



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia
Thursday 27th March 2025
Commencing 4.00pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on 27th March 2025 the Council Chambers, Wolfram Street, Westonia.

Audit Meeting – 2.30pm – 3.30pm

Concept Meeting – 3.30pm – 3.30pm

Afternoon Tea – 3.30 pm –4.00 pm

Council Meeting – 4.00 pm

BILL PRICE

CHIEF EXECUTIVE OFFICER

25 March 2025



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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.



SHIRE OF
WESTONIA
A vibrant community lifestyle

STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

CORE DRIVERS

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

OUR VALUES

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

Inclusiveness – Be receptive, proactive, and responsive.

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

Communication – Create opportunities for consultation with the broad community.

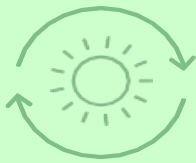
OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

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

Facilitate local business retention and growth.

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

SOCIAL



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics.

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

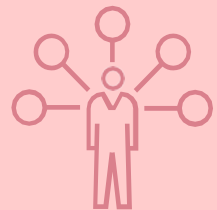
Our community has the opportunity to be active, socialised and connected.

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

Natural spaces are preserved and bring us value.

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

GOVERNANCE



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

Be progressive and capture opportunities.

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

The community receives services in a timely manner.

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

Financial resources meet the ongoing needs of the community.

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

Shire of Westonia: -

A vibrant community lifestyle.



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1. DECLARATION OF OPENING

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

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr RM Crees	<i>Shire President</i>
Cr DL Geier	
Cr WJ Huxtable	
Cr A Faithfull	
Cr DL Simmonds	

Staff:

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

Members of the Public:

Apologies:

Cr RA Della Bosca	<i>Deputy Shire President</i>
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Approved Leave of Absence:

3. PUBLIC QUESTION TIME (4.10PM – 4.25PM)

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 20th February 2025 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the WEROC Board Meeting held on Monday 17th March 2025 be accepted.

That the minutes of the CEACA Management Committee meeting held on Monday 24th February 2025 be accepted.

That the minutes of the NEWTRAVEL Meeting held on Thursday 27th February 2025 be accepted.

That the minutes of the SRRG Meeting held on Tuesday 18th February 2025 be accepted.

That the minutes of the Great Eastern District Operations Advisory Meeting held on Monday 10th March 2025 be accepted.

That the minutes of the Great Eastern District Operations Advisory Meeting held on Monday 10th March 2025 be accepted.

That the minutes of the Audit Committee Meeting held on Thursday 20th February 2025 be accepted.

That the minutes of the AGM Electors Meeting held on Thursday 20th February 2025 be accepted.

That the minutes of the Westonia Progress Association Meeting held on Tuesday 25th March 2025 be accepted.



WEROC Inc. Board Meeting MINUTES

Monday 17 March 2025

Shire of Merredin Council Chambers

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

MINUTES

Minutes of the Board Meeting held in Merredin on Monday 17 March 2025.

1. OPENING AND ANNOUNCEMENTS

Ms. Lisa O'Neill as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.34am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr. Wayne Della Bosca

Mr. Mark Furr

Mr. Raymond Griffiths

Mr. Andrew Malone

Ms. Lisa O'Neill (Chair)

Mr. Ramesh Rajagopalan

Ms. Emily Ryan

Ms. Charmaine Thomson (Deputy Chair)

Mr. Nic Warren

Mr. Craig Watts

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Bill Price

Mr. Mark Crees

2.3 Guests

Nil

3. DECLARATIONS OF INTEREST

NIL

4. PRESENTATIONS

NIL

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Thursday 28 November 2024

Minutes of the WEROC Inc. Board Meeting held in Merredin on Thursday 28 November 2024 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Merredin on Thursday 28 November 2024 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Ram Rajagopalan

That the Minutes of the WEROC Inc. Meeting held in Merredin on Thursday 28 November 2024 be confirmed as a true and correct record.

CARRIED

5.2 Minutes of the WEROC Inc. CEO Committee Meeting held on Monday 10 February 2025

Attachment 1: WEROC Inc. CEO Committee Meeting Minutes 10 February 2025

Minutes of the WEROC Inc. CEO Committee Meeting held in Merredin on Monday 10 February 2025 are provided as Attachment 1.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Merredin on Monday 10 February 2025 be noted.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Mr. Mark Furr

That the Minutes of the WEROC Inc. Meeting held in Merredin on Monday 10 February 2025 be noted.

CARRIED

5.3 Business Arising – Status Reports

5.3.1 Actions Arising from the WEROC Inc. Board Meeting held on 28 November 2024

Attachment 2: WEROC Inc. Letter to Minister Papalia RE: Possible CCTV Funding

Agenda Item	Action(s)	Status
7.2 Housing	Accept the Wheatbelt Development Commission proposal to undertake a WEROC workforce housing investigation.	Project agreements were signed in December 2024 with JE Planning and Econosis. An inception meeting with the WEROC CEOs was held on 10 February 2025. Please refer to the WEROC CEO Committee Meeting Minutes and agenda item 8.3 for further detail.
7.3 Community Benefit Sharing Framework	1) Contact the Shire of Narrogin to get an update on the work they are doing on community benefit sharing. 2) Through the WEROC CEO Committee, progress the development of a framework.	An email was sent to the Shire of Narrogin CEO in December 2024. No response was received. The development of a framework was discussed at the WEROC CEO Committee meeting on 10 February 2025. With the knowledge that WALGA are engaging a consultant to develop a community engagement and benefit guide, it was determined that there is not much to be gained from WEROC undertaking work independently of this so a watch and see approach will be taken and if

		further action is required down the track this item will be revisited.
8.2 Marketing & Promotion	Advise Ms. Carol Taylor that her proposal to establish and manage social media accounts for the Eastern Wheatbelt self-drive trail was discussed and not accepted.	Ms. Taylor has been advised that WEROC do not wish to proceed with her proposal to manage social media accounts for the eastern wheatbelt self-drive trail.
10.1 Possible CCTV Funding	1) Prepare and send a letter to Minister Papalia advocating for security funding for Local Governments 2) Each Shire to request a letter of support from their local police.	A letter was prepared and sent to Minister Papalia in February 2025. A copy of the letter is provided as Attachment 2.

5.3.2 Actions Arising from the WEROC Inc. CEO Committee Meeting held on 10 February 2025

Agenda Item	Action(s)	Status
5.3 Consultation on Regulations for CEO KPI's and Public Registers	1) Local Governments to prepare individual submissions, which are to be sent through to the Executive Officer by Friday 7 March to be collated into a WEROC response. 2) Include WEROC response in the agenda for endorsement at the WEROC Inc. Board meeting being held on 17 March.	WEROC CEO's provided individual responses to the Executive Officer, and these were collated into a WEROC response. Please refer to Agenda item 7.1.
6.2 Heritage Partnership Agreements for Local Governments	Arrange an online meeting between the WEROC CEOs and the Department of Planning, Lands and Heritage	An online meeting has been arranged and will take place on 11 March 2025. It may be appropriate for one of the CEOs to provide an overview of this meeting and advise if any action is required from WEROC.
6.3 Telstra	Telstra is presenting at the February Zone meeting. The WEROC CEO's will discuss after this meeting, if there is any action required from WEROC.	It may be appropriate for one of the CEOs to provide an overview of what was discussed at the Zone meeting and advise if any action is required from WEROC.

Recommendation:

That the status reports be received.

Comments from the meeting:

- A brief overview of the meeting between the WEROC CEO's and the Department of Planning, Lands and Heritage (DPLH) was provided. The Department advised that they can only provide guidance on land and heritage matters and cultural matters need to be referred back to the Ballardong Aboriginal Corporation.
- Craig Yarran from DPLH committed to sending the CEO's a list of registered and unregistered claims on land in the respective Local Government areas and clarify who the Shire of Yilgarn need to

communicate with on cultural matters. The Executive officer will follow up with Mr. Yarran as this information has not yet been received.

- It was suggested that a meeting with the new Member for the Central Wheatbelt, Lachlan Hunter, be arranged to discuss cultural intricacies within the WEROC area and request assistance in clarifying requirements and points of contact.
- Concerns over mobile phone reception and the lack of any clear, short-term solution from Telstra, was discussed. The idea of a transportable booster that can be used across WEROC Shires in the case of emergency or for events was discussed and it was agreed that this would be a suitable proposition for a Disaster Readiness Fund grant application.
- Discussion was held over the prospect of the Shire of Cunderdin joining WEROC. It was agreed that if the Shire do resolve to join WEROC before the end of the current financial year we would forgo the annual contribution pro-rata amount and only request the joining fee. If an application form is received before the May meeting, a Special General Meeting will be called and conducted via Teams.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Ms. Emily Ryan

That the status reports be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 28 February 2025

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 March 2025

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 9 May 2024 the budget for the financial year commencing 1 July 2024 and ending 30 June 2025 was adopted. The approved Budget 2024-25 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 Member Local Governments.
Note 2	Interest paid on term deposit
Note 3	GST received
Note 4	GST refund for Q4 BAS 2023-24
Note 5	Executive Officer services
Note 6	Executive Officer travel to Board and CEO meetings. This is higher than budgeted due to additional CEO meetings.
Note 7	Monthly subscription fee for Xero accounting software
Note 8	Payment to Audit Partners Australia for the 2023-24 financial year audit
Note 9	Payments to Vanessa King for Town Team Builder services, HR Cornerstone for IR/HR consultancy services, Carol Taylor for social media marketing campaign, Lauren Clarke for the branding guide and logo refresh, JE Planning and Econosis for the WEROC housing investigation, Australia's Golden Outback for cooperative marketing activities, Shire of

	Merredin for an advertisement in the Eastern Wheatbelt Visitors Guide and the two WEROC interns' meal allowance.
Note 10	Payments to PWD for website domain name renewal, website security upgrade and audit, and 12-months website hosting. This is higher than budgeted because only the website hosting was accounted for. The domain name renewal and website upgrade were unknown expenses.
Note 11	Catering expenses for WEROC CEO farewell in Kellerberrin on 9 May and ERP demonstrations in Kellerberrin on 6 August
Note 12	Personal accident, workers compensation, associations liability, public & products liability and cyber insurance renewals
Note 13	GST paid

WEROC Inc.
ABN 28 416 957 824
1 July 2024 to 30 June 2025

		Budget 2024/2025	Actual to 28/02/2025	Notes
	INCOME			
0501	General Subscriptions	\$72,000.00	\$72,000.00	1
504.01	Consultancy & Project Reserve	\$0.00		
0575	Interest received	\$4,863.29	\$4,863.29	2
584	Other Income	\$0.00		
	GST Output Tax	\$7,200.00	\$7,200.00	3
	GST Refunds	\$6,184.00	\$5,143.00	4
	Total Receipts	\$90,247.29	\$89,206.29	
	EXPENSES			
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$35,383.84	\$21,922.71	5
1661.02	Executive Officer Travel and Accommodation	\$1,400.00	\$1,810.50	6
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$545.44	7
1687.03	WEROC Financial Services Audit	\$1,050.00	\$984.00	8
1585	WEROC Consultant Expenses	\$60,000.00	\$48,774.88	9
1850	WEROC Management of WEROC App & Website	\$420.00	\$844.50	10
1801	WEROC Meeting Expenses	\$500.00	\$829.09	11
1851	WEROC Insurance	\$6,300.00	\$6,020.79	12
1852	WEROC Legal Expenses	\$2,000.00		
1853	WEROC Incorporation Expenses	\$0.00		
1854	Transfer to Term Deposit	\$4,863.29	\$0.00	
1930	WEROC Sundry	\$300.00		

3384	GST Input Tax	\$10,835.39	\$7,282.14	13
	ATO Payments	\$3,464.57	\$4,960.00	
	Total Payments	\$127,517.09	\$93,974.05	
	Net Position	-\$37,269.79	-\$4,767.76	
	OPENING CASH 1 July	\$64,270.72	\$69,784.64	
	CASH BALANCE	\$27,000.93	\$65,016.88	

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2024 to 28 February 2025, be received.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Ms. Emily Ryan

That the WEROC Inc. financial report for the period 1 July 2024 to 28 February 2025, be received.

