671	278,679	961%	_
Profit on Disposal of Assets	8	0	0	40,908			
		2,368,874	1,979,481	2,419,316			
Expenditure from operating activities							
Employee Costs		(906,478)	(546,689)	(550,325)	(3,636)	(1%)	
Materials and Contracts		(768,811)	(447,702)	(400,838)	46,864	10%	A
Utility Charges		(143,450)	(86,332)	(156,564)	(70,232)	(81%)	•
Depreciation on Non-Current Assets		(1,509,340)	(925,333)	(855,982)	69,351	7%	A
Interest Expenses		(482)	(482)	(482)	0	0%	
Insurance Expenses		(110,986)	(94,594)	(108,015)	(13,421)	(14%)	•
Other Expenditure		(42,623)	(21,077)	(20,554)	524	2%	
Loss on Disposal of Assets	8	(6,000)	0	0			
		(3,488,170)	(2,122,209)	(2,092,760)			
Operating activities excluded from budget		4 500 240	025 222	055.000			_
Add back Depreciation	0	1,509,340	925,333	855,982	(69,351)	(7%)	
Adjust (Profit)/Loss on Asset Disposal	8	6,000	0	40,908	40,908		_
Adjust Provisions and Accruals		4 750 500	0	0	0		
Amount attributable to operating activities		1,750,508	2,137,069	2,641,003			
Investing activities							
Non-operating Grants, Subsidies and Contributions	11	972,647	647,224	633,446	(13,778)	(2%)	
Proceeds from Disposal of Assets	8	240,000	047,224	169,000	169,000	(270)	
Land Held for Resale	0	240,000	0	0 0	109,000		
Land and Buildings	13	(40,358)	(26,904)	(48,058)	(21,154)	(79%)	_
Infrastructure Assets - Roads	13	(1,698,500)	(892,000)	(747,265)	144,735	16%	, i
Infrastructure Assets - Public Facilities	13	(1,038,300)	(832,800)	(747,203)	144,733	10/6	
Infrastructure Assets - Footpaths	13	(40,000)	0	0	0		
Infrastructure Assets - Drainage	13	(40,000)	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(506,000)	(429,000)	(381,817)	47,183	11%	A
Furniture and Equipment	13	(518,732)	(72,672)	(281,875)	(209,203)	(288%)	-
Amount attributable to investing activities	13	(1,590,943)	(773,352)	(656,568)	(203,203)	(20070)	·
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(208,000)	292,000	0	(292,000)	(100%)	•
Advances to Community Groups	•	0	0	0	(232,000)	(20070)	•
Repayment of Debentures	10	(10,358)	(10,358)	(10,358)	0	0%	
Transfer to Reserves	7	(521,500)	(521,500)	(13,228)	508,272	97%	<u> </u>
Amount attributable to financing activities	,	(739,858)	(239,858)	(23,585)	300,272	3770	
			,,	, .,,			
Closing Funding Surplus (Deficit)	3	(580,293)	1,123,859	1,960,849	836,990	74%	_

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

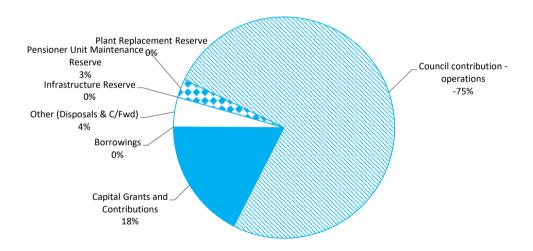
 $This \ statement \ is \ to \ be \ read \ in \ conjunction \ with \ the \ accompanying \ Financial \ Statements \ and \ notes.$

SHIRE OF WESTONIA STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING For the Period Ended 28 February 2021

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	48,058	0	(26,904)	(40,358)	(48,058)	(21,154)
Infrastructure Assets - Roads	13	747,265	0	(892,000)	(1,698,500)	(747,265)	144,735
Infrastructure Assets - Footpaths	13	0	0	0	(40,000)	0	0
Plant and Equipment	13	0	381,817	(429,000)	(506,000)	(381,817)	47,183
Furniture and Equipment	13	281,875	0	(72,672)	(518,732)	(281,875)	(209,203)
Capital Expenditure Totals		1,077,197	381,817	(1,420,576)	(2,803,590)	(1,459,015)	(38,439)
Capital acquisitions funded by:							
Capital Grants and Contributions				648,431	972,647	632,556	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	240,000	169,000	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve				0	0	0	
Pensioner Unit Maintenance Reserve				0	150,000	0	
Plant Replacement Reserve				0	0	0	
Council contribution - operations				(2,069,007)	(4,166,237)	(2,260,571)	
Capital Funding Total				(1,420,576)	(2,803,590)	(1,459,015)	

Budgeted Capital Acquistions Funding



Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) 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.

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for 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 doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	0 to 20 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	

bituminous seals 20 years construction/road base 50 years

Gravel Roads
formation
construction/road base
gravel sheet

Formed roads

formation
not depreciated
50 years
12 years

formation not depreciated pavement 50 years
Footpaths - slab 40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(I) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

Note 1: Significant Accounting Policies

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

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 installments, 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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

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

GOVERNANCE

Objective:

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

Activities

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

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities

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

EDUCATION AND WELFARE

Objective:

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

Activities

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Δctivities.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

Objective:

To help promote the shire and its economic wellbeing.

Activities:

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

Objective:

To monitor and control Shire overheads operating accounts.

Activities:

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

Note 2: 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 budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 15% whichever is the greater.

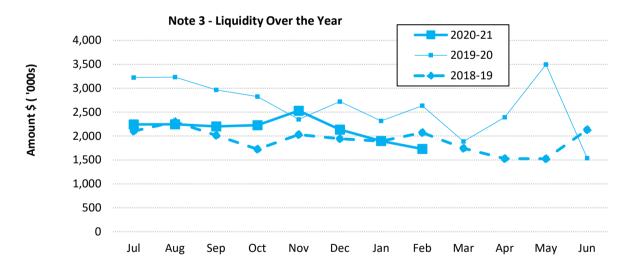
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0			Timing	
General Purpose Funding - Rates	4,456	0%		Permanent	03109 Instalment Interest Received
General Purpose Funding - Other	(6,367)	(1%)		Timing	
Law, Order and Public Safety	175	1%		Timing	05203 Dog Registration Fees
Health	561	42%		Timing	
Education and Welfare	1,333	19%		Timing	
Housing	(5)	(0%)		Timing	09221, 09231 & 09125 Housing Rent Income
Community Amenities	2,886	29%		Permanent	10708 Cemetery Fees
Recreation and Culture	(1,062)	(2%)		Timing	
Transport	20,421	16%		Timing	12398 Profit on Sale of Asset
Economic Services	21,662	57%	_	Permanent	13609 Standpipe Water Income & Bus Hire Income
Other Property and Services	395,771	620%	A	Permanent	14100 Private Works Income
Operating Expense					
Governance	2,088	1%		Timing	
General Purpose Funding	1,462	7%	_	Timing	
Law, Order and Public Safety	(11,855)	(28%)	\blacksquare	Timing	05101 Bush Fire Control Maintenance Plant & Equipment
Health	(293)	(2%)		Timing	
Education and Welfare	(5,956)	(29%)	•	Timing	
Housing	(15,188)	(22%)	•	Timing	09100 Staff Housing - ABC Costs
Community Amenities	2,373	4%		Timing	
Recreation and Culture	11,447	2%		Timing	
Transport	153,687	16%	_	Timing	
Economic Services	(34,942)	(16%)	•	Timing	13611 Water Supply Standpipes
Other Property and Services	(73,373)	(246%)	•	Timing	14100 Private Works
Capital Revenues					
Grants, Subsidies and Contributions	(13,778)	(2%)		Timing	
Proceeds from Disposal of Assets	169,000	()	^	Timing	
Capital Expenses					
Land and Buildings	(21,154)	(79%)	•	Timing	14704 Land Development
Infrastructure - Roads	144,735	16%	A	Timing	•
Infrastructure - Public Facilities	0			-	
Infrastructure - Footpaths	0				
Infrastructure - Drainage	0				
Heritage Assets	0				
Plant and Equipment	47,183	11%	A	Timing	
Furniture and Equipment	(209,203)	(288%)	•	Timing	
Financing					
Loan Principal	0	0%		Timing	

General Comments

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2020	29 Feb 2020	28 Feb 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,383,898	1,368,527	1,746,965
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	2,795,172	889,557	2,808,400
Receivables - Rates	6	11,466	41,713	65,192
Receivables - Other	6	125,243	1,166,199	27,435
Interest / ATO Receivable/Trust		(2,453)	(4,766)	36
Inventories	_	7,884	7,944	7,864
		4,321,210	3,469,174	4,655,892
Less: Current Liabilities				
Payables		(7,923)	(7,923)	(16,854)
Provisions		(100,558)	(94,293)	(100,558)
		(108,481)	(102,216)	(117,412)
Less: Cash Reserves	7	(2,795,172)	(889,557)	(2,808,400)
Net Current Funding Position		1,417,557	2,477,401	1,730,080



Comments - Net Current Funding Position

Note 4: Cash and Investments

					Total		Interest	Maturity
		Unrestricted	Restricted	Trust	Amount	Institution	Rate	Date
		\$	\$	\$	\$			
(a)	Cash Deposits							
	Municipal Bank Account	1,746,465			1,746,465	BankWest	0.10%	At Call
	Trust Bank Account			56,219	56,219	BankWest	0.10%	At Call
	Cash On Hand				0	N/A	Nil	On Hand
(b)	Term Deposits							
	Municipal Gold		2,808,400		2,808,400	BankWest	3.00%	
	Total	1,746,465	2,808,400	56,219	4,611,084			

Corporate MasterCard

	Transaction Summary	Total Amount	Institution	Interest Rate	Reporting Period End Date
Card # **** **** **** *270		\$			
Criddle, Jameon C	Staff Uniforms - Jaime Shorts Diesel Fuel Purchase Microsoft 365 Business Basic Recurring Australia: National Police Check - Lizzie Townrow Office 365: Exchange Online Plan 1 Microsoft 365 Business x7 Units 130GB Office 95GB Office Spotify Subscription for Westonia Swimming Poool Purchase Interest	133.97 211.61 45.54 49.90 78.65 133.21 469.50 18.99 10.54	Bankwest	17.99%	28-Feb-21
Card # **** **** **** *693 Price, Arthur W	14303 - P15 - 72L Diesel Prado Cryopen Cartridges	93.86 211.20	Bankwest	17.99%	28-Feb-21

1,456.97

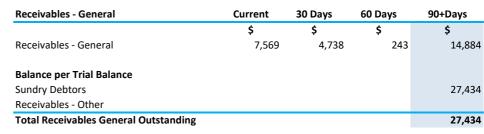
Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

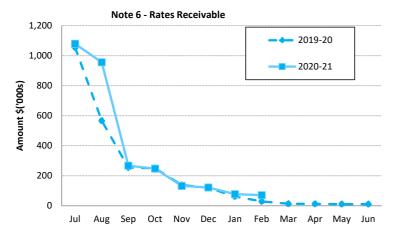
								Amenaea
					Non Cash	Increase in	Decrease in	Budget Running
GL Code		Description	Council Resolution	Classification	Adjustment	Available Cash	Available Cash	Balance
					\$	\$	\$	\$
	Budget Adoption		Ope	ning Surplus				0
	Permanent Changes							
								0
								0
								0
								0
								0
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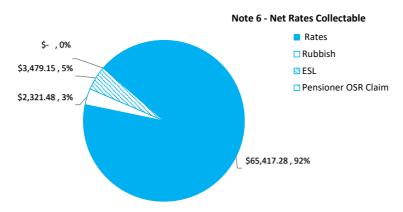
Note 6: Receivables

Receivables - Rates Receivable	28 Feb 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	11,466	13,046
Levied this year	1,067,757	1,042,818
Less Collections to date	(1,008,005)	(1,044,399)
Equals Current Outstanding	71,218	11,465
Net Rates Collectable	71,218	11,465
% Collected	93.40%	98.91%

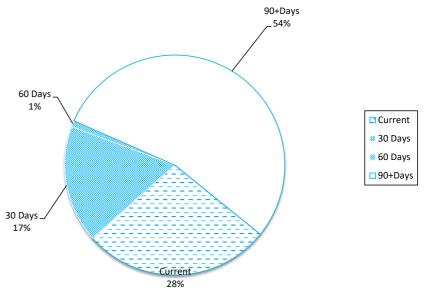


Amounts shown above include GST (where applicable)





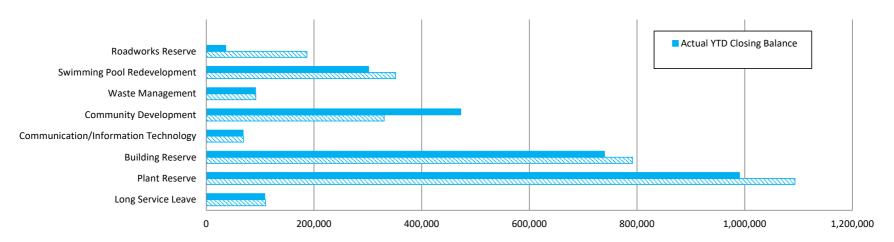
Note 6 - Accounts Receivable (non-rates)



Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	108,018	2,000	520	0	0	0	0	110,018	108,538
Plant Reserve	985,733	7,500	4,509	250,000	0	(150,000)	0	1,093,233	990,242
Building Reserve	736,006	5,500	3,546	50,000	0	0	0	791,506	739,552
Communication/Information Technology	68,147	1,000	328	0	0	0	0	69,147	68,475
Community Development	470,299	2,000	2,266	0	0	(142,000)	0	330,299	472,565
Waste Management	90,970	1,000	438	0	0	0	0	91,970	91,408
Swimming Pool Redevelopment	300,000	1,500	1,446	50,000	0	0	0	351,500	301,446
Roadworks Reserve	36,000	1,000	173	150,000	0	0	0	187,000	36,173
	2,795,172	21,500	13,228	500,000	0	(292,000)	0	3,024,672	2,808,400

Note 7 - Year To Date Reserve Balance to End of Year Estimate



Note 8: Disposal of Assets

			YTD A	ctual		Amended Budget			
Asset		Net Book				Net Book			
Number	Asset Description	Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
A509	Work Supervisors Vehicle	50,333	56,000	5,667		54,000	52,000		(2,000)
	Work Supervisors Vehicle					54,000	52,000		(2,000)
A462	GTE Semi Side Tipper (WT0246)	15,246	30,000	14,754					
	Other Property & Services								
A508	Toyota Landcruiser GXL	62,513	83,000	20,487		69,000	68,000		(1,000)
	Toyota Landcruiser GXL					69,000	68,000		(1,000)
		128,092	169,000	40,908	0	246,000	240,000	0	(6,000)

Note 9: Rating Information		Number			YTD Ac	utal			Amended	Budget	
	Rate in	of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate			•		•	·		•			•
GRV	7.207300	49	619,955	44,682	0	0	44,683	44,682	0	(44,683
GRV - Mining	20.495300	2	1,305,800	267,628	0	0	267,628	267,628	0	(267,628
UV	1.592200	123	44,798,998	713,290	679	0	713,969	713,290	679	(713,969
UV- Mining	1.592200	7	176,245	2,806	0	0	2,806	2,806	0	(2,806
Sub-Totals	•	181	46,900,998	1,028,405	679	0	1,029,085	1,028,405	679	(1,029,085
	Minimum										
Minimum Payment	\$										
GRV	355.00	16	23,722	5,680	0	0	5,680	5,680	0	(5,680
UV	355.00	17	130,102	6,035	0	0	6,035	6,035	0	(6,035
UV - Mining	200.00	11	38,485	2,200	0	0	2,200	2,200	0	(2,200
Sub-Totals		44	192,309	13,915	0	0	13,915	13,915	0	(13,915
		225	47,093,307	1,042,320	679	0	1,043,000	1,042,320	679		1,043,000
Concession							0				0
Amount from General Rates							1,043,000				1,043,000
Ex-Gratia Rates							4,650				4,650
Specified Area Rates											
Totals							1,047,650				1,047,650

Comments - Rating Information

Note 10: Information on Borrowings

(a) Debenture Repayments

			Principal		Principal		Interest	
			Repay	Repayments		nding	Repayı	ments
		New	Amended			Amended		Amended
Particulars	01 Jul 2020	Loans	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Loan 6 - School Bus *	10,358		10,358	10,358	10,358	0	482	482
	10,358	0	10,358	10,358	10,358	0	482	482

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Note 11: Grants and Contributions

	Grant Provider	Туре	Opening Balance (a)	Amended Operating	l Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)		Actual (Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating - Tied	0	397,804	0	265,203	397,804		397,804	293,910	(293,910)	0
Grants Commission - Roads	WALGGC	Operating - Tied	0	235,213	0	156,809	235,213		235,213	174,135	(174,135)	0
Law, Order and Public Safety												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	24,000	0	16,000	24,000		24,000	18,487	(18,487)	0
Ramelius MOU Emergency Services	Ramelius Resources	Operating - Tied	0	13,500	0	9,000	13,500		13,500	6,818	(6,818)	0
Education & Welfare												
Grants - School	Regional Development & Lands	Non-operating	0	0	0	0	0		0	0	0	0
Recreation and Culture												
Grant Funding	Ramelius Resources	Operating - Tied	0	92,000	0	61,333	92,000		92,000	0	0	0
Ramelius Common Management - Income	LotteryWest	Operating - Tied	0	10,000	0	6,667	10,000		10,000	10,000	(10,000)	0
Transport												
MRWA Direct	Main Roads WA	Operating - Tied	0	126,325	0	84,217	126,325		126,325	126,325	(126,325)	0
MRWA Specific	Main Roads WA	Non-operating	0	0	340,000	226,667	340,000		340,000	278,400	(278,400)	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	324,415	216,277	324,415		324,415	189,960	(189,960)	0
Grant - MRWA Blackspot	Main Roads WA	Non-operating	0	0	40,000	26,667	40,000		40,000	0	O	0
Economic Services												
Evolution MOU 33%	Ramelius Resources	Operating - Tied	0	14,000	0	9,333	14,000		14,000	13,318	(13,318)	0
Evolution MOU WAP 67%	Ramelius Resources	Operating - Tied	0	28,000	0	18,667	28,000		28,000	27,041	(27,041)	0
Furniture & Equipment - Standpipes		Operating - Tied	0	0	0	0	0		0	0	O	0
Museum - CAPITAL		Non-operating	0	0	27,000	18,000	27,000		27,000	0	0	0
Caravan Park - Capital Income		Non-operating	0	0	241,232	160,821	241,232		241,232	164,196	(164,196)	0
Govt. Grant Funding	NRM	Operating - Tied	0	20,000	0	13,333	20,000		20,000	0	C	0
TOTALS			0	960,842	972,647	1,288,993	1,933,489	0	1,933,489	1,302,590	(1,302,590)	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	960,842	0	640,561	960,842	0	960,842	670,034	(670,034)	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	,	970,792	648,431	972,647		970,770	632,556	, , ,	
TOTALS			0	960,842	970,792	1,288,993	1,933,489	0	1,931,612	1,302,590	(1,302,590)	0

Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	\$	\$	\$	\$
Police Licensing	-4,877	81,418	-83,239	(6,698)
BCITF Training Levy - Now CTF Levy	381	0	0	381
BRB Building Levy - Now BSL Levy	5	0	0	5
Nomination Deposits	0	0	0	0
Bonds	2,141	0	0	2,141
George Rd Water Extensions	0	0	0	0
St John's Westonia	2,048	0	0	2,048
Westonia Sports Council	123	0	0	123
Westonia Progress Association	3,137	0	0	3,137
Accommodation Units	2,901	0	0	2,901
WEIRA - Booderockin Water Scheme	647	0	0	647
Warralakin Hall	1,700	0	0	1,700
Social Club	6,565	950	-7,515	0
Walgoolan History Group	12,071	0	0	12,071
Community Project	1,001	0	0	1,001
Rural Youth	4,639	0	0	4,639
Westonia P & C	910	0	0	910
LGMA - Receipts	2,749	536	-113	3,172
Donations J Townrow	73	0	0	73
Rates Incentive Prize	3,654	0	-1,764	1,890
Rent Pre Payment	835	0	0	835
Westonia Historical Society	14,803	2,000	0	16,803
Cemetry Committee	6,405	2,000	0	8,405
	61,910	86,904	(92,630)	56,184

Note 13: Capital Acquisitions

		YTD Actual						
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
l Level of completion indicator, please see table at the end of thi	s note for further detail	<i>l</i> .						
Buildings								
Housing								
Land Development	14704	37,700	0	37,700	30,000	20,000	17,700	
Housing To	tal	37,700	0		30,000	20,000		
Economic Services								
Principal Loan #6	16115	10,358	0	10,358	10,358	6,904	3,454	
Economic To	tal	10,358	0	10,358	10,358	6,904	3,454	
Buildings Total		48,058	0	48,058	40,358	26,904	21,154	
Furniture & Office Equip.								
Recreation & Culture								
Purchase Furniture & Equipment - Swimming Pools	11205	5,818	0	5,818	5,000	3,336	2,482	
Purchase Furniture & Equipment - Other Housing	9232	13,330	0	13,330	12,000	8,000	5,330	
Solar Panels 55 Wolfram & 42 Jasper	9128	0	0	0	9,000	0	0	
Old Club Hotel Museum	13216	18,463	0	18,463	22,500	0	18,463	
Caravan Park - Capital	13217	8,413	0	8,413	241,232	0	8,413	
Solar Panels	8203	0	0	0	10,000	0	0	
Standpipe Controllers	13606	122,654	0	122,654	127,000	0	122,654	
Purchase Furniture & Equipment - Other Culture	11603	113,197	0	113,197	92,000	61,336	51,861	
Governance To	tal	281,875	0	281,875	518,732	72,672	209,203	
Furniture & Office Equip. Total		281,875	0	281,875	518,732	72,672	209,203	
Plant , Equip. & Vehicles								
Governance								
CEO Vehicle Replacement	14520	0	78,998	78,998	138,000	92,000	(13,002)	
Governance To	tal	0	78,998		138,000	92,000		

SHIRE OF WESTONIA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 2021

Note 13: Capital Acquisitions

		YTD Actual		Amended Budget				
					Annual			Strategic Reference /
Assets	Account	New/Upgrade	Renewal	Total YTD	Budget	YTD Budget	YTD Variance	Comment
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles Cont.								
Transport								
Works Supervisor Vehicle Replacement x2	14213	0	59,846	59,846	108,000	87,000	(27,154)	
il Side Tipper - CAPITAL	12305	0	242,974	242,974	260,000	250,000	(7,026)	
Transport Tota	al	0	302,819	302,819	368,000	337,000	(34,181)	
Plant , Equip. & Vehicles Total		0	381,817	381,817	506,000	429,000	(47,183)	
Roads (Council Funded)								
Transport								
4 Mile Gate Rd Floodway - CAPITAL	C0019	15,538	0	15,538	40,000	26,664	(11,126)	
Goldfields Road Floodway - CAPITAL	C0008	22,686	0	22,686	61,000	0	22,686	
Baladjie Track Formation & Gravel Sheet	C0083	3,681	0	3,681	21,000	0	3,681	
Echo Valley Road Gravel Resheet/Drainage	C0015	21,999	0	21,999	33,000	22,000	(1)	
English Road Gravel Resheet	C0048	62,624	0	62,624	60,000	40,000		
Masefield Road Gravel Resheet	C0030	0	0	0	56,000	37,336	(37,336)	
d Cement Street Footpaths & Drainage	C0060	0	0	0	25,000	16,664	(16,664)	
📶 Boodarockin Road Floodway repair	C0007	19,189	0	19,189	30,000	20,000	(811)	
deorge Road Gravel Resheet	C0018	0	0	0	86,000	57,336		
■ Capito Road Resheet	C0040	42,766	0	42,766	86,000	57,336		
📶 Boodarockin Rd - Ramelius Marda Dam	C0007R	12,106	0	12,106	25,000	16,664	(4,558)	
Transport Tota	al	200,589	0	200,589	523,000	294,000		
Roads (Council Funded) Total		200,589	0	200,589	523,000	294,000	(93,411)	
Roads (MRWA)								
Transport								
Koorda-Southern Cross Rd (M40) Reconstruction	RRG91C	413,688	0	413,688	477,000	318,000	95,688	
Moorda-Southern Cross Rd (M40) Reseals	RRG91R	0	0	0	178,500	0	0	
Warralakin Road Reconstruction	RRG84C	6,913	0	6,913	195,000	130,000	(123,087)	
Transport Tota	al	420,601	0	420,601	850,500	448,000	(27,399)	
Roads (MRWA) Total		420,601	0	420,601	850,500	448,000	(27,399)	

SHIRE OF WESTONIA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 2021

Note 13: Capital Acquisitions

40%

60%

80% 100% Over 100%

·			YTD Actual			Amended Budge	et	
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
Streetscapes								
Footpaths								
Pyrites Street Footpaths & Drainage	FP0056	0	0	0	27,000	0	0	
Scheelite Street Footpaths & Drainage	FP0093	0	0	0	10,000	0	0	
Gold Street Footpaths & Drainage	FP0059	0	0	0	3,000	0	0	
	Footpaths Total	0	0	0	40,000	0	0	
Footpaths Total		0	0	0	40,000	0	0	
Town (R2R)								
Transport								
■ Walgoolan South Road	R2R04	34,732	0	34,732	135,000	90,000	(55,268)	
Morrison Rd - R2R	R2R50	51,270	0	51,270	50,000	33,336	17,934	
Rabbit Proof Fence Rd - R2R	R2R25	40,073	0	40,073	40,000	26,664	13,409	
Leach Road Shoulder Widening	R2R16	0	0	0	100,000	0	0	
	Transport Total	126,074	0	126,074	325,000	150,000	(23,926)	
Town (R2R) Total		126,074	0	126,074	325,000	150,000	(23,926)	
Capital Expenditure Total Level of Completion Indicators		1,077,197	381,817	1,459,015	2,803,590	1,420,576	38,439	

Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.