CARRIED

6.2 Income, Expenditure & Balance Sheet

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 March 2025

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 November 2024 to 28 February 2025 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		109,933.70		
01 Nov 2024	PWD Australia	0.00	462.00	109,471.70
01 Nov 2024	PWD Australia	0.00	71.50	109,400.20
01 Nov 2024	HR Cornerstone	0.00	5,060.00	104,340.20
07 Nov 2024	150 Square Pty Ltd	0.00	3,358.00	100,982.20
20 Nov 2024	Shire of Merredin	0.00	269.75	100,712.45
20 Nov 2024	Code Research Australia	0.00	275.00	100,437.45
06 Dec 2024	Toni De Vreede	0.00	700.00	99,737.45
06 Dec 2024	Nandita Choudhary	0.00	700.00	99,037.45
09 Dec 2024	150 Square Pty Ltd	0.00	3,486.50	95,550.95
16 Dec 2024	HR Cornerstone	0.00	5,060.00	90,490.95
17 Dec 2024	HR Cornerstone	0.00	5,060.00	85,430.95
18 Dec 2024	Vanguard Publishing	0.00	841.50	84,589.45
02 Jan 2025	Local Community Insurance Services	0.00	450.07	84,139.38
08 Jan 2025	150 Square Pty Ltd	0.00	2,735.00	81,404.38
31 Jan 2025	Australia's Golden Outback	0.00	357.50	81,046.88
04 Feb 2025	ATO	2,990.00	0.00	84,036.88
06 Feb 2025	Econosis	0.00	3,960.00	80,076.88

06 Feb 2025	JE Planning	0.00	6,000.00	74,076.88
07 Feb 2025	JE Planning	0.00	5,000.00	69,076.88
17 Feb 2025	150 Square Pty Ltd	0.00	2,735.00	66,341.88
21 Feb 2025	Shire of Merredin	0.00	1,325.00	65,016.88
Total		2,990.00	47,906.82	
Closing Balance		65,016.88		

Balance Sheet

Wheatbelt East Regional Organisation of Councils Inc
As at 28 February 2025

28 Feb 2025

Assets

Bank

Term Deposit	100,000.00
Westpac Community Solution One	65,016.88
Total Bank	165,016.88
Total Assets	165,016.88

Liabilities

Current Liabilities

GST	(2,307.22)
Total Current Liabilities	(2,307.22)

Non-current Liabilities

GST Clearing	244.00
Total Non-current Liabilities	244.00
Total Liabilities	(2,063.22)

Net Assets

167,080.10

Equity

Current Year Earnings	(4,868.62)
Retained Earnings	171,948.72
Total Equity	167,080.10

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2024 to 28 February 2025 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2024 to 28 February 2025 totalling \$47,906.82 be approved.

That the Balance Sheet as of 28 February 2025 be noted.

RESOLUTION:

Moved: Ms. Emily Ryan

Seconded: Mr. Wayne Della Bosca

That the WEROC Inc. summary of income and expenditure for the period 1 November 2024 to 28 February 2025 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2024 to 28 February 2025 totalling \$47,906.82 be approved.

That the Balance Sheet as of 28 February 2025 be noted.

CARRIED

7. MATTERS FOR DECISION

7.1 Endorsement of submission to DLGSC consultation on CEO KPI's and Online Register Reforms

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Attachments: **Attachment 3:** Draft WEROC Submission to DLGSC consultation on CEO KPI's and Online Registers

Consultation: WEROC CEO's

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

The Department of Local Government, Sport and Cultural Industries has invited Local Governments to provide feedback on draft regulations to implement two key reforms included in the Local Government Amendment Act 2023 that require:

- 1) Results of local government CEO performance reviews to be published; and
- 2) A series of public registers of important information to be published and maintained.

Submissions to DLGSC must be made by 21 March 2025.

At the WEROC CEO Committee meeting held on 10 February 2025 this matter was discussed, and it was recommended that WEROC prepare a submission reinforcing key messages from individual submissions being prepared by member Councils.

Executive Officer Comment:

The Shires of Bruce Rock, Merredin, Tammin, Kellerberrin and Yilgarn prepared written submissions which were forwarded to the Executive Officer. Based on these, a WEROC submission has been drafted and is presented for endorsement.

The key points of the submission are summarised below:

- WEROC support the establishment of a panel of persons to serve as independent members on CEO selection panels but there needs to be clarity on the terms and conditions by which they can be elected to and serve on this panel.
- WEROC do not support the requirement for CEO performance criteria (other than standard criteria) and performance reports to be published. If the amended regulations are enforced WEROC:
 - a) Calls for the same standards be applied to all senior leadership roles in government, and
 - b) Recommends that any resolution of Council to exclude a performance criterion from publication be sufficient grounds for exclusion.
- WEROC supports the establishment of registers for viewing by the general public but do not support the retrospective reporting requirements being proposed.

Recommendation:

That the draft WEROC Inc. submission to the Department of Local Government, Sport and Cultural Industry consultation on CEO KPI's and online register reforms be endorsed.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Mr. Nic Warren

That the draft WEROC Inc. submission to the Department of Local Government, Sport and Cultural Industry consultation on CEO KPI's and online register reforms be endorsed.

CARRIED

7.2 WEROC Priorities 2025

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Attachments: **Attachment 4.** WEROC Public Health Planning Intern Final Report

Attachment 5. WEROC Tourism Intern Final Report

Consultation: NA

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

In early 2024, the WEROC Board participated in a series of discussions on future priorities for WEROC. The following is a summary of the priorities agreed to, the actions taken to date and some prompts to start a discussion around next steps or a future focus for each of the agreed priorities.

Constraints/ Challenges	Agreed focus for WEROC in 2024	Actions to date	Future Focus Discussion
Operational			
Escalating cost of ERP software.	Joint tender process for ERP software.	- An EOI was prepared and sent to ERP software providers. The EOI process required a written response and a product demonstration. - An ERP demonstration day was held in Kellerberrin in early August. NEWROC and RoeROC Shires were invited to attend. Four ERP providers presented. - Detailed demonstrations were organised for the top two preferred suppliers. - Subsequent to the above actions, WEROC Shires were presented with a concept for a Consolidated Services Project and most Shires signed on as associate members.	At the WEROC CEO Committee meeting held on 10 February 2025, it was resolved that there is no further action required on this matter.
Escalating compliance requirements	Engage an IR/HR consultant to assist Shires in	HR Cornerstone were engaged to assist WEROC Shires with reviewing and	How far progressed are each Shire in developing their own public health plan and is there

are placing increased pressure on already limited Shire resources	reviewing/updating staff policies and contracts • Once the IR/HR project is completed investigate the feasibility and scope of work for a regional compliance officer. • Progression of a pro-forma template for Public Health Plans.	updating staff contracts and policies. This project was completed in December 2024. • A McCusker Centre Intern was engaged to assist in the development of a WEROC Public Health Plan, which could be used as a pro-forma for the development of individual Council Plans. A copy of the work completed by the intern was emailed to Board members in December 2024 and is provided again as an attachment.	need for further support from WEROC? Is there an appetite now to pick up on the discussion around a shared compliance officer?
Economic			
There is no flow on benefit from large scale developments (e.g., mining & renewable energy) in the region	• Campaign/advocate for a mandate that any new, large scale developments must contribute to a community investment fund. • Engage a consultant to develop a regional planning policy to support differential land use rating.	• Discussions were held at both WEROC Board and CEO meetings throughout 2024 that culminated in a decision at the meeting held on 28 November 2024, to proceed with the development of a community benefit sharing framework for WEROC Shires.	At the WEROC CEO meeting held on 10 February 2025, it was determined that no further action was required on this matter until the work being undertaken by WALGA is completed.
The lack of housing is a significant barrier to growth	• Request that the WDC lobby State Government to fund housing analysis work. • Invite the Minister for Planning, Lands, Housing and Homelessness out to the region to discuss housing and planning.	• A letter was sent to the Wheatbelt Development Commission requesting that they lobby State Government for funding to undertake housing analyses for Local Governments. This request was declined but the WDC offered to meet with each WEROC Local Government individually to discuss housing needs. • The WEROC workforce housing investigation commenced in February 2025. • A potential avenue for funding regional housing through the Department of	The initial phase of the WEROC housing investigation – the housing needs analysis - is due for completion in May. The cost benefit analysis and business case work will commence thereafter. Is there still interest in having the Minister for housing visit the region or is this best left until the housing investigation is completed?

		Communities has been identified. A quote to assist in the preparation of this submission has been sourced.	
Social			
Sustainability of childcare services	• Invite REED to present to the WEROC Board on future plans and current constraints. • Investigate childcare service delivery models that have been successful in other regions.	• The Chair of REED presented to the WEROC Board in July 2024. The presentation was just a general overview of the REED service and did not provide clarity on what is required to establish a childcare service in a town that doesn't already have one. • No further discussion or actions were held on this matter.	Is this still a priority for WEROC Shires? If so, what can WEROC do to address the issue?
Tourism activation	• Promotion of the Eastern Wheatbelt Self-Drive Trail. • Develop a marketing plan and branding guide.	• WEROC continues to financially contribute to co-operative marketing activities coordinated by Australia's Golden Outback. • A marketing plan and branding guide was developed in 2024.	Is there anything we can take from the McCusker Centre Interns report (Attachment 5) to further activate the self-drive trail? Have all shires installed the self-drive trail signage?

Executive Officer Comment:

The above outlines our progress towards the agreed priorities for WEROC in 2024. It is recommended that we now consider the next steps and identify new or emerging priorities to focus on for 2025.

Recommendation:

That the WEROC Board discuss and agree on priorities for 2025.

Comments from the meeting:

- Existing priorities were discussed and next steps for each were agreed:

Constraints/ Challenges	Agreed next steps
Escalating cost of ERP software.	No further action is required at this time.
Escalating compliance requirements are placing increased pressure on already limited Shire resources	• Merredin have engaged a consultant to prepare their Plan and Bruce Rock have already completed their Plan. Other Shires are yet to commence and are awaiting the release of the State Public Health Plan in June 2025, before taking further action. • A "compliance health check" would be beneficial to understand where each Council sits in terms of compliance with the new act/regulations. - Contact Mr. James McGovern to see if this is something he can facilitate.

	- Request that Mr. McGovern attend a meeting with the WEROC CEOs to discuss the health check/audit requirements.
There is no flow on benefit from large scale developments (e.g., mining & renewable energy) in the region	- This item will stay on the WEROC agenda. - WALGA have advised that June is the indicative timeframe for completion of the framework. WEROC will await the release of the framework before determining if further action is required.
The lack of housing is a significant barrier to growth	- WEROC will concentrate on the housing investigation already underway with the aim to have the work completed by August 2025 in order to meet the deadline for the Department of Communities call for submissions from Local Governments. - A meeting with the Department and WEROC CEOs will be arranged to discuss the WEROC housing work and its alignment with the funding opportunity.
Sustainability of childcare services	Childcare is still a priority but there is no clear way forward for WEROC to support this.
Tourism activation	Continue with current co-operative marketing initiatives.

- Emerging priorities for WEROC to consider in 2025 were discussed. It was agreed that water (capture, storage, reuse) is a priority for all WEROC Shires.
- The Department of Water and Environmental Regulation (DWER) have funding available to assist with community water supply improvements in dryland agricultural areas. A round table discussion with DWER will be requested to allow WEROC Shires to discuss water supply issues and the funding available.

RESOLUTION:

Moved: Mr. Andrew Malone

Seconded: Mr. Nic Warren

That:

- The next steps for each priority area, as discussed in the meeting, be the focus for WEROC in 2025.
- Water be added as a new priority for WEROC.

CARRIED

8. PROJECT UPDATES

8.1 HR/IR Project

HR Cornerstone have completed the development and roll out of employment contracts and staff policies/procedures for WEROC Local Governments.

8.2 Marketing/Promotion

WEROC as a partner organisation to the Wheatbelt Co-operative Marketing Group, committed \$3,000 + GST in the 2024-25 financial year to cooperative marketing initiatives in conjunction with Roe Tourism, NEW Travel, Pioneers Pathway and Australia's Golden Outback. Part of this funding is being used toward a Wheatbelt Weekends autumn campaign which will run from 22 March to 28 April 2025. The campaign will use a variety of media targeting the Perth metro audience. This includes the development of "road trip reels" that will feature 2-3 towns or must visit locations along the road trip.

In addition to the co-operative marketing activity, WEROC have co-contributed to a stand at the Perth caravan and camping show which is taking place from 20 to 23 March 2025 and have placed a full-page advertisement for the eastern wheatbelt self-drive trail in the updated version of the Eastern Wheatbelt Visitors Guide.

8.3 Housing

Attachment 6: WEROC Inception Meeting

Attachment 7: Worker Housing Analysis Stakeholder Engagement Plan

The WEROC Worker Housing Investigation commenced on 10 February 2025. A community business survey was distributed on 17 February and as of Friday 7 March (the original closing date) there had been 53 responses. Given that we had fallen short of the target of 100 responses, the survey has been extended until 17 March.

9. EMERGING ISSUES

NIL

10. OTHER MATTERS (FOR NOTING OR DECISION)

10.1 Wheatbelt Medical Student Immersion Program 2025

The Wheatbelt Medical Student Immersion Program for 2025 is scheduled for 11 to 14 March 2025. Given that this meeting is taking place at the immediate conclusion of the program, it may be an opportune time for each Shire to provide feedback on how this year's program went and what if any, improvements need to be made going forward. A post immersion debrief is planned for 25 March.

Comments from the meeting:

- Feedback provided indicates that this year's immersion program ran well in all communities.
- For future years it was recommended that earlier contact be made with medical centres and schools to ensure they have adequate time to prepare for the visit.

10.2 Disaster Ready Fund

Round Three of the Disaster Ready Fund is open, with applications closing on Wednesday 2 April 2025. Changes have been introduced for this round including that the project delivery timeframe has been increased from three to five years (infrastructure projects only) and the minimum total project cost is now \$500,000.

The Executive Officer is aware that due to the minimum project cost, other Shires are applying as a collective to meet the \$500k threshold. Is there any need for or interest in a collective application from WEROC Shires? Have all Shire's had recent evacuation centre audits conducted, and if so, are there any common recommendations that could form the basis of a joint application?

The annual AWARE grant program will be open for applications in the coming months. In the 2024 round, several Local Governments applied for these funds to update their Local Emergency Management Plans and/or to conduct exercises. Is there any opportunity here for collaboration?

Comments from the meeting:

- The timeframe to prepare a submission for this round of funding is limited. WEROC will aim to make a submission for the next round.
- The submission will be based around generators (and associated connections, switch board upgrades, etc.) for evacuation centres and a transportable mobile phone booster.

10.3 Local Government Sustainability

Attachment 8. *Interim Report into Local Government Sustainability*

In May 2024, WEROC prepared and submitted a response to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Sustainability. On 14 February 2025, the Executive Officer received correspondence from the Committee Secretariat advising that an interim report had been released. This interim report is provided as an attachment.

11. FUTURE MEETINGS

The schedule of meeting dates and locations for 2025 is as follows:

Date	Host Council
Wednesday 17 March 2025	Merredin
Wednesday 7 May 2025	Westonia
Wednesday 31 July 2025	Kellerberrin
Wednesday 24 September 2024	Southern Cross
Thursday 27 November 2024	Bruce Rock

The next meeting will take place in Westonia on 7 May 2025.

12. CLOSURE

There being no further business the Chair closed the meeting at 11.47am.

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 24 FEBRUARY 2025 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN

1. MEETING OPENING

The Chairperson opened the meeting at 10.05am and welcomed Councillors Jo Hayes and Becky Cowcill from the Shire of Quairading who were attending for the first time.

The Chairperson advised that this first meeting of 2025 is an important one, as CEACA submitted the final funding submission for additional houses in January, and this means that Member shires should ensure that they are ready to go should we be successful. Preparation includes a resolution to not only transfer the land to CEACA, but to contribute 10% of the cost of the units for their shire to the project. Although the signs are positive to date, funding is not guaranteed and if unsuccessful, CEACA will investigate other opportunities.

The Chairperson referred to the Umwelt report at Annexure D of the EO report and recommended that the Members read the report as it has useful information and positive feedback in relation to CEACA and the current project.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall - CEACA Executive Officer, Jo Trachy - CEACA Operations Manager, Mark Furr & Stephen Strange - Shire of Bruce Rock, Raymond Griffiths - Shire of Kellerberrin, Tony Sachse - Shire of Mt Marshall, Craig Watts & Bradley Anderson – Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Rebecca McCall & Holly Cusack - Shire of Narembreen, Natalie Ness, Becky Cowcill & Jo Hayes – Shire of Quairading, Bill Price & Ross Della-Bosca - Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren & Wayne Della-Bosca - Shire of Yilgarn.

Apologies

Monika Gardiner – Shire of Kellerberrin, Manisha Barthakur – Shire of Dowerin, Tanika McLennan – Shire of Mukinbudin, Sabine Taylor – Shire of Wyalkatchem, Ben Mckay – Shire of Mt Marshall.

2.2 Declaration of Quorum

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

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 4 November 2024

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 4th of November 2024 be accepted as a true and accurate record of proceedings.

2.5 Action Items

All action points apart from the sale of Kununoppin, will be covered in the Agenda. The Kununoppin units have been sold, and the new owner will be moving into one of the houses and will retain one of the existing tenants in the other house. CEACA has endeavoured to assist the tenant who is moving out to find alternative accommodation, including offer of a CEACA house, liaising with Merrittville Village and Milligan Units and speaking with Elders and other shires.

3. MATTERS FOR DECISION

3.1 Rent Setting Policy & Employment Policy

Rent Setting Policy

When CEACA was registered as Community Housing Provider, it came with recommendations for improvements from the Department of Communities. The recommendations included updating our Rent Setting Policy to ensure compliance with social housing rent setting guidelines and adding Police and Bankruptcy checks to the Employment Policy.

The Rent Setting Policy has been re-written as the current version is no longer relevant for social housing. The new version incorporates the existing CEACA rent setting model and the policy specific to social and community housing. The policy for social and community housing differs from the CEACA model as it considers household income plus the amount of Commonwealth Rent Assistance, with the rent charged to be no more than 75% of market rent. Shelter WA has a Rent Setting Calculator that CEACA can use to calculate rents for social housing. The rent paid by existing tenants has been compared to what social housing tenants would be paying and the figures are close, but social housing rents are slightly lower.

The EO has advised that the rents in the Umwelt Report are significantly higher than CEACA is charging and recommends that they be increased. In accordance with the *Residential Tenancies Act 1987*, rents can only be increased once every 12 months.

If CEACA is successful with funding, there is an expectation that they follow the social housing policy guidelines. The EO's preference is for all houses to be managed as we currently do, as it will be much easier to administer, however the Department may not allow it. The Chairperson advised that CEACA has spoken to the Minister's office and their advice was that there may be an opportunity for flexibility, but this is not guaranteed.

Discussion ensued.

ACTION ITEM

1. **EO/OM to arrange for an Officer from the Department of Communities or alternative to attend a meeting to provide information and guidance in relation to rent setting, rent assistance (CRA) and answer questions that Members may have so that they fully understand them and how it may impact the existing CEACA model and community members.**
2. **If successful with funding, the Chairperson to meet with the Minister's office to discuss flexibility in relation to rent setting and the possibility of continuing with the existing CEACA model.**

Employment Policy

The current version was approved by the Management Committee in 2024, however the Department of Communities, as part of the Community Housing Provider registration, has recommended that we mandate police checks and bankruptcy checks for Members and employees. The Department conduct checks on their staff and expect CEACA to. CEACA has referred to their Constitution and incorporated the wording that covers eligibility for the Management Committee. All new employees would need to satisfy police clearance checks.

General discussion ensued.

RESOLUTION

It was resolved by the Management Committee that the Rent Setting Policy and Employment Policy tabled be adopted.

3.2 Shire Funding of Expansion Project and Transfer of Land

The EO reiterated his earlier advice that proposed funding for social housing consists of 90% Government and 10% LGA. CEACA set the contribution at 10% as this is in line with the first project contribution. CEACA is unable to advise in relation to the timing of this contribution, however it may be that it can be split over two financial years. CEACA should have more information for Members when they have received a response to the funding submissions.

The Shire of Quairading Councillor, Becky Cowcill asked if the contribution could be a mix of cash and site works. General discussion ensued and it was suggested that a cash contribution is the safest option for shires and to leave the site preparation to the Builder to ensure compliance and warranty on works. For Shire budgeting purposes, it would be preferable if the shires were advised if split payments can be made by May.

The Chairperson stressed the importance of all shires being ready with land and contributions as a funding response is imminent. If any shires have questions relating to the project, they should contact CEACA. The Chairperson addressed the Shire of Wyalkatchem Member and stressed the importance of the proposed land being available for construction.

Shire rates were discussed, and all Members agreed that CEACA, as a charitable organisation, is exempt from paying shire rates and this would be the same for any new houses. CEACA do pay for refuse collection and Emergency Services Levy.

General discussion ensued.

RESOLUTION

It was resolved that allocation of the proposed 54 houses be as scheduled in the EO Report- Annexure C, with Shire of Merredin to confirm exact number required. It was also resolved by the Management Committee that all shires agree to transfer suitable land to CEACA for the purposes of the proposed expansion project.

3.3 Number of New Houses by Shire

See discussions and Resolution in Item 3.2. The Members also discussed the distribution of the 54 houses and agreed that should the Shire of Merredin approve less than the original 12 requested, other Members would be willing to take additional houses.

3.4 Sale of Koorda & Nungarin Land

The Chairperson spoke with the Department regarding the possible sale of Koorda and Nungarin sites and spoke with the Members at today's meeting. CEACA has obtained a market appraisal from Elders and will obtain a second market appraisal in due course.

RESOLUTION

It was resolved to put this item on hold and to obtain a second market appraisal in due course.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

The EO summarised their report as follows:

Annexure A - there is a \$429k surplus and that includes the sale of the Kununoppin property. There were no costs associated with the surplus on sale of the land as it was gifted to CEACA. The funds will be transferred into a CEACA Expansion Reserve Fund at year-end.

Expenses on houses – Show prior year accruals not required of \$24k.

Insurance - Industrial Special Risks insurance rose by 25% for the 2024-25 year and we have been advised to expect a further rise of 25% in 2025-26. We have been advised that increases are across the board and are not due to our claims history. CEACA approached another insurer and the quote was higher. The OM has spoken to LGIS who normally only provide coverage for LGA's and asked if CEACA could be covered considering its Members are LGA's. They have considered and approved coverage and will meet with CEACA in May to discuss options.

Repairs and maintenance costs are low as we use the provision for defects \$380k project funds where appropriate. These costs often relate to poor workmanship and defective materials used by the builder.

The Deputy Chairperson suggested that we negotiate a Financial Services Agreement with the Government if successful with funding and include the right to sell 10% of the new houses if funds were required.

Balance Sheet, Annexure B – shows Cash at bank of \$1.5m at the end of December 2024. The land value is lower for houses because they are on one Title and would be higher if they were on individual Titles.

4.2 Operations Manager Report

The OM added the following comments to their report:

- Additional tenancy applications received since the last meeting bring Bruce Rock waiting list to 7 and Westonia to 2.
- From an operations point of view, all is going well, and we continue to deal with home care providers, social workers, NDIS and other to ensure our tenants are accessing the best care possible. A conversation held with NDIS this month was helpful and has already resulted in one of our tenants getting much needed assistance with their application. NDIS would like to present at a future CEACA meeting.
- It is pleasing that the Shires of Wyalkatchem and Westonia are encouraging their community members to apply to be added to CEACA's waitlist. CEACA also encourage all shires to the Department of Communities to be added to their waiting list as it provides a clear indication of need in the shires.
- The OM has drafted a Building Tender in advance of funding results. It is a draft, and assistance will be required from a suitably qualified Project Manager or someone who has worked on similar tenders.
- The OM thanked all Members for their assistance with the funding application and other information requested.

- CEACA is struggling to find a contractor or business to maintain its solar systems and to provide a quotation for future solar installations if successful with funding. The OM has approached organisations in York, Northam, Midland and Merredin with no result. Evoke Living has advised that they will provide a contact who may be able to assist.

ACTION ITEMS

1. **Members to provide CEACA with detail of any individual or organisation who could assist with Solar.**
2. **The CEO, Shire of Kellerberrin, to provide the OM with details of a suitable contact for tender submissions.**

4.3 Management of Shire Owned Accommodation

CEACA has an interest in managing shire owned accommodation, however, it is agreed that conducting a trial in one shire to begin with is the best course of action. CEACA has previously met with the Shire of Bruce Rock, however their volunteer group is now in a good position to manage their properties. CEACA will meet with representatives from the Shire of Merredin and Merrittville Village after this meeting to view the Merrittville site.

The Chairperson reminded the Members that if CEACA is successful with funding for additional houses, consideration will need to be given to employing additional staff, such as a Project Manager or assistance with management of the houses. A joint venture arrangement for management of shire owned units may also be considered. We may also need a full-time CEO in the future. The requirements for growth will depend on the funding results and future management of shire owned units.

GENERAL BUSINESS

There was no general business to discuss.

5. MEETING CLOSURE & NEXT MEETING

The next meeting will be held at the Kellerberrin & Districts Club, Lot 260 Connelly Street, Kellerberrin on Monday, 19th May 2025 at 10.00am.

There being no further business, the Management Committee meeting closed at 11.43am.

DECLARATION

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

Signed _____ (Person presiding at the meeting at which these minutes were confirmed).



Minutes – GENERAL MEETING

General Meeting held on Thursday 27th February 2025, in Mukinbudin at the Mukinbudin Sporting Complex.