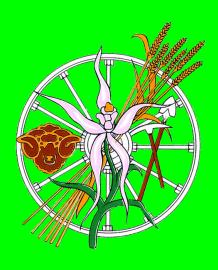
9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2021

Responsible Officer:	Jamie Criddle, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	F1.4.4 Audit Report
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.3 GST Report
Signature:	Officer CEO
	Mary
	Jan Jane
Purpose of the R	eport
Executive Decision	Legislative Requirement
Background	
	of the GST Ledger to the General Ledger as reported as at 28 th February 2021 is monthly basis as a means of keeping Council informed of its current GST liability.
Comment	
The GST Reconciliation Re	eport is attached for Councillor consideration.
Statutory Enviro	nment
Nil	
Policy Implicatio	ns
Council does not have a p	policy in regard to Goods and Services Tax.
Strategic Implica	tions
Nil	
Financial Implica	tions
The GST reconciliation is has an impact on Council	presented to Council as a means of indicating Council's current GST liability, which s cash-flow.
Voting Requirem	ents
Simple Majority	Absolute Majority
OFFICER RECOMMENDA	ATIONS

That the GST Reconciliation totaling\$ (4,320.00) for the period ending February 2021 adopted.

Attachment 9.1.3

Shire of Westonia



GST Reconciliation Report

for period ending 28th February 2021

SHIRE OF WESTONIA BAS EXTRACT - 28 February 2021

ABN:	87 507 505 958
Business Activity Statement:	Feb-21
Period/Year end:	2020/2021



Name	Jasmine Geier
Position	Manager of Coporate Services
Date	4/03/2021

	A	В	\mathbf{C}	D	\mathbf{E}	F	\mathbf{G}
		GST					
Month	On Sales (collected) *1405000	On Purchases (paid) *1304000	Nett GST Payable / (Receivable)	Fuel Tax Credit *1144040.170	PAYG *1406010	FBT Instalment *1142210 & 1145090	Nett Payment /(Refund)
Jul-20	2,711.00	20,221.00	(17,510.00)	(3,818.00)	20,846.00	0.00	(482.00)
Aug-20	3,279.00	11,400.00	(8,121.00)	(5,472.00)	27,210.00	0.00	13,617.00
Sep-20	18,769.00	14,124.00	4,645.00	(3,253.00)	17,867.00	5,259.00	24,518.00
Oct-20	19,106.00	20,164.00	(1,058.00)	(5,322.00)	18,176.00	0.00	11,796.00
Nov-20	47,584.00	39,387.00	8,197.00	(2,927.00)	17,591.00	0.00	22,861.00
Dec-20	2,170.00	21,530.00	(19,360.00)	(3,636.00)	18,289.00	5,259.00	552.00
Jan-21	6,029.00	11,222.00	(5,193.00)	(3,652.00)	16,988.00	0.00	8,143.00
Feb-21	2,544.00	21,202.00	(18,658.00)	(3,545.00)	17,883.00	0.00	(4,320.00)
Mar-21							
Apr-21							
May-21							
Jun-21							
Total	102,192.00	159,250.00	(57,058.00)	(31,625.00)	154,850.00	10,518.00	76,685.00

A - B = C (Net GST) C + D + E + F = G (Nett (Refund/Payment))

9.1.4 COMPLIANCE AUDIT RETURN 2020

Responsible Officer:

Author:

Jamie Criddle, CEO

Jamie Criddle, CEO

File Reference:

ES1.6.1

Disclosure of Interest:

Nil

Attachments:

Nil

Signature:

Officer

CEO

Jumo



Purpose of the Report

☐ Executive Decision ☐ Legislative Requirement



Background

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

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



Comment

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

All senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2020 calendar year.

Staff involved and included in the process included;

- Chief Executive Officer
- Manager Corporate Services
- Works Supervisor

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

Additionally, staffing levels in small local governments are such that we do not have the quantum or degree of specialisation available to larger local governments. Hence not every question in the CAR has been "fully" researched as to absolute accuracy. The responses are based on some research and memory and made in good faith.



Statutory Environment



Policy Implications

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



Strategic Implications

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



Financial Implications

Nil.



Voting Requirements

☐ Simple Majority

 \boxtimes

Absolute Majority

OFFICER RECOMMENDATIONS

That Council as per the Audit Committee:

- 1. receives the Compliance Audit Return 2020; and
- recommends to Council that the Compliance Audit Return 2020 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Local Government Act 1995.

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Attachment 9.1.4

Shire of Westonia



COMPLIANCE AUDIT RETURN 2020



Westonia - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Jamie Criddle
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Jamie Criddle
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Jamie Criddle
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Jamie Criddle
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Jamie Criddle
2	s5.16	Were all delegations to committees in writing?	Yes		Jamie Criddle
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Jamie Criddle
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Jamie Criddle
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		Jamie Criddle
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Jamie Criddle
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Jamie Criddle
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Jamie Criddle
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Jamie Criddle
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Jamie Criddle
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Jamie Criddle
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Jamie Criddle
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Jamie Criddle

Discl	osure of Interes	st			
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Jamie Criddle
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Jamie Criddle
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Jamie Criddle
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Jamie Criddle
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Jamie Criddle
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Jamie Criddle
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Jamie Criddle
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Jamie Criddle
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Jamie Criddle
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Jamie Criddle
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Jamie Criddle
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Jamie Criddle
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Jamie Criddle
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Jamie Criddle
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Jamie Criddle
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Jamie Criddle
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Jamie Criddle
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Jamie Criddle
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Jamie Criddle

Disposal of Property							
No	Reference	Question	Response	Comments	Respondent		
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Jamie Criddle		
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Jamie Criddle		



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

Finar	nce				
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Jamie Criddle
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		Jamie Criddle
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Jamie Criddle
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Jamie Criddle
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Due to OAG delays, the Audit report was not forwarded to the Local Govt until 21/12/20 (after Dec council meeting), therefore it was not received by the LG until Feb 2021	Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Jamie Criddle
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Jamie Criddle
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Jamie Criddle
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Jamie Criddle
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Jamie Criddle
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	Due to OAG delays, the Audit report was not forwarded to the Local Govt until 21/12/20 (after Dec council meeting), therefore it was not received by the LG until Feb 2021	Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes		Jamie Criddle
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes		Jamie Criddle
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Jamie Criddle

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Jamie Criddle
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Jamie Criddle
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Jamie Criddle
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Jamie Criddle
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Jamie Criddle
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Jamie Criddle



Official Conduct						
No	Reference	Question	Response	Comments	Respondent	
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Jamie Criddle	
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Jamie Criddle	
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Jamie Criddle	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Jamie Criddle	

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	No	Council requested its Auditor to carry out at interim Audit but were advised after the fact that the AOG will only allow work up to 10% of contract value, leaving it too late to have it completed.	Jamie Criddle
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Council requested its Auditor to carry out at interim Audit but were advised after the fact that the AOG will only allow work up to 10% of contract value, leaving it too late to have it completed.	Jamie Criddle
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Jamie Criddle
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Jamie Criddle
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes	included as part of gifts register	Jamie Criddle
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Jamie Criddle
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Jamie Criddle
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Jamie Criddle
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Jamie Criddle

Tenders for Providing Goods and Services No Reference Question Response Respondent Comments F&G Reg 11A(1) & Does the local government have a Jamie Criddle 1 Yes (3)current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less? 2 F&G Reg 11A(1) Did the local government comply with Yes Jamie Criddle its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? s3.57 F&G Reg 11 Subject to F&G Reg 11(2), did the local No subject to item 7.8 in Jamie Criddle government invite tenders for all April 2020, the council contracts for the supply of goods or let an EOI for works services where the consideration under which after letting the the contract was, or was expected to 3rd party requested it be be, worth more than the consideration done quicker so the stated in F&G Reg 11(1)? council contractors did more hours which went close the the tender threshold. Council were aware during the whole process.



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



No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Jamie Criddle
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Jamie Criddle
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Jamie Criddle
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Jamie Criddle
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Jamie Criddle
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Jamie Criddle
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Jamie Criddle
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Jamie Criddle
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Jamie Criddle



I certify this Compliance Audit Return has been adopted	by council at its meeting on	
Signed Mayor/President, Westonia	Signed CEO, Westonia	



Westonia - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Jamie Criddle
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Jamie Criddle
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Jamie Criddle
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Jamie Criddle
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Jamie Criddle
2	s5.16	Were all delegations to committees in writing?	Yes	Л	Jamie Criddle
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Jamie Criddle
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Jamie Criddle
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		Jamie Criddle
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Jamie Criddle
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Jamie Criddle
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Jamie Criddle
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Jamie Criddle
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Jamie Criddle
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Jamie Criddle
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Jamle Criddle
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Jamie Criddle

Disclosure of Interest						
Reference	Question	Response	Comments	Respondent		
s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or	Yes	5	Jamie Criddle		
	Reference	Reference Question s5.67 Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member	Reference Question Response s5.67 Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain	Reference Question Response Comments s5.67 Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain		



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Jamie Criddle
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Jamie Criddle
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Jamie Criddle
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Jamie Criddle
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	14	Jamie Criddle
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Jamie Criddle
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	5	Jamie Criddle
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Jamie Criddle
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	8.	Jamie Criddle
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Jamie Criddle
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Jamie Criddle
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Jamie Criddle



Department of Local Government, Sport and Cultural Industries

No	Reference	Question :	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Jamie Criddle
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Jamie Criddle
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Jamie Criddle
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	×	Jamie Criddle
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Jamie Criddle
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	14	Jamie Criddle
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Jamie Criddle
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	8	Jamie Criddle

•	osal of Property			6	Ddt
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Jamie Criddle
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Jamie Criddle



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

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Jamie Criddle
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		Jamie Criddle
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Jamie Criddle
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Jamie Criddle
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Due to OAG delays, the Audit report was not forwarded to the Local Govt until 21/12/20 (after Dec council meeting), therefore it was not received by the LG until Feb 2021	Jamie Criddle



Department of Local Government, Sport and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Jamie Criddle
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Jamie Criddle
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Jamie Criddle
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Jamie Criddle
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Jamie Criddle
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	Due to OAG delays, the Audit report was not forwarded to the Local Govt until 21/12/20 (after Dec council meeting), therefore it was not received by the LG until Feb 2021	Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan?	Yes		Jamie Criddle
		If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	2	12	
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes		Jamie Criddle
					G G
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Jamie Criddle

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	х	Jamie Criddle
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Jamie Criddle
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Jamie Criddle
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	, N/A		Jamie Criddle
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Jamie Criddle
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Jamie Criddle
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Jamie Criddle
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Jamie Criddle
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Jamie Criddle

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	No	Council requested its Auditor to carry out at interim Audit but were advised after the fact that the AOG will only allow work up to 10% of contract value, leaving it too late to have it completed.	Jamie Criddle
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Council requested its Auditor to carry out at interim Audit but were advised after the fact that the AOG will only allow work up to 10% of contract value, leaving it too late to have it completed.	Jamie Criddle
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes	Δ.	Jamie Criddle
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Jamie Criddle
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes	included as part of gifts register	Jamie Criddle
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Jamie Criddle
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Jamie Criddle
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Jamie Criddle
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Jamie Criddle

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Jamie Criddle
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less?	Yes		Jamie Criddle
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	No	subject to item 7.8 in April 2020, the council let an EOI for works which after letting the 3rd party requested it be done quicker so the council contractors did more hours which went close the tender threshold. Council were aware during the whole process.	Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Jamie Criddle
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Jamie Criddle
6	F&G Reg 14(5)	Reg 14(5) If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?		Jamie Criddle	
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Jamie Criddle
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Jamie Criddle
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		Jamie Criddle
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A		Jamie Criddle
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	Ÿ	Jamie Criddle
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Jamie Criddle
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	No		Jamie Criddle
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	Yes		Jamie Criddle
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes		Jamie Criddle



No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Jamie Criddle
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Jamie Criddle
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Jamie Criddle
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Jamie Criddle
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Jamie Criddle
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	£	Jamie Criddle
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Jamie Criddle
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Jamie Criddle
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Jamie Criddle

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



I certify this Compliance Audit Return has been adopted by council at its m	neeting on	9 ;		-	
Signed Mayor/President, Westonia	Signed CEO	, West	onia		

9.1.5 DELEGATIONS MANUAL REVIEW

Responsible Officer:Jamie Criddle, CEOAuthor:Jamie Criddle, CEO

File Reference: A2.8.5

Disclosure of Interest: Nil

Attachments: Nil

Signature: Officer CEO

Anno



Purpose of the Report

Executive Decision



Legislative Requirement



Summary

To complete the yearly review the Delegations Manual.



Background

The review of delegations to the Chief Executive Officer (CEO) made under the Local Government Act 1995 and other Acts, plus delegations made to other officers by Council pursuant to various Acts.