Opening 10.19am

Attendees:

NEWTRAVEL MEMBER

Shire of Mukinbudin
Shire of Westonia
Mukinbudin CRC

Shire of Mt Marshall
Shire of Nungarin

Shire of Koorda
Town Team Movement

MEMBER VOTING DELEGATE

Sandie Ventris (NEWTRAVEL Chair)
Stacey Geier

Cr Kerry Dayman

Lana Foote

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)
Lily Haeusler (Events Project Officer)

Lani Hale
Jessica McCartney
Bianca
Phoebe Sachse
Gary Coumbe
Gemma Coumbe
Charli West
Alyce Smith

Apologies:

Shire of Westonia
Nungarin CRC
Shire of Wyalkatchem
Shire of Mt Marshall
Koorda CRC
Shire of Dowerin/Dowerin CRC
Shire of Wyalkatchem
Bencubbin CRC

Cr. Bill Huxtable
Cr Megan Beagley
Sabine Taylor

Kim Storer
Manisha Barthakur
Cr Christy Petchell
Sharon Kett

Tanya Stobie

Georgina McKay

Shelley Mathews

1. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Westonia on 31st October 2024 be confirmed as a true and correct record of proceedings.

Moved: Kerry Dayman

Seconded: Jessica McCartney

CARRIED

1.2 Business arising from previous minutes - Nil

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various General Emails inward.
- 2.1.2 Wheatbelt Development Commission, successful grant approval.

2.2 Correspondence Out

- 2.2.1 Various General Emails outward.

RESOLUTION:

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

Moved: Phoebe Sachse

Seconded: Jessica McCartney CARRIED

2.3 Business arising from Correspondence - Nil

WORKSHOP SESSION

Sandie introduced the meeting to the workshop session with Esther Bliss, Act Local who is from Northam.

YOUR INVITED TO...

Volunteering Workshop

Mukinbudin Sport Complex

When: 10-2pm,
Thursday 27th
February

**WITH PRESENTER
ESTHER BLISS**

Presentation includes these diamonds:

- The best social posts to deter new volunteers
- Meet the 7 dwarves of volunteering
- It's all about the carrots
- Discovering superpowers
- Tech-Savvy V1.2
- Event intentions

All welcome, RSVP to Lily Haessler:
lily@wheatbeltway.com.au by 20th February

Break for Lunch from 12noon – 12.45pm.

3. Financial Report

Cheque Acc Opening Balance 1 October 2024		\$112,343.48
INCOME		
Memberships	Shire of Koorda	\$8,605.00
	Shire of Nungarin	\$8,605.00
	Shire of Trayning	\$8,605.00
	Shire of Mukinbudin	\$8,605.00
	Koorda Hotel	\$500.00
	Beacon CRC	\$50.00
	Shire of Mt Marshall	\$8,605.00
	Shire of Westonia	\$7,105.00
	Wyalkatchem CRC	\$500.00
	Shire of Dowerin	\$8,605.00
	Mukinbudin Hotel Motel	\$250.00
	Nungarin Heritage Machinery and Army Museum	\$250.00
	Koorda CRC	\$500.00
	Beacon Co-operative	\$250.00
	Total Income	\$61,285.00
EXPENSES		
Marketing	Shire of Mukinbudin – TikTok Content, August 2024	\$400.00
	Shire of Mukinbudin – TikTok Content, September 2024	\$400.00
	Shire of Mukinbudin – Printing	\$12.00
	Wyalkatchem Weekly – advertising	\$90.00
	CH du Plesis Photo Competition Winner	\$500
	C Hehir Photo Competition Winner	\$1,000.00
	Mathew JA Photo Competition Winner	\$500.00
	Nungarin CRC – advertising	\$25.00
	Shire of Mukinbudin – TikTok Content, October 2024	\$400.00
	Shire of Mukinbudin – TikTok Content, November 2024	\$400.00
	Wyalkatchem Weekly – advertising	\$30.00
Tourism Officer & Support	Vernon Contracting – September 2024	\$4,047.24
	Vernon Contracting – October 2024	\$4,322.52
	Vernon Contracting – November 2024	\$3,960.00
	Vernon Contracting – December 2024	\$4015.00
Event Project Officer Project	Lily Haeusler – September 2024	\$5,104.00
	Mukinbudin Hotel Motel	\$220.00
	Lily Haeusler – October 2024	\$1,936.00
Postage	Muka Mail & Merchandise	\$30.50
Memberships	Shire of Merredin – 2024-2025 Membership CWVC	\$215.00
Bushwalking Trail Plan Project	Rebecca J Watson – 1 st Payment	\$1,650.00
	Total Expenses	\$29,257.26
Cheque Acc Closing Balance 31 January 2025		\$144,121.22
Income	Shire of Wyalkatchem	\$8,605.00
Outstanding Payments	Beacon Bulletin	\$17.00
	Alyce Ventris – Social Media support July – Dec 2024	\$1,650.00
	Executive Media – advertising	\$2,000.00

	<i>Vernon Contracting – January 2024</i>	<i>\$4,070.00</i>
	<i>Australia's Golden Outback – Perth Caravan & camping Show</i>	<i>\$357.50</i>
Ending Financial Position on 14 February 2025		<u>\$144,631.72</u>

Signage Funds Remaining

Total Signage Funds Remaining	\$1,113.10

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Jessica McCartney Seconded: Stacey Geier **CARRIED**

4.0 NEWTRAVEL Tourism Officer (0.4FTE) October 2024 Report

Main 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.
	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.	Implementation of 2024-25 Marketing Plan
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.	- Implemented Summery in the Wheatbelt Way Campaign - Participated in planning for 2024-25 AGO Cooperative Marketing activities with Tiffany from AGO
	Update and distribute Wheatbelt Way Brochures and Booklets.	- Distributed as required. NB: Reprint will be required in April 2025.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	As required.
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	Updated weekly as required.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	Management of Wheatbelt Way social media.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	- Agritourism Working Group Online Meeting - AGO Member Online Meeting - AGO Destination Development Online Meeting
b. Communicate with members.	Quarterly Newsletter to Stakeholders	- Bi-Monthly E-news to NEWTRAVEL stakeholders sent. - Quarterly newsletter subscribers sent.
	Provide information and updates as identified.	
5. Maintenance and Monitoring		
	Coordinate and collate tourism data for the region.	Compiled the Visitor Statistics to October 2024.

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>		Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	
	Other	- Continued NEWTRAVEL Events Support project management and support to Lily Haeusler as Events Project Officer. - Update Elachbutting signage – audit and design new signs.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

If Shires could please submit their complete Excel spreadsheets for the period November 2024 – February 2025 and email them in by the 14th March it would be greatly appreciated.

The October 2024 Snapsnot Report can be viewed [here](#).

5.2 Social Media and Marketing Report

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

Linda presented a full report on NEWTRAVEL's Social Media analytics and marketing activities which can be viewed [here](#).

View the 2024 – 2025 NEWTRAVEL Marketing Plan Budget [here](#).

6.0 General Business

6.1 NEWTRAVEL/NEWROC Events Support Project

BACKGROUND:

Lily Haeusler has commenced as the NEWTRAVEL Events Project Officer. This project concludes at 30 June 2024 and will have five key outcome areas:

1. Support Governance and Compliance of Wheatbelt Way Events
2. Build Event Organiser Skills
3. Event Management Support
4. Funding Support
5. Marketing Support

It has a project budget of \$90,000.00, made up of \$63,554 in grant funding, \$14,446.00 NEWTRAVEL and \$16,000 Council contribution over the 16 months of the project.

COMMENT:

- She will spend 1 day a week with the Shire of Westonia assisting and being mentored in event management alongside Shire staff. She will work 2 days a week from Mukinbudin CRC completing project outputs.
- The online portal to address governance and compliance of Wheatbelt Way events – this should be live for the meeting and an overview will be given.
- Linda has been pursuing all avenues of funding to seek to continue this beyond 30 June 2025, with nothing substantive to report to the meeting as yet. Hoping that post election there may be some grant opportunities.
- What do members wish to see as an outcome of this project at 30th June and beyond?

RECOMMENDATION:

Discussion with members on:

- Future of events across the Wheatbelt Way
- Support required
- Do NEWTRAVEL wish to continue extending this project?
- Do we wish to approach member Councils and NEWROC

ACTION/OUTCOME:

- NEWTRAVEL sees value and the importance of providing continued support to the identified Tier 2 and Tier 3 events as a destination development activity to increase visitor numbers to the Wheatbelt Way.
- Meeting asked that Linda make the opportunity to present to all member Councils throughout April to show outcomes of the Events Project to date, MoU and an a possible engagement session on what are Councils future needs in tourism and events.

6.2 2023-2024 Community Trail Planning Grants

BACKGROUND:

DLGSC Community Trails Planning Grant – The Wheatbelt Way Walks, a bush walking masterplan for the Wheatbelt Way was successful. Rebecca Watson from ARHJ Consulting has been appointed to deliver a majority of the outcomes for this project. The application can be viewed [here](#). Rebecca commenced her initial [July consultations](#) and has provided a [communication plan](#).

COMMENT:

Discussion with DLGSC looks like NEWTRAVEL will partner with them to host the Wheatbelt Trails forum with a focus on Bushwalking in April/May. Linda will be meeting with DLGSC on 25th February and can provide the meeting with an update.

Two nominations/volunteers from NEWTRAVEL members to join a Bushwalking Stakeholder Reference group?

ACTION/OUTCOME:

- Discussion on disappointment that the Wheatbelt Trails forum will not be held in Nungarin as initially proposed, but instead in Merredin.
- Outlined what the role of the Stakeholder Reference Group was – initially to review the draft Wheatbelt Way Bushwalking Plan, with Traditional Owners and DBCA. Beyond that is unknown.
- No volunteers came forward. Linda to put out a request via email.

6.3 Wheatbelt Development Commission

BACKGROUND:

The Wheatbelt Development Commission held its October Board Meeting in Mukinbudin and Linda was invited to present to them on the Wheatbelt Way and Wheatbelt Tourism. In preparation for this they asked that a background briefing paper be provided. Linda developed the Wheatbelt Way Impact Report which can be viewed [here](#).

NEWTRAVEL was then extended the opportunity to develop a project for WDC Wheatbelt funding consideration.

COMMENT:

- The Wheatbelt Way Accommodation & Market Expansion Project was developed – [view here](#).
- It is still currently before the WDC staff and board for approval.
- Linda to provide an update for the meeting.

ACTION/OUTCOME:

- Linda advised that she had received confirmation that the grant was successful and had an online meeting with WDC staff tomorrow to gain an understanding of the grant agreement requirements.
- AGO and NEWROC to be notified to contribute \$10,000 each, NEWTRAVEL to contribute \$5,000.
- Linda to keep Sandie informed as Chairperson

6.3 NEWTRAVEL MoU

BACKGROUND:

Over past meetings NEWTRAVEL members have articulated views that they would like to see a NEWTRAVEL Memorandum of Understanding (MoU) be put in place to provide clarity and better certainty for the NEWTRAVEL relationships with its member Local Governments.

COMMENT:

A draft MoU document was prepared with input/feedback from Chair and Deputy Chair. It was circulated with the membership invoices in November 2024 to member Councils and none has been received. Input and direction are now sought from all NEWTRAVEL members. View the draft MoU [here](#).

ACTION/OUTCOME:

- Discussion held about the financial contribution amount.
- The last financial increase to members Councils was in 2019.
- General support for an increase per year over the 5 years. Discussion held on whether it should be \$500 increase per year, or just a straight up increase to \$10,000 per annum contribution.
- Linda to present MoU to member Councils for their consideration in April.

7. Reports

Sandie announced that going forward she would like to see a change in the member reports to ensure that this session remains productive. Would like to ask that each member presents an update with two successful tourism/event outcomes and one tourism/event challenge that they are facing. It was agreed that this would start from the July NEWTRAVEL meeting. Members are welcome to continue to submit written reports for inclusion in minutes.

7.1 Member Reports

Westonia

- Seniors Sundowner held in December.
- Australia Day community event.
- Art Project – What makes Wessy Great.
- Wessy on the Green Music Festival on 5th April.

Koorda

- Held a Seniors lunch.
- Held an Australia Day event.
- The first Koorda Drive-In held in February had 103 in attendance.
- 2025 will see the bowling green moved from the Sports Club up to the Recreation Ground.

Mukinbudin

- Held a Pre-Harvest Sundowner.
- Held a Seniors dinner.
- Tom Curtain show in December
- Held a community Australia Day at the Pool.
- I'm with Her, production at Mukinbudin Hall on 8th March.
- CRC becoming a Duke of Edinburgh Centre
- CRC will take on the Staying in Place program
- Planning to host tours with Dandanning Beer for spring 2025.

Nungarin

- Held a Volunteer thank you lunch.
- CRC Steets Alive Grant – Mural and signs in mainstreet.
- Held a community Christmas Party
- Museum held a Campfire Dinner in November and the weekly Sunday Breakfasts continue.
- Vintage Rally, including food, bar and live Music will be on 5th April.
- Nungarin Wheatbelt Markets resume on 2 March.