The existing Delegations Register has been attached for your perusal.

The Chief Executive Officer has conducted an extensive review of the current Delegation with the format being adjusted and grouped into relevant sections to make it easier to follow.

The Delegations in place all being direct delegations to the CEO, who in turn delegates a number to other officers.



Comment

As part of the review, all delegations have been thoroughly examined to ensure they are still relevant and the wording of each is appropriate. In considering the review each delegation has been viewed in the context of whether it is a power or a duty of the local government, hence a delegation can occur, or it is an administration function that is part of the CEO or other officer's responsibility and therefore a delegation is not required.

The Chief Executive Officer has reviewed the current Delegations Register and the following changes/deletions to existing delegations are proposed:-

Delegation CPR1 Caravan Park and Camping Grounds Act Authorised Persons

Delegation to be removed as there is no power to delegate under the Caravan Park and Camping Grounds Act

Delegation MISC 11 Control of Vehicles (Off-Road Areas) Act Authorised Officer

Delegation to be removed as there is no power to delegate under the Control of Vehicles (Off-Road Areas) Act

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Delegation

FOOD2 Appointment of Designated Officers and Authorised Officers 2008 – Appointment of Designated Officers and Authorised

Remove name of Officer as delegation should be a position only Act

Delegation HEALTH1 Public Health Act 2016

Remove name of Officer as delegation should be a position only

Delegation LITTER01 Litter Act 1979

Delegation to be removed as there is no power to delegate under the Litter Act

It should be noted that the process for Appointing Authorised Persons under a range of legislation has been harmonised through an amendment to section 9.10 of the Local Government Act 1995, which now means the CEO is the prescribed decision maker to make the appointments, therefore, this has been recognised in a number of delegations within the reviewed Delegations Register.



Statutory Environment

Local Government Act 1995

Section 5.18 – provides that a local government is to keep a register of delegations and review the delegations once every financial year (to committees).

Section 5.46(2) – provides that at least once in every financial year delegations are to be reviewed by the delegator (Council).

Local Government (Miscellaneous Provisions) Act 1960

Sections 374, 374A, 374C, 401A, 403, 408 & 409 all deal with various aspects relating to buildings.

Bush Fires Act 1954

Section 17(10) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly its powers and duties under 17 (7-8) – variation of prohibited burning times.

Section 18 (5C) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly the power to vary the restricted burning times.

Clause 11.3 – enables Council to delegate powers and duties to the CEO.

Section 5.42 of the Local Government Act 1995 states that a number of the local government's powers and duties can be delegated to the CEO. Section 5.43 of the Act details the limitations on those delegations. The review has been conducted within those legislative requirements.

Building Act 2011

Section 127 (6A) provides – The CEO of a Local Government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty –

- (a) The CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
- (b) The exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

An absolute majority of Council is required to adopt the Delegations Register.



Policy Implications

There are no direct implications on any current policies however a number of delegations are linked to Council policies.



Strategic Implications

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or

the discharge of any of its duties under -

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).
- * Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 5.46. Register of, and records relevant to, delegations to CEO and employees
- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.
- 9.10. Appointment of authorised persons
- (1) In this section —

law means any of the following —

- (a) this Act;
- (b) the Caravan Parks and Camping Grounds Act 1995;
- (c) the Cat Act 2011;
- (d) the Cemeteries Act 1986;
- (e) the Control of Vehicles (Off-road Areas) Act 1978;
- (f) the Dog Act 1976;
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
- (h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment.
- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
- (3) An appointment under subsection (2) is subject to any specified conditions or limitations.
- (4) The CEO must give to each person appointed under subsection (2) an identity card that
 - (a) on the front of the card, sets out
 - (i) the name and official insignia of the local government; and
 - (ii) the name of the person; and
 - (iii) a recent photograph of the person; and
 - (b) on the back of the card, specifies each law to which the person's appointment relates.
- (5) A person appointed under subsection (2) (the authorised person) must
 - (a) carry their identity card at all times when performing functions under a specified law; and

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(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.

(6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

[Section 9.10 inserted: No. 16 of 2019 s. 64.]

From a local government perspective, the concept of "delegation" is: to entrust or commit (authority etc.) to another as an agent or deputy.

Consequently, the decision-making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision-making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Westonia is perceived more favorably for making timely decisions.



Financial Implications

The delegations allow for staff to authorise expenditure, raise income, write-off monies, provide staff benefits and also hasten processing times across various areas of operations.

Voting Requirements		
Simple Majority	Absolute Majority	

OFFICER RECOMMENDATIONS

That Council reviews the current Delegation, makes changes and adopts the delegations contained within the Delegation Manual.

Attachment 9.1.5

Shire of Westonia



DELEGATIONS MANUAL REVIEW





Delegations Register

LAST REVIEWED MAY 2020 (COUNCIL RES:)



Notes

- 1. This Delegation Register consists of three (3) sections namely:
 - **Section 1** Delegations from Council to CEO and, where appropriate, other employees.
 - **Section 2** Delegations from CEO to other employees.
 - **Section 3** Delegations from other Authorities.
- 2. In Section 1, where the CEO has exercised authority under Section 5.44 of the Local Government Act, 1995, and on-delegated a Council power/duty to other employees, details are shown at the foot of each delegation.
- 3. Where a power or duty has been delegated under the Local Government Act to the CEO or other employees, details of records to be kept by delegates, as required under Local Government (Administration) Regulation No 19, are shown on the reverse side of each delegation.
- 4. All conditions applying to delegations are as specified in the record of the delegation.
- 5. All delegations are for an indefinite period of time unless another period of time is specified in the record of the delegation.
- 6. A power or duty may be delegated from under any other Act to the CEO or other employees, the details of which are described on the delegation.
- 7. All delegations in this Register were endorsed by Council on the 25th May 2018, unless another endorsement date is shown on the record of delegation.



1 DECISION TO DELEGATE

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. In certain circumstances, "acting through" may be a suitable mechanism for achieving that efficiency.

2 GENERAL

A local government may, by absolute majority, delegate authority to exercise any of its statutory functions (except the power to delegate) to Committees or the Chief Executive Officer (CEO). The CEO can delegate the exercise of any of his/her powers or duties (other than the power to delegate) to employees.

Without limiting the effect of sections 58 and 59 of the Interpretation Act 1984, a delegation made under the Local Government Act 1995 has effect for the period of time specified in the delegation or where no period is specified, indefinitely.

A decision to amend or revoke a delegation to a Committee or the CEO by a local government must be made by absolute majority.

All dollar amounts listed in this register are excluding GST.

3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

Delegations of authority from Council to the CEO must be in writing and can be general or specific.

The limits on delegations of authority to the CEO are:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government;
- (e) any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100; (these relate to: fees, expenses and allowances for Elected Members);
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

4 DELEGATION BY THE CEO TO EMPLOYEES

Delegations of authority from the CEO to employees:

- (a) must be in writing;
- (b) can be general or specific; and
- (c) are subject to any conditions Council may have imposed.



5 REGISTER OF. AND RECORDS RELEVANT TO DELEGATIONS

The CEO must keep a register of all delegations made to the CEO and employees. The register records the power or duty delegated, the delegate's position, any conditions imposed on the delegation and where the power to delegate is derived from.

The register of delegations must be reviewed at least once every financial year. The review is to be carried out by Governance.

A person who is delegated a power or duty is to keep records of the following in relation to the exercise of the power or discharge of the duty:

- (a) how the power was exercised or duty discharged;
- (b) when the power was exercised or duty discharged; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.



DELEGATION INDEX

Local Government Act 1995

Section of	Delegation Title
S.3.25 & 3.26	Notice Requiring a Thing to be Done
S.3.57	Tenders and Expressions of Interest
S.3.58	Disposal of Surplus, Equipment, Materials, Tools, etc.
S.6.14	Investment of the Shire's Money
S.5.44	Acknowledgement of Unauthorised Structures
S.9.10	Appointment of Authorised Persons
S.9.49 A	Common Seal
S.3.28 – 3.36	Power of Entry
S.6.12	Debts – Write – Off, Waiver or Concessions
S.3.5	Road Closures
S.401A	Works, Unlawful
S.5.42	Street Appeal
S.6.31 & 6.41	Rates
S.5.42	Discount hire of Council Facilities
S.5.42	Legal Advice
S.5.42	Conference – Seminars, Professionals
S.5.42	Contract Variances
S.5.42	Insurance
S.9.10	Enforcement of Legal Proceedings
S6.49	Agreement of Payment of Debts to Council
S.3.39	Impound of Goods
S.3.47	Disposing of Confiscated or Uncollected Goods
S.5.44	Payment to Employees
S.656 & 6.60	Recovery of Unpaid Rate or Service Charge
	S.3.25 & 3.26 S.3.57 S.3.58 S.6.14 S.5.44 S.9.10 S.9.49 A S.3.28 – 3.36 S.6.12 S.3.5 S.401A S.5.42 S.5.43 S.5.44

Building Act 2011

Delegation	Section of	Delegation Title
BLD1	20, 21, 22, 58,	Building Matters- Permits, Certificates and Orders
	65 110 117	
BLD2	100, 101, 102,	Building Matters - Building Authorisations
	103 106	
BLD3	Part 8	Building Matters- Fines Penalties and Enforcement
BLD4		Building Licenses

Local Government (Financial Management) Regulations 1996

Delegation	Regulation	Delegation Title
FMR 1	12	Creditors, Payment of



Planning and Development Act 2005 & Local Planning Scheme

No. 2

Delegation	Section of	Delegation Title
PLN 1		

Strata Titles Act 1985

Dele	gation	Section of	Delegation Title
STA 1		23	Strata Plans – Certificate of Local Government

Bush Fires Act 1954

Delegation	Section of	Delegation Title
BFA 1	17	Prohibited Burning Times - Amendment
BFA 2		Local Government Functions Under the Bush Fire Act

Caravan Parks and Camping Grounds Regulations 1997

Delegation	Section of	Delegation Title
CPR 1	11	Caravan Parks and Camping

Food Act 2008

Delegation	Section of	Delegation Title
FOOD 1	65	Prohibition Orders – Section 65 of the Food Act 2008
FOOD 2		Appointment of Authorised Persons Under the Food Act 2008

Public Health Act 2016

Delegation	Section of	Delegation Title
Health 1	312	Appointment of Authorised Persons Under the Health Act 2016
Health 2		Health (Miscellaneous Provisions) Act 1911
Health 3		Health (Asbestos Regulations) Act 1992



Local Laws

Delegation	DelegationTitle
LL1	LocalLaws

Miscellaneous

Delegation	Policy	Delegation Title
MISC1	CMS 03	Donations
MISC2		Insurance – Public Liability Claims
MISC3	CMS 05	Liquor, Sale and Consumption – Council Property
MISC4		SAT Appeals
MISC5		Applications of Operation of Road Trains
MISC6		Donations of Plant and Equipment
MISC7		Legal Proceedings – Dog Act
MISC8		Authorised Persons, Registration Officers – Dog Act
MISC9		Authorised Persons – Cat Act
MISC 10		<u>Litter Act – Authorised Officers – Withdrawal of</u>
MISC11		Control of Vehicles (Off-Road Area) Act – Authorised



Notice Requiring a Thing to be Done

DELEGATION NUMBER - LGA 1

LEGISLATIVE POWER - Local Government Act 1995, ss. 3.25 & 3.26

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

3.25. Notices requiring certain things to be done by owner or occupier of land

- (1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that-
- (b) is prescribed in Schedule 3.1, Division 1; or
- (c) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

3.26 Additional powers when notices given

- (1) This section applies when a notice is given under section 3.25(1).
- (2) If the person who is given the notice ("notice recipient") fails to comply with it the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.
- (3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the Local Government Act 1995.

Local Government Act 1995

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Accounting records.



Tenders and Expressions of Interest

DELEGATION NUMBER - LGA 2

LEGISLATIVE POWER - Local Government Act 1995, s. 3.57; Local

Government (Functions and General)

Regulations 1996, Part 4, Division 2.

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated Expressions of Interest for Goods & Services

Council delegates its authority and power to the Chief Executive Officer to-

- 1.1 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to-
 - (i) the nature of the goods or services; or
 - (ii) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.

- 2.1 Determine in writing the criteria for the preliminary selection of prospective tenderers, Subject to-
 - (i) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
 - (ii) The goods or services being listed in the Shires Adopted Annual Budget;
 - (iii) The criteria, once determined, is to be incorporated in the expression of interest documentation.
- 3.1 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services,

Subject to-

 (a) Compliance with Regulation 23(3) of the Local Government (Functions and General)
 Regulations 1996; and



(b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

Tendering Goods & Services

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$150,000; \$250,000
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$150,000; \$250,000 and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996;

Subject to-

- (iv) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing Policy.
- (v) The goods or services being listed in the Shires Adopted Annual Budget;
- (vi) The criteria, once determined in (3) above, it is to be incorporated in the tender documentation.

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the Local Government Act 1995.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Works Supervisor and contract Health/Building Surveyor for the supply of goods and services within the area of responsibility.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No

19. Tenders Register.



Disposal of Surplus Equipment, Materials, Tools, etc.

DELEGATION NUMBER - LGA 3

LEGISLATIVE POWER - Local Government Act 1995, s.3.58; Local

Government (Functions and General)

Regulations 1996, r. 30

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

3.57. Disposing of property

(1) In this section—

"dispose" includes to sell, lease, or otherwise dispose of, whether absolutely or not;

"property" includes the whole or any part of the interest of a local government in property, but does not include money

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the Local Government Act 1995where -

- the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.
- the surplus items have an estimated value of less than \$2,000

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Preparation of list of item/s for disposal, advertising and recording of purchaser details and disposal price



Investment of Shire's Money

DELEGATION NUMBER - LGA 4

LEGISLATIVE POWER - Local Government Act 1995, s.6.14

DELEGATE - Chief Executive Officer

POLICY REF -

Power or Duty of the Local Government which is being delegated

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part 3 of the Trustees Act 1992
 Subject to-
 - 1.0 Compliance with the established and documented internal control procedures to ensure control over the investments; and
 - 2.0 Compliance with Regulation 19(2) of the Local Government (Financial Management) Regulations 1996; and
 - 3.0 Compliance with Council Policy Surplus Funds Investments

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.14 of the Local Government Act 1995

(Reference: Local Government (Financial Management) Regulation No 19.)

The Chief Executive Officer I exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager of Corporate Services.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Investments file.



Acknowledgement of Unauthorised Structures

DELEGATION NUMBER - LGA 5

LEGISLATIVE POWER - Local Government Act 1995, s 5.44

DELEGATE - Chief Executive Officer

POLICY REF -

The Chief Executive Officer is delegated the authority to Health/Building Surveyor to approve unauthorised structures upon receiving all required plans and inspecting the structure.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Health/Building Surveyor.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. In appropriate property files



Appointment of Authorised Persons

DELEGATION NUMBER - LGA 6

LEGISLATIVE POWER - Local Government Act 1995, s.9.10

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions
- (1) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorized person.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the Local Government Act 1995.

Applies to the appointment of authorised persons or classes of persons under the Local Government Act 1995, the Local Government (Miscellaneous Provisions) Act 1960, and those local laws which have been made under these Acts.

Note

The Department of Local Government & Regional Development's Guideline No. 17

(Delegations, January 2007) states that-

"Section 2 of the Local Government (Miscellaneous Provisions) Act 1960effectively incorporates the provisions of that Act into the Local Government Act 1995, and therefore the delegation provisions of the Local Government Act 1995 apply to the Local Government (Miscellaneous Provisions) Act 1960.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19. All appointments to be in writing and copies of such are included in the legal file.



Common Seal

DELEGATION NUMBER - LGA 7

LEGISLATIVE POWER - Section 9.49A (2) of the Local Government Act

1995

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The common seal of a local government is not to be affixed to any document except as authorised by the local government

The Chief Executive Officer is delegated authority to affix the common seal of the Shire of Westonia to any document which requires the affixing of the common seal to be validly executed.

Local Government Act 1995 9.49A. Execution of documents

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Power of Entry

DELEGATION NUMBER - LGA 8

LEGISLATIVE POWER - Local Government Act 1995, Part 3, Division

3, Sub Division 3

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager of Corporate Services, Works Supervisor, Health/Building Surveyor & Chief Fire Control Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Where the giving of notice of entry is applicable, and the issue of a warrant is applicable, copies of such notices to be included on the property file.

Where entry is determined to be an emergency, a report is to be prepared at the conclusion of the exercise and submitted to the CEO.



Debts - Write-Off, Waiver or Concessions

DELEGATION NUMBER - LGA 9

LEGISLATIVE POWER - Section 6.12 of the Local Government

Act 1995

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may-
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
 - *Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection 1 or regulate the exercise of that power.

The Chief Executive Officer is delegated authority to write-off debts and grant concessions in relation to any amount of money, up to an amount of \$50.00

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate journal entry and register of

write-offs.



Road Closures

DELEGATION NUMBER - LGA 10

LEGISLATIVE POWER - Local Government Act 1995, s 3.50

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads in accordance with the Road Traffic (Events on Roads) Regulations 1991 and Sections 3.50, 3.50 (a) and 3.51 of the Local Government Act 1995.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Works Supervisor.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Applications to be in writing and copies of advertisements and application to be included in the appropriate road file.



Works, Unlawful

DELEGATION NUMBER - LGA 11

LEGISLATIVE POWER - Local Govt (Miscellaneous Provisions)

Act 1960

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

- a) The Chief Executive Officer is delegated authority to issue stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
- b) The Chief Executive Officer is delegated authority to withdraw stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

RECORDING REQUIREMENTS

Section 401a of the Local Government (Miscellaneous Provisions) Act 1960



Street Appeals

DELEGATION NUMBER - LGA 12

LEGISLATIVE POWER - Local Govt Act 1995 (Section 5.42)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals

RECORDING REQUIREMENTS



Rate Book

DELEGATION NUMBER - LGA 13

LEGISLATIVE POWER - Local Govt Act 1995 Section 6.39(1)

Section 6.41(1) Section 6.50(2) Section

6.40 Section

6.76(4) Section 6.56(1) Section 6.49 Section

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is hereby delegated the performances of the following functions of Council:

- 1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
- 2. The service of Notices of Valuation and Rates referred to Section 6.41(1) of the Local Government Act 1995.
- 3. The time allowed for the payment of the rate before it becomes in arrears, Section 6.50(2) of the Local Government Act 1995.
- 4. The powers conferred in Section 6.40 of the Local Government Act 1995.
- 5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the Local Government Act 1995.
- 6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56(1) of the Local Government Act 1995.
- 7. Entering into an agreement in accordance with Section 6.49 of the Local Government Act 1995.

Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act 1995

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 6.39(1)

Section 6.41(1)

Section 6.50(2)

Section 6.40

Section 6.76(4)

Section 6.56(1)

Section 6.49

Section 6.60(2)



Discounted Hire of Council Facilities

DELEGATION NUMBER - LGA 14

LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine any application from any individual or group for discounted hire of any Council facility except those facilities that have been leased, licensed or otherwise placed under the management of another person or body.

Subject to-

- a) The donation and /or waiver of hire fees request is:
- a. less than \$200
- b. for a non-profit group that is located in the Shire of Westonia
- c. for an event that will be held within the Shire and is a general community benefit
- b) All Donations and Waiver of Hire Fees to be recorded in the Annual Report each year.

In exercising this authority the Chief Executive Officer is to take into consideration Council Policy and the prospects at recovering debt.

RECORDING REQUIREMENTS



Legal Advice

DELEGATION NUMBER - LGA 15

LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Subject to provision being made in the Budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate Solicitor, such legal advice, assistance and opinion as the Chief Executive Officer deems necessary in the exercise of the management of Local Government.

RECORDING REQUIREMENTS



Conferences – Seminars, Professional

DELEGATION NUMBER - LGA 16

LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve the attendance by staff at conferences and seminars where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

RECORDING REQUIREMENTS



Contract Variances

DELEGATION NUMBER - LGA 17

LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by Council.

RECORDING REQUIREMENTS



Insurance

DELEGATION NUMBER - LGA 18

LEGISLATIVE POWER - Local Govt Act 1995 Section 5.42

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to enter into appropriate contract of insurance.

RECORDING REQUIREMENTS



Enforcement an Legal Proceedings

DELEGATION NUMBER - LGA 19

LEGISLATIVE POWER - Local Govt Act 1995 Section 9.10

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 9.10

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Agreements for Payments of Debts to Council

DELEGATION NUMBER - LGA 20

LEGISLATIVE POWER - Local Govt Act 1995 (Section 6.49)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the Local Government Act 1995, in respect to-

1.0	Section 3.40 -	Removal of Vehicle and Impounding of Goods.	
2.0	Section 3.40A	Removal of Abandoned Vehicles.	
3.0	Section 3.46 -	Withholding of goods pending payment of costs.	
4.0	Section 3.47 -	The disposal of confiscated goods.	
5.0	Section 3.47A	Disposal of sick or injured animals.	
6.0	Section 3.48 -	Recovery of costs incurred in the impounding exercise	
Subject to-			

(a) Compliance with the requirements of Regulations 29 and 29A of the Local Government (Functions and General) Regulations 1996.

3.39. Power to remove and impound

(1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.

29. Contraventions that may lead to impounding of goods

- (1) A contravention of a regulation or local law made under the Act can lead to the impounding of goods involved in the contravention if —
- (a) it occurs in a public place; and
- (b) either —
- (i) the presence of the goods —
- (I) presents a hazard to public safety; or
- (II) obstructs the lawful use of any place; or
- (ii) where the regulation or local law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or local law. (1a) A contravention of a regulation or local law made under the Act can lead to the impounding of goods that are animals (if they are involved in the contravention) whether or not the contravention takes place in a private or a public place.
- 29A. Abandoned vehicle wrecks, value etc. prescribed for For the purposes of the definition of abandoned vehicle wreck in section 3.40A(5)(c) of the Act —
- (a) the prescribed value is "\$200"; and (b) the prescribed manner in which that value is to be

calculated is that the value is to be based on the local private sale value of a vehicle of the same, or a similar, model, year and condition.



RECORDING REQUIREMENTS



Impounding of Goods

DELEGATION NUMBER - LGA 21

LEGISLATIVE POWER - Local Govt Act 1995 (Section 3.39)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to authorise any employee to remove and impound any goods that are involved in a contravention that can lead to impounding.

RECORDING REQUIREMENTS



Disposing of Confiscated or Uncollected Goods

DELEGATION NUMBER - LGA 22

LEGISLATIVE POWER - Local Govt Act 1995 (Section 3.47)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to dispose of any goods that have been impounded.

RECORDING REQUIREMENTS



Payment to Employees

DELEGATION NUMBER - LGA 23

LEGISLATIVE POWER - Local Govt Act 1995

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to make payments to Council employees for telephone rental and calls, relocation expenses, professional development, education expenses and/or other expenses as per employment contracts and Council policies.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Finance Officer.

RECORDING REQUIREMENTS

Local Govt Act 1995



Recovery of Unpaid Rate or Service Charge

DELEGATION NUMBER - LGA 24

LEGISLATIVE POWER - Local Govt Act 1995,

Sec 6.56 (1), 6.60 (2)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to determine if -

1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable,

Subject to-

- (a) Recovery action having been taken in accordance with Council's Rates and Charges Recovery Policy.
- 2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

6.56. Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

6.60. Local government may require lessee to pay rent

- (1) In this section —
- lease includes an agreement whether made orally or in writing for the leasing or subleasing of land and includes a licence or arrangement for the use of land; lessor and lessee mean the parties to a lease and their respective successors in title.
- (2) If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.
- (3) The local government is to give to the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
- (4) The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
- (5) Where an amount is paid under this section to the local government —
- (a) the payment discharges the payer from any liability to any person to pay that amount as rent; and
- (b) where as between a lessor and lessee the lessor is liable to pay the rate or service charge, the amount paid may be set off by the lessee against the rent payable to the lessor; and



- (c) if the amount exceeds the rent due, or if there is no rent due, the amount may be set off by the lessee against accruing rent, or the balance recovered from the lessor in a court of competent jurisdiction.
- (6) To the extent that an agreement purports to preclude a lessee from setting off or recovering payments made to a local government under this section, the agreement is of no effect.

RECORDING REQUIREMENTS

Local Govt Act 1995



Building Matters – Permits, Certificates, and Orders

DELEGATION NUMBER - BLD 1

LEGISLATIVE POWER - Powers of authorised employees/officers to

perform the duties and functions of the *Building* Act 2011 pertaining to buildings and associated

incidental structures.

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated:

Section 20 – Granting of Building Permits

Section 21 - Granting of Demolition

Permits Section 22- Refusal of Permits

Section 58 - Granting and Refusing Occupancy Permits and Building Approval Certificates

Section 65 - Consider extending the period of duration of an Occupancy permit or Building Approval Certificate

Section 110 -Issue Building Orders

Section 117 - Revoke Building

Orders

Pursuant to the Building Act 2011, section 127- Delegation:

- a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- A delegation of a local government's powers or duties may only be to a person employed by the local government under Local Government Act 1995, section 5.36.
- The delegation must be in writing executed by or on behalf of the local government.
- A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.



5.45. Other matters relevant to delegations under this Division

- (2) Nothing in this Division is to be read as preventing
 - a) A local government from performing any of its functions by acting through a person other than the CEO; or
 - b) a CEO from performing any of his or her functions by acting through another personThe Concept of "Acting Through"

In addition to covering delegations, the Local Government Act 1995 introduces the concept of "acting through". Section 5.45 of the Act states that in relation to delegations, nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person". The Act does not specifically define the meaning of the term "acting through". However, the key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate notations on Building License.