Mt Marshall

- Held a Seniors Lunch
- Australia Day events, Pool in Bencubbin and Sundowner in Beacon.

- Held a Night Swim and Thank a volunteer event.
- Mt Marshall Agricultural Show is on the 15th March 3, 2025 Annual Fox Shoot will be on the 28th March.
- Have been successful in receiving Streets Alive funding.

7.0 Other Business

None

8.0 Next Meeting

The 2025 NEWTRAVEL General Meetings will be held on:

Thursday 27th February in Mukinbudin (along with Workshop from Volunteering WA)

Thursday 24th July in Bencubbin

Thursday 30th October in Koorda

9.0 Meeting Close: 1.58pm



WHEATBELT NORTH-EAST SRRG



Chairperson: Cr E O'Connell
Deputy Chairperson: Cr W Della Bosca

Secretary: Mr R Munns
R Munns Engineering Consulting Services
PO Box 516
NARROGIN WA 6312
Ph : 0407 604 164

Unconfirmed Minutes of the Sub Regional Road Group meeting held via Zoom Video Conference on Tuesday the 18th February 2025 commencing at 8.36 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 8.36 am and welcomed everyone in attendance.

2. ATTENDANCE/APOLOGIES

Attendance

Cr Eileen O'Connell	Shire of Nungarin	(Chairperson & Voting Delegate)
Cr Nick Chandler	Shire of Koorda	(Voting Delegate)
Cr Romina Nicoletti	Shire of Mukinbudin	(Voting Delegate)
Cr Justin Begley	Shire of Wyalkatchem	(Voting Delegate)
Cr Tanya Gibson	Shire of Mt Marshall	(Voting Delegate)
Mr Bill Price	CEO – Shire of Westonia	
Ms Tanika McLennan	Acting CEO – Shire of Mukinbudin	
Mr Dave Nayda	CEO – Shire of Nungarin	
Mr Darren West	Manager of Works – Shire of Koorda	
Mr Aaron Wootton	Manager of Works – Shire of Nungarin	
Mr Paul Healy	Manager of Works – Shire of Trayning	
Mr John Nuttall	Program Director - WSN	
Mr Rod Munns	Consulting Engineer - RMECS	(Secretary)

Apologies

Cr Wayne Della Bosca	Shire of Yilgarn	(Voting Delegate)
Cr Daimon Geier	Shire of Westonia	(Voting Delegate)
Cr Dale Naughton	Shire of Trayning	(Voting Delegate)
Cr Brian Close	Shire of Yilgarn	(Proxy Delegate)
Mr Peter Klein	CEO - Shire of Wyalkatchem	
Mr Nic Warren	CEO – Shire of Yilgarn	
Mr Ben McKay	CEO – Shire of Mt Marshall	
Mr Zac Donovan	CEO – Shire of Mt Koorda	
Mr Glen Brigg	Manager of Works – Shire of Yilgarn	
Mr Craig Powell	Manager of Works – Shire of Mukinbudin	
Mr Eric Anderson	Acting Manager of Works – Shire of Wyalkatchem	
Mr Allister Butcher	Consultant – Shire of Wyalkatchem	
Ms Allison Hunt	Secretary WN RRG – MRWA	

3. CONFIRMATION OF MINUTES OF MEETING 11th September 2024

Resolution 2025 - 001	
That the Minutes of the WNE SRRG Zoom Video Conference Meeting, held on the 11 th November 2024, be confirmed as a true and correct record of proceedings, subject to the correction of the Shire of Mukinbudin's Manager of Works name to Craig Powell in Item 2 – Attendance / Apologies.	
Moved Cr N Chandler	Seconded Cr J Begley
Carried: Yes (5/0)	

4 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

5 CORRESPONDENCE

5.1 Correspondence In

- a) Advice of Indicative 25/26 Yr Direct Grant and Road Project Grant Funding – received via email from Allison Hunt (Att 2a) on 11th November 2024.
- b) Advice of Blackspot Funding Guidelines Update – received via email from Allison Hunt (Att 2b) on 18th December 2024.
- c) Advice of Finalised 25/26 Yr Commodity Route Funding Program – received via email from Allison Hunt (Att 2c i) on 6th January 2025, and 25/26 Yr Commodity Route Program (Att 2c ii).
- d) Advice of WN RRG Meeting (to be held 10 March 2025) Agenda and One Drive Link to Agenda and attachments – received via email from Allison Hunt (Att 2d) on 13th January 2025.
- e) Advice of latest 24/25 Yr WN RRG Recoup Register – received via email from Allison Hunt (Att 2e) on 28th January 2025.
- f) Advice of Crash Maps and Roadview Training for LG – Invitation to attend Training – received via email from Allison Hunt (Att 2f) on 4th February 2025.
- g) Request for WN RRG 24/25 Yr Road Program Projects Status Report – received via email from Allison Hunt (Att 2g) on 5th February 2025.
- h) Advice of MRWA / IPWEA – WA Online Road Safety Training – received via email from Allison Hunt (Att 2h) on 6th February 2025.

5.2 Correspondence Out

- a) Advice of six (6) affirmative endorsements from Delegates for the Shire of Mukinbudin's Out-of-Session Approval to reallocate 24/25 Yr underspent funding on Reseal Project on adjacent section on same road as underspent Reconstruction Project – email from myself to Allison Hunt (Att 2i) on 4th December 2026 (Email Only).

Resolution 2025 - 002	
That the Incoming and Outgoing Correspondence be accepted.	
Moved Cr R Nicoletti	Seconded Cr N Chandler
Carried: Yes (5/0)	

6 BUSINESS ARISING FROM CORRESPONDENCE

Nil.

7 GENERAL BUSINESS

7.1 Funding Recoup Items.

The following default items require discussion:

- a) Review of Direct Grant Funding – claims to MRWA by no later than 31 August
- b) All projects – claiming first 40% of approved project funds
- c) Road Project Funding - estimated completion dates and maximising expenditures as at 30 June

The WNE SRRG part of the current WN RRG Funding Recoup Register (at 28th January 2025) is attached for reference (Att 3). This Recoup Register shows that our SRRG has 50% of our 2024/25 Yr Road Program funding unrecouped to date. The amounts of funding unrecouped for each Council within our SRRG is shown as tabled below:

Council	% of Funding <u>Unrecouped</u>
Koorda	22%
Mt Marshall	60%
Mukinbudin	21%
Nungarin	8%
Trayning	60%
Westonia	60%
Wyalkatchem	66%
Yilgarn	60%
Average Unrecouped Funding for our SRRG	50%

FYI – the other 3 x SRRG's currently have unrecouped funding percentages of (this includes some carryover funding from the previous financial year):

Avon SRRG - 70%
Kellerberrin SRRG - 42%
Moora SRRG - 51%

Representatives from each Council were requested to provide an update on the status of each of their current year projects and advise the approximate expected Project completion date and funding recoup date. The results are as tabled below. As can be seen the Shire's of Mt Marshall, Wyalkatchem and Yilgarn were unable to provide a status on their current year Program Project/s.

Minutes of Wheatbelt North East SRRG 18th February 2025

Council	Road	Original Project SLKs	Project Length Km	Project Description	% Funding Not Recouped to Date	Status (Expected Completion Date)	Status (Expected Recoup Date)
Koorda	Burakin / Wialki Rd	4.20 - 5.40	1.20	Reconstruct existing Type 4 failed section to Type 6 sealed pavement - to Minm 12m carriageway width & minm 8.0m primerseal width.	20%	Complete	Mar-25
Koorda	Burakin / Wialki Rd	23.10 - 25.30	2.20	Reconstruct existing Type 4 failed section to Type 6 sealed pavement - to Minm 12m carriageway width & minm 8.0m primerseal width.	20%	Complete	Mar-25
Koorda	Kalannie / Kulja Rd	4.50 - 5.80	1.30	Reconstruct existing Type 4 failed section to Type 6 sealed pavement - to Minm 12m carriageway width & minm 8.0m primerseal width.	20%	Complete	Mar-25
Mt Marshall	Ingleton Rd	17.28 - 20.77	3.49	Construct existing Type 3 (unsealed section) to Type 5 sealed pavement - to Minm 10m carriageway width & minm 7.0m primerseal width.	60%	End April	May-25
Mt Marshall	Burakin / Wialki Rd	44.63 - 46.19	1.56	Reseal	60%	Mid March	Apr-25
Mt Marshall	Burakin / Wialki Rd	11.14 - 14.28	3.14	Reseal	60%	Mid March	Apr-25
Mt Marshall	Bimbijy Rd	20.88 - 23.17	2.29	Reseal	60%	Mid March	Apr-25
Mt Marshall	Bimbijy Rd	27.60 - 28.70	1.10	Reseal	60%	Mid March	Apr-25
Mt Marshall	Bencubbin - Beacon Rd	10.18 - 11.41	1.23	Reconstruct existing Type 4 to Type 6 sealed pavement - to Minm 10m carriageway width & minm 8.0m primerseal width.	60%	End April	May-25
Mt Marshall	Kellerberrin - Bencubbin Rd	8.25 - 9.25	1.00	Reconstruct existing Type 5 to Type 6 sealed pavement - to Minm 10m carriageway width & minm 8.0m primerseal width.	60%	End April	May-25
Mukinbudin	Koorda - Bullfinch Rd	5.34 - 8.49 & 8.49 - 11.83	6.49	Reconstruct existing Type 5 to Type 6 sealed pavement - to Minm 10m carriageway width & minm 8.0m primerseal width from SLK 8.49 - 11.83. Carry out Reseal on section from SLK 5.34 - 8.49.	20%	Mid March	Apr-25
Nungarin	Danberrin Rd	0.21 - 1.60	1.39	Apply Final 30 Thick Asphalt Seal to Reconstruction Work.	8%	Complete	Mar-25
Trayning	Harrods Rd	0.00 - 4.20	4.20	Remove verge spoil and recondition the shoulders, refurbish the table drains, and extend culverts to achieve a minimum 10m pavement width. Apply a 7.2m wide primerseal / reseal.	60%	End March	Apr-25
Westonia	Warralakin Rd	33.00 - 36.30	3.30	Reconstruct existing Type 4 failed section to Type 6 sealed pavement - to Minm 10m carriageway width & 7.5m primerseal width.	60%	Mid March	Apr-25
Wyalkatchem	Wyalkatchem North Rd	0.00 - 1.61 6.91 - 7.80	2.50	Reconstruct existing Type 4 pavement section to Type 6 sealed pavement - to Minm 10m carriageway width & 7.6m primerseal width.	60%	End April	May-25
Yilgarn	Bodallin Bin Rd	0.90 - 3.10	2.20	Reconstruct and Upgrade section adjoining the Bodallin CNH Site from Type 4 to Type 6 Standard, including replacing and widening the 18 Barrel x 1200W x 1200H RCBC Culvert at SLK 1.33 - that is in poor condition, including a new cast insitu concrete base slab and new RCBC Units.	60%	End April	May-25

Resolution 2025 - 003

That the updated 24/25 Yr RRG Road Program Status Report be endorsed.

Moved Cr T Gibson

Seconded Cr J Begley

Carried: Yes (5/0)

7.2 Shire of Mukinbudin – 24/25 Yr Program Scope Change Ratification

In early November 2024, the Shire of Mukinbudin advised that they had completed their single Reconstruction Project on the western section of the Koorda – Bullfinch Rd from SLK 8.49 – 11.83, with an underexpenditure of \$ 186,165. The savings were as a result of locating suitable pavement gravel much closer to site and improved crew efficiencies, than previously thought at budget time. As a result the Shire requested Out-of-Session Approval to expend the outstanding RRG Funding to reseal the adjoining 3.15km section from SLK 5.34 to 8.49, which is overdue for a reseal.

Six (6) of the eight (8) Delegates provided emails approving this request Out-of-Session. The Shire has been advised to commence these additional works. Any Out-of-Session approvals are required to be ratified at the next meeting.

Resolution 2025 - 004

That the Shire of Mukinbudin's request to reallocate the underspent \$ 186,165 (comprising \$ 124,110 of RRG Funding) monies from their Reconstruction Project on the western section of the Koorda / Bullfinch Rd (MRWA Project No. 30003609), to a new Reseal Project on the adjoining section of that road from SLK 5.34 – 8.49, that has been endorsed Out-of-Session, be ratified.