Building Matters – Building Authorisations

BLD 2 DELEGATION NUMBER

LEGISLATIVE POWER Powers of authorised employees/officers

> perform the duties and functions of the Building Act 2011 pertaining to buildings and associated

incidental structures

DELEGATE Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Section 100 - Entry powers Section 101- Powers after entry for compliance purposes Section 102- Obtaining information and documents Section 103 - Use of force and assistance

Section 106 - Application for warrant to enter a place

Pursuant to the Building Act 2011, Division 2 section 96 - Authorised persons.

a local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

s100 - Entry powers

- For compliance purposes an authorised person may at any reasonable time enter and remain on the places as prescribed in (1) of this section.
- The authorised person is not entitled to enter a part of a place in use as a residence except-
- a) With the consent of an adult occupier; or
- b) Under the authority of an entry warrant; or
- c) To take action under section 118(2) in relation to an emergency building order.

s101 - Powers after entry for compliance purposes

- An authorised person who enters a place under section 100(1) or under
- the authority of an entry warrant may, for compliance purposes, do any of the things listed in (1) of this section Intaking action 118(2) in respect of a building order that requires a person to cause a building or incidental structure to be evacuated, an authorised person may direct any person to leave the building or incidental structure. incidental structure.
- If an authorised person takes anything away from the place, the authorised person must give the occupier of the place a receipt for the thing.

s102 -Obtaining information and documents

An authorised person, for compliance purposes, may do any of the things listed in paragraphs (1),(2), and (3) of this section

s103 - Use of force and assistance

An authorised person may use assistance and force that is reasonably necessary in the circumstances when exercising a power under the Act but cannot use force against a person



- If the use of reasonable force is likely to cause significant damage to property, an authorised person is not entitled to use force unless under specific circumstances as detailed in this section
- An authorised person may request a police officer or other person to assist the authorised

person in exercising powers under this Act

- In addition to the powers of a police officer, a police officer-
- a) Has all the functions and powers of an authorised person under this Act; and
- b) May use reasonable force to remove from a building or incidental structure a person who fails to leave when directed to do so undersection 101(2)

While a person is assisting an authorised person at the request of the authorised person and in accordance with this Act the person

Has the same powers; and

Is subject to the same responsibilities;

and Has the same protection from

liability,

as in like circumstances would be conferred or imposed on the authorised person

s106 - Entry warrant to enter place

An authorised person may apply to a JP for an entry warrant authorising the entry for a compliance purpose

An authorised person may apply for an entry warrant even if, under this Act, the authorised person may enter the place without an entry warrant The application must be made in accordance with the Criminal Investigations Act 2006 section 13 and section 13(8) of that Act applies in relation to the entry warrant An application for a warrant must include the details as listed in (4) of this section.

5.45. Other matters relevant to delegations under this Division

Nothing in this Division is to be read as preventing -

A local government from performing any of its functions by acting through a person other than the CEO; or

a CEO from performing any of his or her functions by acting through another person

The Concept of "Acting Through"

In addition to covering delegations, the Local Government Act 1995 introduces the concept of "acting through". Section 5.45 of the Act states that in relation to delegations, nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person". The Act does not specifically define the meaning of the term "acting through". However, the key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting" through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.



For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Written notice.



Building Matters – Fines, Penalties and Enforcement

DELEGATION NUMBER - BLD 3

LEGISLATIVE POWER - Part 8- Enforcement, of the Building Act 2011

powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Pursuant to the Building Act 2011, Division 2 Section 96 – Authorised persons.

a local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government

That in accordance with section 96.3 of the Building Act 2011, the Chief Executive Officer be authorised to prepare, sign, and serve notices in relation to fines, penalties and enforcement with respect to the following attached sections of the Act.

5.45. Other matters relevant to delegations under this Division

- (4) Nothing in this Division is to be read as preventing
 - e) A local government from performing any of its functions by acting through a person other than the CEO; or
 - f) a CEO from performing any of his or her functions by acting through another

person

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate notations on Building License.



Building Licenses

DELEGATION NUMBER - BLD 4

LEGISLATIVE POWER- Powers of authorised employees/officers to perform the duties and functions of the Building

Act 2011 pertaining to buildings and associated

incidental structures

DELEGATE - Chief Executive Officer

That pursuant to Building Act 2011 the Executive Manager Development Services is delegated authority to approve or refuse to approve plans and specifications, but where a plan and specification so submitted conforms to:

- a) all Local Laws and Regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- b) all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

The Executive Manager Development Services shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building licence under Section 374(1) of the Local Government (Miscellaneous Provisions) Act 1960 may be subject to such conditions as the Executive Manager Development Services considers necessary.

All licences issued under this delegated authority shall, in addition to any conditions imposed by the Executive Manager Development Services, contain and be subject to the following conditions:

- 1. The building licence is valid for a maximum period of twenty-four (24) months.
- 2. The licence is void if the work covered by it is not substantially commenced within 12 months of the date of issue.
- 3. Whenever required to do so by the Executive Manager Development Services the holder of the licence shall produce the approved plans, drawings and specifications for inspection.

NOTE: This delegation does not apply to applications for residential buildings with a floor area of 60m^2 or less. Such applications are to be referred to Council for determination.



The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19. Building Licenses



Development Proposals - Advertising

DELEGATION NUMBER - BLD 5

LEGISLATIVE POWER -

DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to advertise development application for public comment where the Scheme requires such advertising and when the CEO considers such applications should have public comment prior to consideration by Council. The person appointed as Environmental and Building Surveyors for the Shire of Westonia is to make available from Council's file information regarding the development application so as the public is in a position to make a proper assessment. The Chief Executive Officer is to report on the item, and submissions received, at the next appropriate committee meeting following closure of the advertising period.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/Health Officer

RECORDING REQUIREMENTS



Treatment of Sewage & Disposal of Liquid Waste

DELEGATION NUMBER - BLD 6

LEGISLATIVE POWER -

DELEGATE - Chief Executive Officer

Pursuant to the provisions of Section 26 of the Health Act 1911 the Persons appointed as Environmental and Building Surveyors for the Shire of Westonia is hereby appointed and authorised to exercise and discharge powers and functions conferred on local government for the purpose of Regulations 4 of the Health (Treatment of Sewage & Disposal of Liquid Waste) Regulations 1974.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS



Planning Matters

DELEGATION NUMBER - PLN 1

LEGISLATIVE POWER - Shire of Westonia Local Planning Scheme

No X;

Planning and Development Act 2005

DELEGATE - Chief Executive

Officer Power or Duty of the Local Government which is

being delegated Advertising

Determination of Applications

Subdivision Applications and Clearances

Appeals (Reviews)

Enforcement and Administration



Creditors, Payment of

DELEGATION NUMBER - FMR 1

LEGISLATIVE POWER - Local Government (Financial Management)

Regulations 1996, r. 5, 11, 12, 13

LGA 1995 6.7 (2), 6.8, 6.10, 3.1

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to-

1. Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire,

Subject to-

- (a) Compliance with Council Purchasing Policy & Council Signing of Cheques Policy; and
- (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.
- Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, Subject to-
 - (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
 - (b) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The following Officers are authorised to sign orders on behalf of the Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Chief Executive Officer \$2,000,000
Works Supervisor \$1,000,000
Manager of Corporate Services \$20,000



11. Payments, procedures for making etc.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
- (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and(b) petty cash systems.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the Local Government (Financial Management) Regulations 1996, in regard to the making of payments from the municipal and trust funds

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Manager of Corporate Services and/or Finance Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. List of accounts recorded in monthly

Council meeting minutes.



Strata Titles

DELEGATION NUMBER - STA 1

LEGISLATIVE POWER - Strata Titles Act 1985, s.23

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

(4) A local government may, either generally or as otherwise provided by the instrument of delegation, by writing under the seal of the local government, delegate to an employee of the local government any of the functions conferred on local governments under this Act, other than the functions so conferred by subsection (3) and section 24.

Under section 23(4) of the *Strata Titles Act 1985*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under the *Strata Titles Act 1985*.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Prohibited Burning Times - Amendment

DELEGATION NUMBER - BFA 1

LEGISLATIVE POWER - Bush Fires Act 1954, s. 17

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being

delegated Section 17

- 7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by -
 - (i) shortening, extending, suspending or reimposing a period of prohibited burning times;

or

(ii) imposing a further period of prohibited burning times.

Under section 17(10) of the Bush Fires Act 1954, the Shire President and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the Bush Fires Act 1954

Bush Fires Act 1954

17(10) A local government may by resolution delegate to its mayor or president and its Chief Bush Fire Control Officer jointly its powers and duties under subsections (7) and (8)

RECORDING REQUIREMENTS



Local Government Functions Under the Bush Fires Act

DELEGATION NUMBER - BFA 2

LEGISLATIVE POWER - Bush Fires Act 1954, Part IV — Control and

extinguishment of bush fires Division 1 —

Local governments

DELEGATE - Chief Bush Fire Control Officer and

Chief Executive Officer (jointly) OR CEO?

Power or Duty of the Local Government which is being delegated

Section 36. – Local government may expend moneys in connection with control and extinguishment of bush fires

Section 37 – Local Government to ensure certain persons

Section 38 – Local government may appoint bush fore control officers

Section 38A - FES Commissioner may designate person employed in

Department as Chief Bush Fire Control Officer

Section 39 – Special powers of bush fire control

officers Section 39A.- Duties of bush fire authorities

on outbreak of fire

Section 40 – Local governments may join in appointing and employing bush fire control officers

Pursuant to section 48 of the Bush Fires Act 1954, the Chief Executive Officer and Chief Bush Fire Control Officer are delegated authority to exercise the powers or discharge the duties of the Council under section 36, 37, 38, 38A, 39, 39A, 40 of the Bush Fires Act 1954, ONLY IN AN EMERGENCY SITUATION

48. Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1)
 - a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub



delegate.

(4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19. Authorisation to be in writing and details to be included in officer's personnel file.



Local Government Functions Under the Bush Fires Act

DELEGATION NUMBER - BFA 3

LEGISLATIVE POWER - Bush Fires Act 1954 (Section 59)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Bush Fires Act 1954.

RECORDING REQUIREMENTS

Bush Fires Act 1954 (Section 59)



Caravan Parks and Camping

DELEGATION NUMBER - CPR 1

LEGISLATIVE POWER - Caravan Parks and Camping Grounds

Regulations 1997, Regulation 6

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated 6.Local

government

A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that local government to do so.

Those persons who have been appointed by Council as "authorised persons" for the purposes of the Caravan Parks and Camping Grounds Act 1995 are delegated to exercise the powers or discharge the duties of the Council under the Caravan Parks and Camping Grounds Regulations 1997.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Prohibition Orders – Section 65 of the Food Act 2008

DELEGATION NUMBER - FOOD 1

LEGISLATIVE POWER - Food Act 2008, section 65

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

65. Prohibition order

- (1) If the CEO or another enforcement agency believes on reasonable grounds-
- (a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and
- (b) that-
- (i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or
- (ii) the issue of the order is necessary to prevent or mitigate a serious danger to public

health,

the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.

Council delegates the power to issue prohibition orders for the purposes of section 65 of the Food Act 2008 to the Chief Executive Officer and the Health/Building Surveyor in accordance with section 118(2) of the Food Act 2008.

118. Functions of enforcement agencies and delegation

- (2) A function conferred or imposed on an enforcement agency may be delegated-
- (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations—

subject to subsections 3 and 4, in accordance with there regulations

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Appointment of Authorised Persons Under the Food Act 2008

DELEGATION NUMBER - FOOD 2

LEGISLATIVE POWER - Food Act 2008, section 122

DELEGATE - CEO-Health/Building Surveyor

Power or Duty of the Local Government which is being delegated

Council delegates authority to and appoints -

- 1.0 Health/Building Surveyor, as a Designated Officer for the purposes of sections 126(3), (6) and (7) of the Food Act 2008 and the Food Regulations 2009.
- 2.0 Health/Building Surveyor (Environmental Health Officer), as Designated Officer for the purposes of sections 126(2) of the Food Act 2008 and the Food Regulations 2009, and
- 3.0 Health/Building Surveyor (Environmental Health Officer), as Authorised Officers for the purposes of sections 38 and 62, 65, 66 and 67 of the Food Act 2008 and Food Regulations 2009, for all food premise types.
- 38. Powers of authorised officers
- 62. Grounds for serving improvement notice Prohibition order

Certificate of clearance to be given in certain circumstance Request for re-inspection

122. Appointment of authorised officers

An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if

the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or the person holds office as an environmental health officer under the Health Act 1911.

126. Infringement notices

(1) In this section —

designated officer means an authorised officer designated by an enforcement agency under subsection (13) to be a designated officer; prescribed means prescribed by the regulations.



Council delegates the power to appoint Authorised Persons for the purposes of the Food Act 2008 to the Chief Executive Officer under Section 118 (2) of the Food Act

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

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Public Health Act 2016

DELEGATION NUMBER - HEALTH 1

LEGISLATIVE POWER - Public Health Act 2016, Health

(Miscellaneous Provisions) Act

DELEGATE - CEO Health/Building Surveyor

Power or Duty of the Local Government which is being delegated

As per Section 312 of the Public Health Act 2016, the Health/Building Surveyor is designated as an Authorised Officer

312. Environmental health officers to be authorised officers for certain purposes

- (1) If, immediately before this section comes into operation, a person holds an appointment as an environmental health officer under the Health Act, then, on this section coming into operation, the person is to be taken
 - (a) to have been designated as an authorised officer under section 24(1) by the local government that appointed the person as an environmental health officer; and
 - (b) to have been so designated for the purposes of —
 - i. Parts 8, 9, 14 and 16; and
 - ii. the Health Act sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375; and
 - iii. the Dog Act 1976; and
- iv. the Tobacco Products Control Act 2006; and
- v. the Food Act 2008; and
- vi. the Cat Act 2011.

RECORDING REQUIREMENTS

Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911.



Health (Miscellaneous Provisions) Act 1911

DELEGATION NUMBER - HEALTH 2

LEGISLATIVE POWER - Health (Miscellaneous Provisions)

Act 1911

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority, powers and functions under-

- 1.1 The Health (Miscellaneous Provisions) Act 1911 (as amended) to the Chief Executive Officer and Health/Building Surveyor (Environmental Health Officer), relating to:
 - (i) Part IV Division 2, Division 4 and Division 7;
 - (ii) Part V Divisions 1, 2 and 3;
 - (iii) Part VI; and
 - (iv) Part VII -

Division 1

Subject to

the

conditions

of-

- (a) With respect to Part IV Divisions 2, 4 and 7, authority is limited to the approval of applications under Section 107; the forming of opinions; the issuing of notices, requisitions, directions and orders, subject to prior consultation with and agreement of the Council; the carrying out or causing to be carried out, works in default of duly served notices, but does not include the undertaking or contracting of works, the provision of sanitary conveniences or receptacles, the making of charges for works or the supply of pans or receptacles for refuse.
- (b) With respect to Part V Division 1 and 2, authority is limited to the forming of opinions and issuing of notices and directions subject to prior consultation with and agreement of the Council, but does not include the carrying out of works in default of duly served notices.
- (c) With respect to Part VII Division 1, authority extends to the issuing of requisitions and, in the case of default, the causing of requisite work to be done, subject to prior discussion with and agreement of the Council.
- (v) The Health (Miscellaneous Provisions) Act 1911 and the Regulations, Local-Laws and orders made thereunder relating



to issue such notices as are deemed necessary for breaches of the Act,

Subject to the conditions of-

- (a) Any non-compliance with any notice will be referred to the Council before proceeding with legal action.
- 2.0 Section 107 of the Health (Miscellaneous Provisions) Act 1911 (as amended) to Health / Building Surveyor (Environmental Health Officer), relating to the approval of applications for effluent disposal systems.
- 3.0 The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 to Peter Clarke, Chief Executive Officer, and Health/Building Surveyor (Environmental Health Officer).

RECORDING REQUIREMENTS

Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911.



Health (Asbestos Regulations) Act 1992

DELEGATION NUMBER - HEALTH 3

LEGISLATIVE POWER - 1. Health (Asbestos

Regulations) Act 1992,

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Health/Building Surveyor as an Authorised Officer to issue infringements.

Council delegates its authority and power to the Chief Executive Officer as an Approved Officer to withdraw infringements.

Health (Asbestos) Regulations

1992 15D. Infringement

Notices

(5) A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the Criminal Procedure Act 2004 Part 2.

RECORDING REQUIREMENTS

Health (Asbestos Regulations) Act 1992.

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Local Laws

DELEGATION NUMBER - LL 1

LEGISLATIVE POWER - Shire of Westonia Local Laws

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the Shire of Westonia which have been made under the Local Government Act 1995.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Details of advertising to be included in

relevant file



Donations

DELEGATION NUMBER - MISC 1

LEGISLATIVE POWER - Local Government Act 1995

(Section 5.42) DELEGATE - Chief Executive Officer

POLICY REF - CMS-03

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve requests for donation of monies up to the value of \$100.00 in accordance with Policy X Amended:

Periodical reports on donations made and applications refused are to be included within Councillors' information file/Status Report.

Any request refused by the CEO is to be submitted to Council for

determination. An annual amount will be set aside in the budget

allocation.

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Liquor, Sale and Consumption – Council Property

DELEGATION NUMBER - MISC 3

LEGISLATIVE POWER - Local Government Act 1995

(Section 5.42) DELEGATE - Chief Executive Officer

POLICY REF - X

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated the authority to approve applications for the consumption of alcohol on Council property including parks, reserves, ovals and within shire facilities.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No

19. Relevant correspondence kept on appropriate files.



SAT Appeals

DELEGATION NUMBER - MISC 4

LEGISLATIVE POWER - State Administrative Tribunal

Act 2004 DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to respond to appeals to the State Administrative Tribunal, including the preparation of statements by respondents, liaison with the Office of the Tribunal and representation of the Council at review hearings.

Subject to the following Conditions:

- 1. Advice of appeals (applications for review) and the determination by the Tribunal to be reported to Council.
- 2. The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the delegation: keeping a written record of, and recording within an appropriate Database, details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty; and compliance with relevant any Shire Policies

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Application of Operation of Road Trains

DELEGATION NUMBER - MISC 5

LEGISLATIVE POWER -

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer has delegated authority to approve the use of local roads, deemed as suitable by the Works Supervisor, for the operation of road trains as per Councils policy.

Any roads, other than those approved by Main Roads in consultation with Council, which will be related to direct farm access will be dealt with on their merits, and will include conditions related to farm access and low usage.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Works Supervisor.

RECORDING REQUIREMENTS



Donations of Plant and Equipment

DELEGATION NUMBER - MISC 6

LEGISLATIVE POWER -

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to authorise the use of Councils plant and equipment, at no charge, for community based projects subject to Council Policy.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Works Supervisor.

RECORDING REQUIREMENTS



Legal Proceedings – Dog Act

DELEGATION NUMBER - MISC 7

LEGISLATIVE POWER - Dog Act 1976 (Section 44)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Dog Act 1976.

RECORDING REQUIREMENTS

Dog Act 1976 (Section 44)



Authorised Persons, Registration Officers – Dog Act

DELEGATION NUMBER MISC 8

Dog Act 1976 (Section 11, 12, 29 LEGISLATIVE POWER

DFI FGATE Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the Dog Act 1976,

Subject to -

1.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

10AA. Delegation of local government powers and duties

(1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.

11. Staff and services

(1) For the purposes of this Act a local government may establish and maintain one or more dog management facilities and may appoint, under and subject to the provisions of the Local Government Act 1995, fit and proper persons to administer those facilities and otherwise to carry out the objects of this Act.

29. Power to seize dogs

(1) A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.

44. Enforcement proceedings

- (2) Any proceedings under this Act, whether civil or penal, may be taken —
- (a) by any police officer, in the name of the Crown; or
- (b) by any employee of a local government authorised in that behalf
- by the local government, in the name of the local government; or (c) by any person aggrieved.

RECORDING REQUIREMENTS

Dog Act 1976 (Section 11, 12, 29)



Authorised Persons – Cat Act

DELEGATION NUMBER - MISC 9

LEGISLATIVE POWER - Cat Act 2011 (Section 45,

1Q1

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Authorised Persons under the Cat Act 2011,

Subject to -

1.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

44. Delegation by local government

(1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

45. Delegation by CEO of local government

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

48. Authorised persons

(1) A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.

RECORDING REQUIREMENTS

Cat Act 2011 (Section 45, 48)



Litter Act - Authorised Officers - Withdrawal of Infringement Notices

DELEGATION NUMBER - MISC 10

LEGISLATIVE POWER - Litter Act 1979 (Section 30)

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to withdraw infringement notices under the Litter Act.

26. Authorised officers, appointment and jurisdiction of etc.

(1) For the purposes of this Act an authorised officer is—
(a) any member of the Police Force;

(ii) any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment; (c) within the district of a local government, any person who is — (ii) a member of the council of the local government; or (iii) an employee of the local government; or (iii) an honorary inspector appointed by the local government under section 27AA.

30. Infringement notices

(4) An infringement notice may, whether or not the prescribed penalty has been paid, be withdrawn, at any time within 28 days after the service of the notice, by the sending of a notice, in the prescribed form, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded.

(4a) A withdrawal notice sent under subsection (4) shall be signed by a person appointed in writing to withdraw infringement notices by the public authority on behalf of which the infringement notice was served.

RECORDING REQUIREMENTS

Litter Act 1979 Section 30 (4a)



Control of Vehicles (Off-Road Area) Act - Authorised Officer

DELEGATION NUMBER - MISC 11

LEGISLATIVE POWER - Control of Vehicles (Off-Road Areas) Act 1978

caction22

DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to perform the duties of an authorised officer under the Control of Vehicles (Off road Areas) Act 1978, for the whole of the district of the Shire of Westonia.

38. Authorised officers, who are, functions of etc.

(3) A local government may by resolution appoint—
(a) any employee of the local government; and
(b) where the Minister by notice published in the Government Gazette authorises the local government to do so, any member of the council of that local government, to be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.

RECORDING REQUIREMENTS

Control of Vehicles (Off-Road Areas) Act 1978 section38)



SECTION 2

DELEGATIONS FROM CEO TO OTHER EMPLOYEES

No	Title	Delegated to -						
LGA 1	Notice Requiring a Thing to be Done							
LGA 2	Tenders and Expressions of Interest	Works Supervisor, Building Surveyor/ Health Officer,						
LGA 3	Disposal of Surplus, Equipment, Materials, Tools etc							
LGA 4	Investment of the Shire's Money	Manager of Corporate Services						
LGA 5	Acknowledgement of Unauthorised	Building Surveyor/ Health Officer						
LGA 6	Appointment of Authorised Persons							
LGA 7	Common Seal							
LGA 8	Power of Entry	Manager of Corporate Services, Works Supervisor, Building Surveyor/ Health Officer, Chief Bush Fire Control						
LGA 9	Debts Write Off, Waiver or Concessions							
LGA 10	Road Closures	Works Supervisor						
LGA 22	Payment to Employees	Finance Officer						
BLD 1	Building Matters – Permits, Certificates and Orders	Building Surveyor/ Health Officer						
BLD 2	Building Matters – Building Authorisations	Building Surveyor/ Health Officer						
BLD 3	Building Matters – Fines, Penalties and Enforcement	Building Surveyor/ Health Officer						
BLD 4	Building Licenses	Building Surveyor/ Health Officer						
BLD 5	Development Proposals - Advertising	Building Surveyor/ Health Officer						
BLD 6	Treatment of Sewage & Disposal of Liquid	Building Surveyor/ Health Officer						
FMR 1	Creditors, Payment of	Manager of Corporate Services, Finance						
PLN 1								
STA 1	Strata Plans – Certificate of Local							
BFA 1	Prohibited Burning Times – Amendment							

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BFA 2	Local Government Functions Under the Bush Fire Act					
CPR 1	Caravan Parks and Camping					
FOOD 1	Prohibition Orders – Section 65 of the Food Act 2008 Building Surveyor/ Health Office					
FOOD 2	Appointment of Authorised Persons Under the Food Act 2008	Building Surveyor/ Health Officer				
LL 1	Local Laws					
MISC 1	Donations					
MISC 2	Insurance – Public Liability Claims					
MISC 3	Liquor, Sale and Consumption – Council					
MISC 4	SAT Appeals					
MISC 5	Application of Operation of Road Trains	Works Supervisor				
MISC 6	Donations of Plant and Equipment	Works Supervisor				

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 APPLICATION FOR EXPLORATION LICENCE 70/5728

Responsible Officer: Jamie Criddle, CEO Author: Jamie Criddle, CEO File Reference: ES1.6.1 **Disclosure of Interest:** Jamie Criddle Attachments: Nil Signature: Officer CEO Anno **Purpose of the Report Executive Decision** Legislative Requirement

The Shire has been advised of an application for an Exploration licence having been lodged by McMahon Mining Title on behalf of Blaze International Ltd (E70/5728).

The application relates to land in the Elachbutting area (roughly north of Elachbutting Road. See Attached.



Comment

Background

Blaze International Ltd is a junior exploration company with gold exploration and development of its projects located in the Murchison and North Eastern Goldfields of Western Australia.

Previous exploration approvals have been granted with the following conditions:

- 1) That dust suppression is carried out so that others are not adversely affected;
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
- 3) Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner;
- 6) A firefighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) refer to Typical Cross Section of Road Formation diagram;
- 8) Safety signs are to be erected in accordance with Australian Standards to warn both mining staff, contractors, and the public/ visitors;
- 9) All drill holes are to be capped as soon as possible/practical after drilling;
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00 p.m. and 7:00 a.m.;
- 11) That the proposed drilling work is advertised in the local newsletter "Westonian" prior to any work commencing to notify the general public of this work; and

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12) That no drilling is to occur within any Shire gravel pits, and no drilling operation is to affect any part of the

Rabbit Proof Fence in any way.

Statutory Environment

The Mining Act prevails in this matter.