Moved Cr T Gibson

Seconded Cr N Chandler

Carried: Yes (5/0)

7.3 WN RRG MCA Review

As advised for some considerable time now, all Regions in the State have been requested to review their MCA Models to bring them into line with the latest State Road Funds to Local Government Roads Agreement. For both Preservation and Improvement Projects, set criteria have been developed to be included for each type of project. These are shown in slide number six (6) in the attached MCA Review Presentation provided via WALGA (see Attachment 5). Each RRG will still have the autonomy to determine what governing items can be included and scored within each criteria, which will obviously vary considerably from one Region to the next. This review has been introduced by the State Advisory Committee to ensure that:

- each Region are using an MCA model to allocate State Road Funding
- the appropriate criteria that indicate where road funding should be prioritized, are being utilised
- there is some consistency in the criteria utilized to develop these MCA Scoring models for prioritizing funding across the State

Currently and until recently, one (1) Region did not utilize an MCA Scoring model to allocate their apportioned Road Funding, and comparing each Region's current MCA Models shows considerable variations.

Glen Brigg and myself attended an MCA Review Workshop in Narrogin this morning (13/2/25), to develop a new MCA Model based upon the developed Criteria for both Preservation and Improvement type Projects – using a template developed by

WALGA (using the Gascoyne and South West Region MCA Models already developed - as guides). The developed MCA Model is expected to be utilized across both the WN RRG and WS RRG. The attendees at this Workshop, comprised:

- three (3) Representatives from the WN RRG and
- three (3) Representatives from the WS RRG
- Ms Alli Hunt and Jacqui Early from MRWA, and
- Max Bushell from WALGA via Teams

All RRG Representatives were either LG Works Managers / Supervisors or LG Consultants that have completed MCA submissions for a considerable number of years and understand the MCA Model requirements.

All participants agreed at the end of the Workshop, that the proposed new MCA model is simpler and will be easier to understand and complete (than the current MCA models) and yet will satisfy the State Road Funding Agreement requirements. The developed Model will be presented at the scheduled March Wheatbelt RRG Meetings and will be circulated to all Member LGs for comment – prior to it being finalized for endorsement by each Wheatbelt RRG. Ideally, it would be convenient if the MCA Model was endorsed by mid July 2025, so that it can be utilized for the coming 26/27 Yr program submissions that will be due in July / August this year. This will require extraordinary WN and WS RRG Meetings in late June / early July to endorse the final Draft of this MCA Model.

It was made very clear from the start of this review process, that while the MCA Model was required to be reviewed, that this would not affect the Road Funding Prioritisation agreements already in place at either the SRRG or RRG level within both the WN and WS RRG's. Subsequently, each of the WN RRG and WS RRG will retain their own Policy and Procedure Manuals, that capture these individual Funding Prioritisation mechanisms, amongst other governing guidelines.

The above information was articulated to the Group. It is expected that the new MCA Model will be a lot simpler and easier to complete than the current MCA Model, and yet will conform to the requirements of the new State Road Funds to Local Government Agreement.

7.4 WSNF Project Update

WSNF Program Director, John Nuttall provided an update on the WSNF Project. The information provided, comprised:

- Frequent turnover of CEO and Works Managers / Supervisors in Local Government is creating some issues with Project Development and Management. It was reiterated that the WSNF Project Management Team (PMT) is always available to provide assistance with WSNF project works, and they encourage everyone to ask for assistance if its required.
- Some Group Member Councils do have either WSNF Development or Construction Projects underway currently.
- All Group Members were reminded that all WSNF documentation is available on the WSNF website that all Wheatbelt Local Governments have been provided login access to.
- Reminded all Member Councils that it's important in all Road Projects and especially WSNF Road Projects, that procurement RFQ and RFT documents are prepared and checked properly for authenticity, prior to sending out to potential specialist and local / regional Suppliers to assist with road construction works.
- A WSNF Technical Committee Meeting was held in Midland on 7th February 2025. A follow up Steering Committee meeting is scheduled to be held in Midland on the 21st February 2025.

8 OTHER BUSINESS

There was no other business.

9 NEXT MEETING DATES

9.1 Next WN RRG Meeting

The next WN RRG meeting is to be held on Monday 10th March 2025, at the Shire of Northam's Recreation Centre, at 44 Peel Tce commencing at 10.00am.

9.2 Next WN RRG Technical Committee Meeting

The next WN RRG Technical Committee meeting is TBA.

9.3 Next WNE SRRG Meeting

The next WNE SRRG meeting was tentatively scheduled for Tuesday 8th April 2025, commencing at 8.30am via Zoom Video Conference.

10 CLOSURE OF MEETING

The Chairperson thanked everyone for their attendance.

There being no further business, the meeting was closed at 9.05 am.



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

MINUTES

Monday 09th Sept 2024

Chairman, Andrew Sprigg

- 1** The meeting opened at 0931 by Chairperson – Andrew Sprigg
Acknowledged the traditional owners of the land, welcomed DFES staff, presenters, Local Government representatives, Chiefs, Deputies and volunteers.

RECORD OF ATTENDANCE

Andrew Sprigg	Chair	Shire of Mukinbudin
Phill Hay	Executive Officer	DFES
Liz Vukojevich	Secretary	DFES
Tony Crook	CBFCO	Shire of Bruce Rock
David Nayda	CEO	Shire of Nungarin
Peter Barnes	CBFCO	Shire of Trayning
Paul Cosson	CBFCO	Shire of Nungarin
Murray Dixon	CBFCO – BOC Rep	Shire of Narembeen
Graeme Keals	District Fire Co-ordinator	DBCA
Simon Tighe	CBFCO	Shire of Kellerberrin
Sheree Lowe	Shire Rep ESO	Shire of Merredin
Laurance Marsol	DBCA	DBCA
Ben Davies	CESM	Shire of Tammin
Mark Feast	A/ Superintendent	DFES
Justin Corrigan	AO – Lower Wheatbelt	DFES
Kelsi Wells	AO – Upper Wheatbelt	DFES
Tracy McBride	Training Support Officer	DFES
Lorraine Webster	President	VABFB

APOLOGIES

Ron Burro	CBFCO	Shire of Yilgarn
Murray McDonald	CBFCO	Shire of Mt Marshall
Jeremy Willis	Area Officer Central Wheatbelt	DFES
Jordan Millar		Shire of Mt Marshall
Alan Nicholson	DCBFCO	Shire of Yilgarn
Gavin Charlton	CBFCO	Shire of Tammin
Mick Caughey	CBFCO	Shire of Merredin

2 Confirmation of previous minutes

That the minutes of the meeting held on Monday the 11th of March 2024 be confirmed as a true and accurate record.



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

Moved: Paul Cosson

Seconded: Peter Barnes

All approved

3 Business Arising

Nil

4 Action List

ACTION	ACTION ITEM	RESPONSIBLE
0923.1	DFES to be approached in regard to the Development of a tutorial video on the responsibilities of a permit holder.	Justin Corrigan – to be actioned
0923.2	DOAC to revisit in 12-month review ratings for the harvest and vehicle movement ban 37- 40	Actioned Voted to remain as Is
0923.3	Letter to be sent to Superintendent GM supporting use of the Merredin Airstrip	Done

5 Correspondence

Nil

6 Matters arising from Correspondence

Nil

7 Submitted Agenda Items

7.1 FDR – Continuing issues – Shire of Merredin

7.2 AWS - Presentation – Phill Hay

8 Rural Fire Division Report

Report Attached

9 Association Volunteer Bush Fire Brigades

Report attached

10 DBCA Reports

Report attached

11 Local Government Reports

Mukinbudin – Andrew Sprigg – 3 vehicle fires – Replace Bonnie Rock Batteries

Merredin – BFB's all good – New CEO Craig Watts – Holding ground controller course and Machine Supervision

Bruce Rock - one fire caused by an arsonist Golf Course – Vehicles being serviced 2 FCO courses upcoming – 000 calls being an issue AO Corrigan 3rd Oct FCO Course

Trayning – Peter Barnes –Burn Out Competition approved – Truck Fires becoming an issue

Kellerberrin – Simon Tighe – One fire, 000 calls if concerned call the RDC – NYE Party with Fireworks exemption Flux Entertainment waiting on sign off and approvals



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

Cunderdin – Ground Controller Course – FCO succession Course 3rd Oct

Narembene – Murray Dixon – One fire season good with harvest.

Nungarin – Paul Cosson – One truck fire – Crops looking good for harvest

DFES – Mark Feast - Acting Superintendent Goldfields/Midlands – Introduction whilst in the position
6th Oct Commissioner HTTP being bought forward a month – Community Engagement Plan Published
program September – Aviation as of the 1st November 7th November Cunderdin. Grain Harvest
3.4 Urban Issue

Phillip Hay – AWS presentation via Power point will provide also via email. If required, please contact the
RDC 1800 966 077 for an up-to-date Map.

12 BOC Update –

See attached

Break

1106 – 1117

13 General Business

ROIP active in the Northam Regional Office -email to be sent out with cheat sheet for use.

Ground Control Channel for Air Support still 355/367 Simplex

Movement of Grain during HVMB and Regs

ARC infrastructure on maintaining firebreaks, what are their responsibility. Andrew Sprigg

**Motion Murray Dixon - DOAC to write a letter to Mia Davies Moved Peter Barnes CBFCO Shire of
Trayning Action Item**

Dowerin Field Day Auction went well and well received by those in attendance feedback from Andrew Sprigg

Permits and burning periods can they be bought inline with neighbouring shires. Paul Cosson Shire of

Nungarin **Action Item** list of gazetted times from all Lg's, compile and email out - **DOAC Admin**

Brigades via their LGG's to keep requesting Heavy Tankers

14 Late Items

Nil

15 Meeting concluded

1108hrs

Next meeting

Monday March 10th, 2025

Action Items Next Page



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

Action	ACTION ITEM	BY WHOM / WHEN
1	UXO Shires and Maps VIA RO – RDC 1800 966 077 for updated info Map	DO – Phillip Hay
2	Send out Courses for the next 20	DO – Phillip Hay
3	AWS Include contact numbers and flow chart for triggers	DO – Phillip Hay
4	Permit burning periods look at bringing in line with neighbouring Shires	DOAC Admin
5	Letter to Mia Davis ARC mitigation reasonability's	DOAC - Chair

Bushfire Centre of Excellence Update

August 2024

Reviews/New courses

The BCoE has recently published a revised version of Aurora Bushfire Spread Simulator and a new online Unexploded Ordnance (UXO) Awareness course. In addition, further Bushfire Skill Cards have been developed and uploaded to eAcademy.

The following courses are currently being developed or reviewed:

- Rural Urban Interface Operations
- Tree Hazard Awareness (Online)
- Fire Ecology (Online)
- Rural Fire Awareness (12 month review)

A new Ground Observer course is in the process of being piloted and publishing.

The BCoE has released its full list of training development priorities for 2024 [here](#).

Unexploded Ordnance (UXO) Awareness Online Training

The Bushfire Centre of Excellence has developed an online, self-paced module covering Unexploded Ordnance (UXO). DFES staff and volunteers can now apply for and access the training via eAcademy.

The module takes about 30 minutes to complete and is aimed at all bushfire response personnel, particularly firefighters and OICs/Crew Leaders. It covers the challenges, constraints and considerations when UXO is found during firefighting or fire mitigation activities. While the module is not mandatory, it is strongly recommended for regions or BGUs that have high UXO risk and for personnel who may be deployed to other areas.

Additionally, there is a Bushfire Skills Card – 31 UXO Awareness, available on eAcademy, which can be used locally to reinforce this information and build local knowledge.

Fireline and Incident Leadership and Bushfire Officer Development

In early June 2024, the Bushfire Centre of Excellence delivered an Incident Leadership course in collaboration with the Department of Biodiversity, Conservation and Attractions (DBCA), and in early July 2024, two Fireline Leadership courses were held. These courses provide a key networking and development opportunity, with hands-on exercises designed to put skills learnt in the classroom into practice.

In addition to these courses, the BCoE is holding its third Bushfire Officer Development course in October 2024.

At a glance – BCoE training July 2023 – June 2024

514 courses delivered in BCoE training products across WA.

4,824 participants trained in BCoE products, including **1,124** online participants.

241 new trainer/assessor endorsements processed.

2 Fireline Leadership and **1** Incident Leadership courses delivered collaboratively with DBCA.

1 Brigade Officer Development program delivered at the Bushfire Centre of Excellence

Reporting period: 1 July 2023 to 30 June 2024	Metro	GM	GS	UGS	MG	LSW	SW	KM	PB	RFD	IOT	DFES	Online	TOTAL
No. of courses run	121	64	58	33	53	59	47	21	23	20	4	4	-	514
No. of participants trained	1,180	468	681	447	317	595	390	116	151	217	22	22	1,124	4,824

Trainer Assessor Survey

In July 2024, we sent an anonymous survey link to over 400 trainer assessors across the State endorsed in BCoE training products. The survey covered a range of topics including:

- How prepared learners are for their role following training
- Options for blended learning experiences
- Professional development needs for trainer assessors
- Any specific feedback on course content

We've had over 60 responses to the survey, with the following key themes identified:

- Training and professional development needs for trainer assessors, including interest in an annual conference
- Comments on blended learning and opportunities to streamline and strengthen our training courses with more blended content

Whilst we can't guarantee we can action all feedback from this survey, these comments are key to better understanding how we can support our network of trainer assessors in bushfire products across the State.