Policy Implications

Nil

Strategic Implications

Nil.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council

That Council grants approval to Blaze International Ltd (E70/5728) to carry out drilling along sections of Council controlled road reserves with these respective Exploration Leases as shown on the attached maps on the following conditions:-

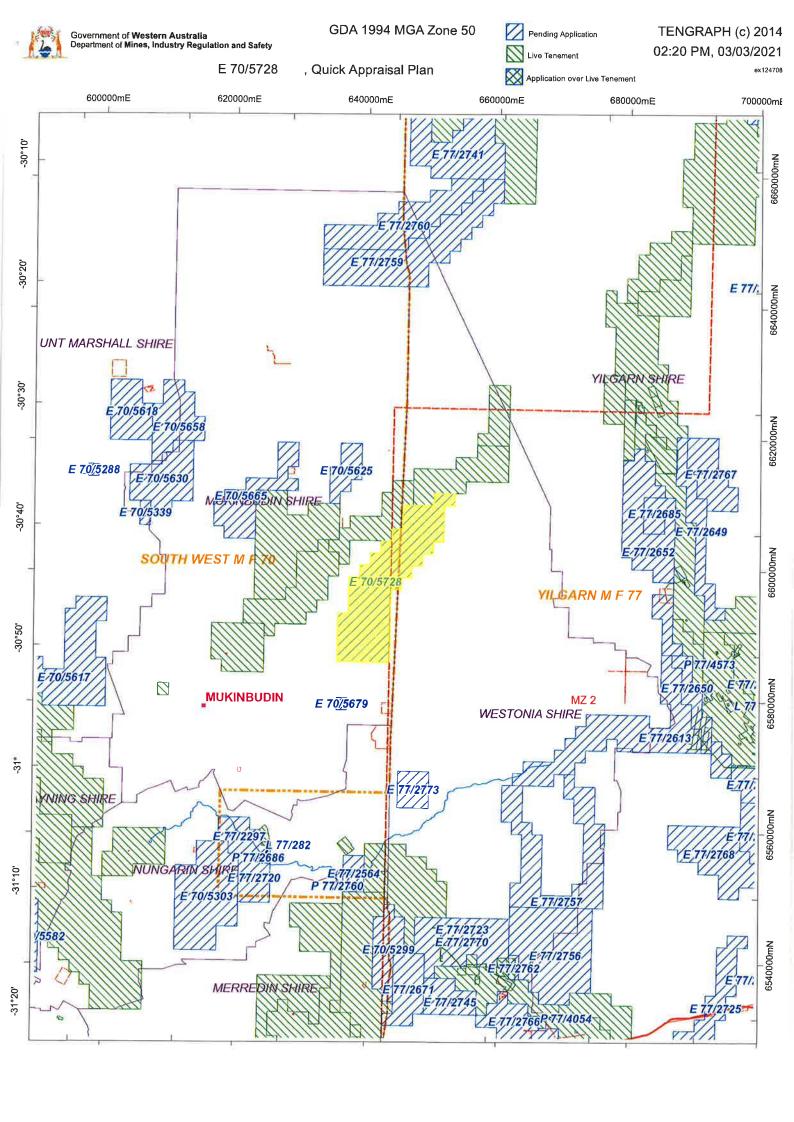
- 1) That dust suppression is carried out so that others are not adversely affected;
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
- 3) Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner;
- 6) A firefighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) refer to Typical Cross Section of Road Formation diagram;
- 8) Safety signs are to be erected in accordance with Australian Standards to warn both mining staff, contractors, and the public/ visitors;
- 9) All drill holes are to be capped as soon as possible/practical after drilling;
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00 p.m. and 7:00 a.m.;
- 11) That the proposed drilling work is advertised in the local newsletter "Westonian" prior to any work commencing to notify the general public of this work; and
- 12) That no drilling is to occur within any Shire gravel pits, and no drilling operation is to affect any part of the Rabbit Proof Fence in any way.

Attachment 9.2.1

Shire of Westonia



APPLICATION FOR EXPLORATION LICENCE 70/5728





Government of **Western Australia**Department of **Mines, Industry Regulation and Sat**



Mining Act 1978 Sec. 58; Reg. 64

FORM 21 - ATTACHMENT 2

Plan Name(s) - PERTH

Time Officially Received : <u>25/02/2021 08:30:00</u>

User ld : ex111417

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9.2.2 RESUMPTION OF MINING – PRINCESS ROYAL

Responsible Officer: Jamie Criddle CEO **Author:** Jamie Criddle CEO

File Reference: T.1.1.3

Disclosure of Interest: Nil

Attachments: Nil

Signature: Officer CEO

Ann

Purpose of the Report

Executive Decision

Legislative Requirement

The Department of Mines, Industry Regulation and Safety are requesting comment on approved clearing permit issued to JALMAR Investments.



Background

In accordance with section 51E of the Environmental Protection Act 1986 the Department of Mines, Industry Regulation and Safety has accepted clearing permit application CPS 6555/3

As required by sub-section 51(4)E of the Environmental Protection Act 1986 any public authority or person which or who has a direct interest in the subject matter of the application will be invited to provide comment on it. The application will also be advertised on the departmental website on Monday, 15 March 2021 inviting any person who wishes to comment on it to do so within the period specified in the advertisement. A map displaying the area proposed to be cleared is also attached.





Comment

Back in 2015, Mr. Steve Norregaard, then owner of Jalmah Investments requested permission to commence mining operations on the old Princess Royal (Mining Lease M77/718).

The Princess Royal is a historic gold mining area and the resurrection of this type of activity in the area is not considered to be incompatible notwithstanding that it is on the town common.

Resolution

07-02/15 Moved Cr Hermon, seconded Cr Jefferys that Council resolve to advise Mr Norregaard as follows:-

- That the Shire of Westonia agrees in general with the intent of re-activating mining activity as identified in Mr Norregaard's letter subject to him obtaining the appropriate mining and environmental approvals;
- 2. That Mr Norregaard will need to pay for traffic safety signage to be installed by the Shire on Stoneman Road either side of the access track into the Princess Royal;
- 3. That the existing track into the Princess Royal be the only permitted access to the site;
- 4. That the provision of one only standard domestic water service to the site is supported; and
- 5. The feasibility and cost of the water service be determined between Mr Norregaard and the Water Corporation.
- 6. That Council only allow vehicle's up to a RAV 4 rating are allowed to traverse this route (from the Princess Royal site, along Stoneman Road, along Boundary and Warrachuppin roads to the Edna May Mine entrance).
- 7. That Council commence proceedings to de-gazette the road reserve known as "Battler Road" on crown reserve 14983 which bisects M77/718 and advised the Department of Minerals and Energy of this decision with all costs to be incurred by Jalmah Investments Pty Ltd.

Carried 6/0

Council also resolved the following in July 2020 in relation to a road closure along Battler Road:

RESOLUTION

09/07-20 Moved: Cr Jefferys, seconded: Cr Geier

That Council resolve to advise Andrea Reid, Environmental Consultant with Native Vegetation Solutions on behalf of Jalmah Investments as follows:-

- That the Shire of Westonia agrees in general with the intent of re-activating mining activity including the ability to conduct mining related activities/disturbance on a paper reserve (5797) known as Battle Road as identified in Ms Reid's request subject to them obtaining the appropriate mining and environmental approvals;
- 2. That Council continue to pursue proceedings to de-gazette the road reserve known as "Battler Road" on crown reserve 14983 which bisects M77/718 and advised the Department of Minerals and Energy of this decision.

CARRIED 6/0

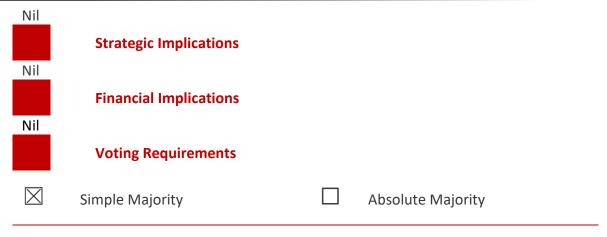
Technically this request has already been granted, Council will just need to confirm that it has no further comments in relation to the approved clearing permit.



Statutory Environment

The Mining Act prevails in this matter





OFFICER RECOMMENDATIONS

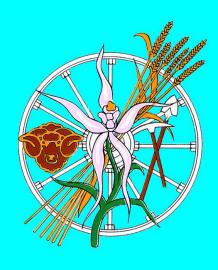
That Council resolve to advise Department of Mines, Industry Regulation and Safety that it has previously approved the clearing permit and that it has no further comment on the clearing permit application CPS 6555/3 issued to Jalmah Investments.

9.3 WORKS AND SERVICE

NIL

Attachment 9.2.2

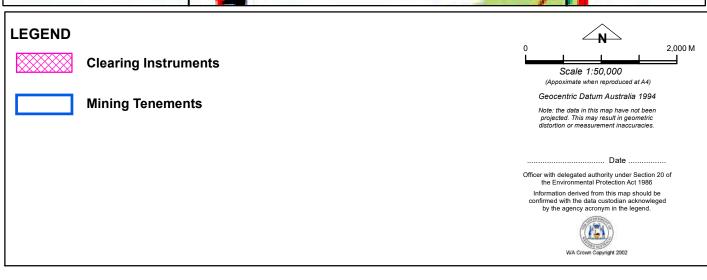
Shire of Westonia



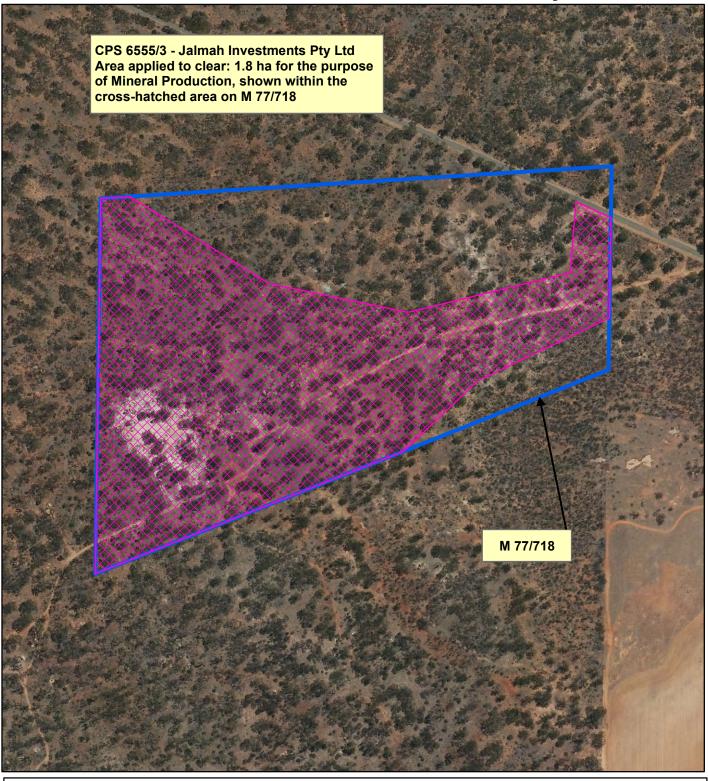
RESUMPTION OF MINING – PRINCESS ROYAL

CPS 6555/3 - Jalmah Investments Pty Ltd





CPS 6555/3 - Jalmah Investments Pty Ltd





Our Ref: Enquiries Fax Email A0808/201501 – CPS 6555/3 Stephanie Lea – Ph: 08 9222 3614 08 9222 3860 nyab@dmirs.wa.gov.au

Shire of Westonia 41 Wolfram St WESTONIA 6423 ceo@westonia.wa.gov.au

Dear Sir/Madam

Application to amend a previously granted Clearing Permit under the *Environmental Protection Act 1986*

The Department of Mines, Industry Regulation and Safety has received the following application to amend a previously granted clearing permit under the *Environmental Protection Act 1986* (the Act):

Permit Holder:	Jalmah Investments Pty Ltd				
Permit Type:	Purpose Permit				
Tenement:	Mining Lease 77/718				
Purpose:	Mineral Production				
Area (ha):	1.8 ha				
Shire:	Shire of Westonia				
Clearing Permit System (CPS) No:	CPS 6555/3				
Amendment requested:	Amendment to increase the amount authorised to clear				

In accordance with sub-section 51E(4) of the Act, on behalf of the General Manager Environmental Compliance, Resource and Environmental Compliance Division, I consider that you may have a direct interest in the subject matter of the application and invite your comment on the proposal. The General Manager Environmental Compliance, Resource and Environmental Compliance Division, will then, after having taken into account any comments received and subject to sections 51O and 51P, either grant the amended clearing permit (including any specified conditions) or refuse to grant the amendment.

Enclosed are maps indicating the amended application area. Please forward your submission to the above address within 21 days from the Monday 15 March 2021 quoting CPS 6555/3.

If you have any queries regarding this matter, please contact Stephanie Lea in the Department's Resource and Environmental Compliance Division, as above, for further information.

Yours sincerely

Daniel Endacott

Daniel Endacott General Manager Environmental Compliance Resource and Environmental Compliance Division

12/03/2021

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on ^{22nd} April 2021 commencing at 3.30pm

13 MEETING CLOSURE

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