The Bushfire Centre of Excellence will be commencing a five-year review of Bushfire Safety Awareness, Firefighting Skills, Advanced Bush Firefighting and Crew Leader in the next few months, and feedback from this survey is one of the methods we will use to inform how these products can be improved. If you would like to provide feedback, please contact the BCoE Training Team via email at bcoetraining@dfes.wa.gov.au.

Wheatbelt DBCA Report DOAC Meeting – G Keals 09/09/2024

Burn Program

- In autumn 2024 - Commenced 4 burns and completed 2 burns.
 - Great Eastern Highway South 12km of scrub rolled buffer completed along the main powerline to Kalgoorlie. Further works needed between this area and Mount Palmer road.
 - Continued the aircraft burn Skeleton rock Aircraft burn, with further edging completed.
 - 2 other burns in the UGS DEFES region were completed in Dryandra and North Tarin rock reserves.
 - The burning time available in the autumn was short this year due to extremely dry conditions with a sudden change to winter weather.
- 18 Burns on the 2024-25 burn options. All are carryover burns from the 2023-24 program.
- Working on the flora, Fauna and other sensitivities approvals for the autumn burn program.
- Some burn preparation required, (fire access tracks and Scrub Rolling)

Other proposed mitigation projects

8 projects in 2023 - 24

- Great Eastern Highway South Mechanical and Burn (23km) (WHB_027) Burn commenced.
- Great Eastern Highway North Scrub Rolling completed
- Great Eastern Highway North FAT completed. (Old Vermin Proof Fence)
- Bonnie Rock – Scrub Rolling – completed need to burn.
- Yellowdine North – Scrub Rolling (15km) – completed need to burn.
- Skeleton Rock – Scrub rolled boundary now burnt ready for aircraft burn of core.
- Forrestania – Scrub Rolling (completed) & Burn commenced in SR buffers.
- Central 1 burn – Scrub rolling completed (27km) needs to be burnt.

2023 – 24 MAF Program

Burning

- Skeleton Rock Burn aircraft burn (WHB_018)
- Forrestania Burn aircraft burn (WHB_023)
- Great Eastern Highway South buffer Burn (12km) and aircraft if time permits (WHB_027)
- Bonnie Rock Buffer Burn (20km) (WHB_022)
- Great Eastern Highway North Burn scrub rolling (15km) (WHB_015)
- Central 1 burn – Scrub rolling completed needs to be burnt. (27km)

Fire Access tracks

- Great Eastern Highway South (135km)
- Bonnie Rock UCL (135km)
- Telegraph Line & Old State Barrier Fence (125km)
- Meranda Road UCL (90km)
- Laurent and myself have commenced addressing the sensitives for these projects.

Training

- Our preseason briefings and training for this season have commenced. This includes fitness testing.

Water Bombers

- Last season we had a larger than normal commitment with water bomber SAR arrangements.
- In progress at the moment to ensure the winter maintenance is completed on the equipment.
- Reloader training at the end of October & start of November.

Bushfire Centre of Excellence Training Development Priorities 2024

No.	Topic	Type of Product	Overview	Status
1	Bushfire Safety Awareness	Blended workplace training course	Development of existing courses into blended format to increase the flexibility for volunteers.	Pilot stage, scheduled release April 2024.
2	Ground Burning in the Desert – Indigenous Desert Alliance partnership	Workplace training course	On-Country burning course for desert-based ranger groups focusing on fire as a tool for managing country. Pilot course findings will be used to inform training opportunities.	Due for completion by Feb 2024.
4	Tree Hazard Awareness	Workplace training course online	Online awareness module for bush firefighters	Scoping completed
5	Ground Observer	Workplace training course	New training product of Ground Observer role	Underway
6	Rural Urban Interface Operations	Workplace training course	Course addressing external protection of built assets at bushfires	Underway
7	Fire Ecology	Awareness training course online	An introductory online course in fire ecology- the effects of fire on the environment, why we need fire, types of burning, types of ecosystems and best practice recommendations.	Underway
8	Aurora Bushfire Spread Simulator	Workplace training course	This includes a review and refinement of the existing course.	Underway
9	Trainee Firefighter School Bushfire components	NUOC Face to face	Course has been developed for Integrated Training Model and will be piloted in April/May 2024 then refined.	Underway – pilots scheduled for March and April.
\10	Plantation Firefighting	Workplace training course	12-month review of this following initial implementation.	Not commenced
11	Bushfire Investigation	Workplace training course	Partnership with DFES Fire Investigation branch, WAPOL and DBCA.	Scoping meeting completed January 2024
12	Remote Area Firefighting Awareness	Awareness training	12-month review following initial implementation.	Not commenced
13	Video Resources	Workplace training course	Suite of videos to be used in Bushfire Training Products to update old content.	Ongoing
14	Bushfire Safety Awareness	Workplace training course	Bushfire training products were released in January 2020 so are scheduled for update by early 2025, review content and delivery mode - potential for blended delivery.	Not commenced
15	Firefighting Skills	Workplace training course	Bushfire training products were released in January 2020 so are scheduled for update by early 2025, review content and delivery mode - potential for blended delivery.	Not commenced
16	Advanced Bushfire	Workplace training course	Bushfire training products were released in January 2020 so are scheduled for update by early 2025, review content and delivery mode - potential for blended delivery.	Not commenced
17	Crew Leader	Workplace training course	Bushfire training products were released in January 2020 so are scheduled for update by early 2025, review content and delivery mode - potential for blended delivery.	Not commenced
18	Work Safely Around Aircraft	Awareness training online	Increasingly firefighting crew are being transported by aircraft or working around aircraft without training, thus, creating a safety and security risk.	Scoping meeting date to be determined.
19	Fireline Construction with Machinery	Workplace training course	No existing training course for this topic.	Not commenced
20	Situation Officer	Workplace training course	No existing training course for this topic.	Not commenced

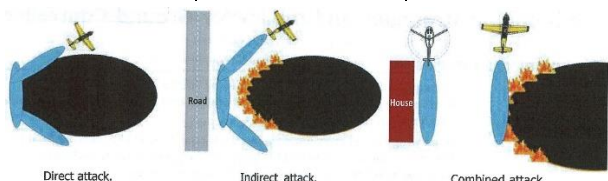
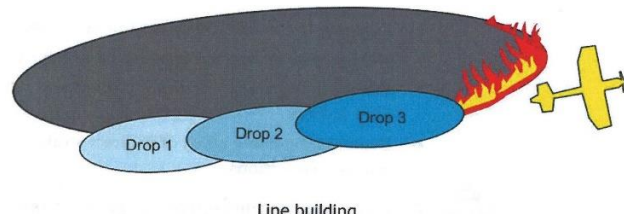
GROUND CONTROLLER OPERATIONS SHEET

Incident name & N.#:				Command Channel:			
Incident Controller:				Air-Ops Channel:			
Ground Controller:				Air Attack Supervisor:			
Aircraft:	WB:	WB:	WB:	WB:	Htk:	Htk:	Htk:
Sector:		Sector:		Sector:		Sector:	
Channel:		Channel:		Channel:		Channel:	



5 MINUTE INBOUND

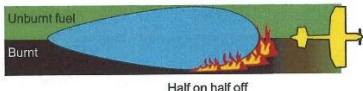
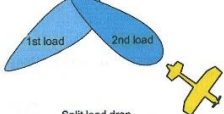
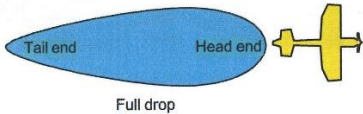
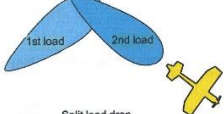


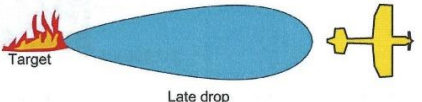
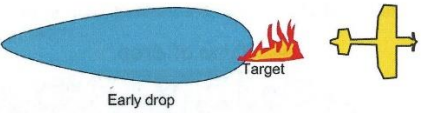
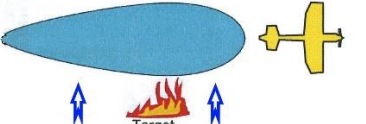
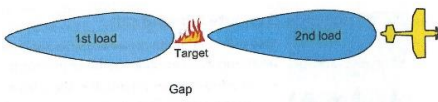
OBJECTIVES:	Crew protection ☐	STRATEGIES:	Direct attack ☐	Indirect attack ☐	Combined attack ☐
	Asset protection ☐		 Direct attack. Indirect attack. Combined attack.		
	Spot fires ☐		 Line building		
			Important Rate of Spread ☐ Head ☐ Flank (Left/Right) ☐		
HAZARDS:	Powerlines ☐	Drones ☐	Birds ☐		
	Tall trees / stags ☐	Other aircrafts ☐	Towers ☐		
LOAD PRODUCT:	Foam ☐ / Retardant ☐ / Water ☐	RELOAD POINT:			



1 MINUTE INBOUND

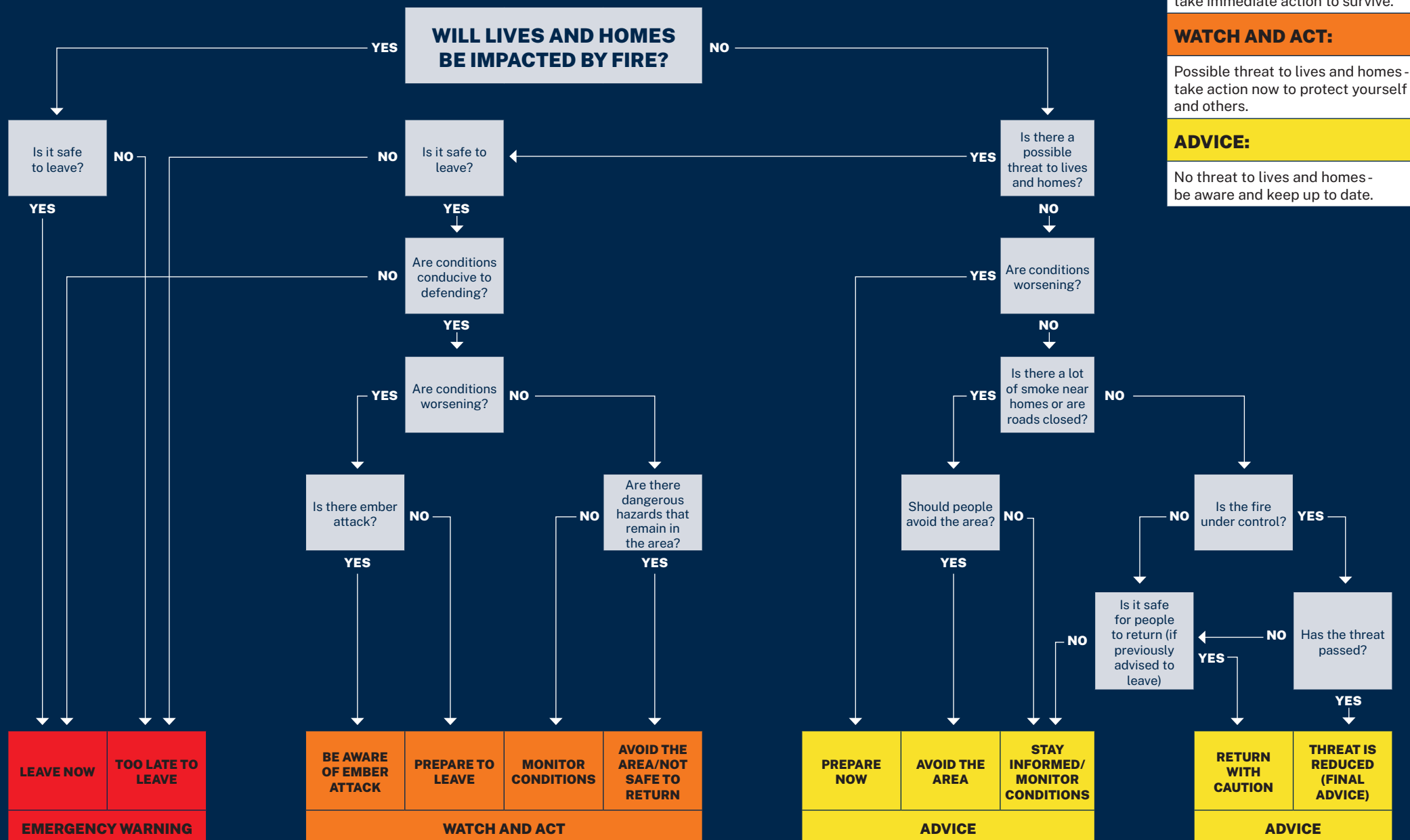


ANCHOR POINT:	Vehicle & position ☐	Natural feature ☐	Fire part ☐
TYPE OF LOAD:	Half on half off ☐ A drop made parallel to a specific reference, with half of the load covering the reference and half outside that point.  Half on half off	Parallel drop ☐ An instruction to place a load parallel to the reference point.  Parallel drop	Extend ☐ An instruction to tag on and extend the line in the required direction.  Extend
SIZE OF LOAD:	Full load ☐ The complete load.  Full load	Split load ☐ A technique whereby the firefighting door is opened, releasing part of the load and then closing the retaining part of the load.  Split load	Restricted drop ☐ Fire-bombing doors are partially opened so as to increase the time taken for the load to exit.  Restricted drop
ACTION OF LOAD:	Tag on ☐ (start from) Connecting the tail end of the load to a given point.  Tag on	Roll up ☐ (finish at) Connecting the head end of the load to a given point.  Roll up	Tag on & extend ☐ Tag on and extend Connecting the tail end of the load to the previous drop and extend the line.  Tag on & extend

1 MINUTE INBOUND				AFTER DROP	
Time:	Aircraft:	Sector:	Drop zone:	Effectiveness & accuracy:	Next action: (give reload base)
				Bullseye ☐ The drop was placed exactly where instructed.  Late drop ☒ Advise that the drop was beyond the designated point.  Early drop ☐ Advise that the drop was short of the designated point.  Drift ☐  Wind conditions affect the drop with a drift of the load to either side of the target. Gap ☐ A weak or missed area in a retardant line or line building strategy. 	
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐
			Clear ☐	Bullseye ☐ Late ☐ Early ☐ Drift ☐ Gap ☐	Reload & return ☐ Reload & stay ☐ Reload & wait ☐

RFD Stakeholder Engagement Schedule 2024				
REGION	NUMBER	DATE	VENUE	RFD REPRESENTATIVE
LSW ROAC	7 LG, DBCA, FIFWA	8 August 2024	Nannup	Craig Garrett
SBAC	Depts, LG, Vol, Communities	2 September 2024	BCoE – On Line	Murray/ Jo
Great Eastern DOAC	11 LG, DBCA	9 September 2024	Merredin F/S	TBA
Northam & Surrounds DOAC	12 LG, DBCA	10 September 2024	Northam Rec Ctr	TBA
MWG DOAC	13 LG, DBCA	11 September 2024	Carnamah	Rik Mills
UGS ROAC	19 LG, DBCA	12 September 2024	Narrogin	Gavin Eva
GS ROAC	9 LG, DBCA, FIFWA	25 September 2024	Gnowangerup	Craig Garrett
SW ROAC	6 LG, DBCA, FIFWA, FPC	TBA	TBA	Craig Garrett
BOC	1-2 Rep each ROAC/DOAC	8 October 2024	BCoE	Murray/ Jo
Metro Combined DOAC	13 LG, DBCA	XX November 2024	TBA	Rik Mills/ A Higgins?
SBAC	Depts, LG, Vol, Communities	2 December 2024	TBA	Murray/ Jo

Bushfire Warnings Triggers



To activate DFES Public Information 24/7 contact: **1800 718 288**
For Telephone Warning System messages contact the DOSS: **1300 566 588**

Goldfields - Midlands Regional Duty Coordinator 24/7 Contact: 1800 966 077

Bushfire Warnings Triggers

The following action statements have been pre-filtered for Bushfire and are available for use, at the discretion of the RDC/IC.

	ESCALATING			DE-ESCALATING	
Warning Level	Advice 	Watch & Act 	Emergency Warning 	Watch & Act 	Advice 
Description	An incident is active but there is no immediate threat to lives or homes.	There is a possible threat to lives or homes.	There is a threat to lives and homes.	There remains a possible threat to lives and homes.	An incident remains active but there is no immediate threat to lives and homes.
Actions	PREPARE NOW	PREPARE TO LEAVE	LEAVE NOW	NOT SAFE TO RETURN	STAY INFORMED
	STAY INFORMED	LEAVE NOW IF NOT PREPARED	TOO LATE TO LEAVE	AVOID THE AREA	AVOID THE AREA
	MONITOR CONDITIONS	BE AWARE OF EMBER ATTACK		MONITOR CONDITIONS	RETURN WITH CAUTION
		MONITOR CONDITIONS			THREAT IS REDUCED

Goldfields - Midlands Regional Duty Coordinator 24/7 Contact:
1800 966 077

To activate DFES Public Information 24/7 contact: **1800 718 288**
For Telephone Warning System messages contact the DOSS: **1300 566 588**



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

MINUTES

Monday 10 March 2025

Chairman, Andrew Sprigg

- 1** The meeting opened at 0933 hrs by Chairperson – Andrew Sprigg
Acknowledged the traditional owners of the land, welcomed DFES staff, presenters, Local Government representatives, Chiefs, Deputies and volunteers.

RECORD OF ATTENDANCE

Andrew Sprigg	Chair / CBFCO	Shire of Mukinbudin
Kelsi Wells	Executive Officer	DFES
Andrae Moore	Minute Secretary	DFES
Tony Crook	CBFCO	Shire of Bruce Rock
Paul Cosson	CBFCO	Shire of Nungarin
Murray Dixon	CBFCO – BOC Rep	Shire of Narembeen
Murray McDonald	CBFCO	Shire of Kellerberrin
Simon Tighe	Shire Representative	Shire of Kellerberrin
Codi Brindley-Mullen	Shire Representative	Shire of Merredin
Damien Tomas	CBFCO	Shire of Mount Marshall
Kelly Watts	Shire Representative	Shire of Yilgarn
Damien Pumphrey	Superintendent	DFES
Justin Corrigan	AO – Lower Wheatbelt	DFES
Sven Anderson	Rural Fire Division	DFES
Tracy McBride	Training Support Officer	DFES
Lorraine Webster	President	VABFB
Gary Rowles	A/AO Upper Wheatbelt	DFES

APOLOGIES

Sheree Lowe	Shire Representative	Shire of Merredin
Graeme Keals	District Fire Co-ordinator	DFES
Phillip Hay	DO Avon	DFES
Laurance Marsol	DBCA	DBCA
David Nayda	CEO	Shire of Nungarin
Jordan Millar	Shire Representative	Shire of Mt Marshall
Ron Burro	CBFCO	Shire of Yilgarn
Nerea Ugarte	Shire Representative	Shire of Bruce Rock
Mick Caghey	CBFCO	Shire of Merredin
Andrew Malone	CEO	Shire of Tammin

2 Confirmation of previous minutes

That the minutes of the meeting held on Monday 9 September 2024 be confirmed as a true and accurate record.

Moved: Paul Cosson – Shire of Nungarin

Seconded: Kelly Watts – Shire of Yilgarn

All approved



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

3 Business Arising

Nil

4 Action List

Action	ACTION ITEM	BY WHOM / WHEN
1	UXO Shires and Maps VIA RO – RDC 1800 966 077 for updated info Map Kelsi Executive officer said crews are welcome to contact the RDC in needed for assistance with UXO at incidents but there was also public access to UXO maps through the Department of Defence. https://uxo.defence.gov.au/where-unexploded-ordnance - Closed	DO – Phillip Hay
2	Send out Courses for 2025 – Tracy McBride to talk about in agenda item - Closed	DO – Phillip Hay
3	AWS Include contact numbers and flow chart for triggers Closed	DO – Phillip Hay
4	Permit burning periods look at bringing in line with neighbouring Shires – This topic needs to be discussed between neighbouring shires. Supt Pumphrey said that changes need to go from shire through to the Commissioner – Not easy task to do on a yearly basis. The <i>Bush Fires Act 1954</i> allows for LGs to shorten their Restricted Burning Period by 14 days - Closed	
5	Letter to Mia Davies ARC mitigation reasonability's Andrew Sprigg spoke with associates at CBH and asked them to remind them to ensure fires don't start on rail. Murray Dixon – noted there has been a lot of mitigation along the rail but there is still a lot of wild oats right at the rail. Murray Dixon said this topic has also been raised at BOC. It is a statewide issue- UPDATED ACTION: The Chair Andrew Sprigg will write to the new state member after the election is finalised.	DOAC - Chair

5 Correspondence

Nil



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

6 Matters arising from Correspondence

Nil

7 Submitted Agenda Items

7.1 Mobile Coverage – Discontinuation of 3G network and Telstra Tower signal disruption – Murray McDonald

With 3G shutting down, network issues arise, especially during events like Woodstock, when towers can't handle the increased demand. This leads to no phone coverage, even in Kellerberrin. The Shire has written to Woodstock festival organisers, requesting they set up a mobile tower, similar to Dowerin Field Days.

Telstra claims the current tower meets the Shire's needs, but event-related systems like warnings and security rely on the network. Efforts to escalate the issue, including using the 'Telstra 3G hotline,' have yielded scripted responses.

Murray Dixon noted this is a statewide issue raised at BOC. Applications for ESL funding to install mini Starlinks were denied, as a new system is expected within two years. More information is in the BOC update attached to minutes.

The VABFB is seeking feedback from other regions- It is on their agenda.

Supt Pumphrey suggested raising this through the LEMC and onto the DEMC. Letters need to be written as there is a state committee that has been developed which may be able to help.

ACTION: The Chair, Andrew Sprigg to write to the new minister focusing on issues faced, not proposing solutions (starlink)

7.2 Local Government Training Focus – Tracy McBride

BFS Training Calendar is attached.

- We would like to introduce a new initiative to the training calendar this year to further support Local Government training
- while we always aim to meet the adhoc requests for training, multiple factors are starting to impact our ability to successfully meet this commitment, particularly during the later months of Sept – December
- We have put aside the month of August for your Local Government's additional training requests, in addition to the currently scheduled courses
- We will encourage requests for the minimum recommended training, BSA and FFS to be received by mid July to allow for coordination
- Explained the Blended BSA process – 3 modules of theory online and approx. 4 hours face to face

GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

- Rural Fire Awareness (designed for farmer response and seasonal workers) now being available to external participants
- Locations for courses – when possible we can group like requirements to and deliver course in a central location
- Would request all additional course requests to be provided by mid July.

8 Rural Fire Division Report

Sven Anderson – sven.anderson@dfes.wa.gov.au

BCoE Update attached

Other points

- Mitigation – BCoE are investigating grouping similar LG areas together for mitigation funding – focusing on large interest areas.
- Labour made an election promise to increase mitigation within DFES. This could mean more staff, ground crews, machinery, voluntary crews etc
- RFD are working with the Dept of Justice, as part of Section 95 program. This allows DFES to train and equip suitable prisoners with skills to assist in mitigation works. It assists in mitigation but also give the prisoners skills they can use to integrate with the community after release.

9 Association Volunteer Bush Fire Brigades

Report attached

10 DBCA Reports

Apology – No report

11 Local Government Reports

Shire of Mukinbudin

- 2 small fires, 2 rubbish tip fires
- 1 road crash attended by VFES in the Mt Marshall area.
- Looked at coverage over Christmas to maintain capability.
- Mukinbudin Shire are looking to put a tank at the airport

Shire of Bruce Rock

- Very busy summer
- 16 harvest bans- 13 after harvest was finished



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

- 4 header fires
- Lost count of lightning fires
- 3 major fires, 1 moderate fire, 15 small fires
- 1 pole top fire
- Main reason for the fires is an increase in weather fronts, seed destructors and less sheep in paddocks resulting in more fuel load
- In process of submitting a grant application to upgrade weather station
- Shackleton appliance had heat damage in an incident -still to be sorted
- 6 members completed FCO course in October
- Trying to get a tank at airstrip for water bomber loading – Murray Dixon asked if help is needed from DOAC with this - DP said support would be useful. DFES now have ROIP to communicate with the aircraft. This had been a barrier to tanks in the past.

ACTION: Chair to write a letter to DBCA to show support to get a tank at Bruce Rock Airstrip

Shire of Kellerberrin

- Assisted Bruce Rock and Trayning shires
- 1 header fire
- A lot of lightning during Christmas time
- Struggling with allocation of funding through ESL – maintenance of 4 trucks totals approx.. \$45,000 a year. We will be meeting in February to get funding application in early.

Executive Officer, Kelsi Wells reminded everyone that one off items like gearboxes breaking can be funded as overspends.

Supt Pumphrey recommended shires to contest the initial operating grants offer instead of accepting it. They will need to prove the increases required but it won't change if the original offer is simply accepted. If you need assistance, speak to your Area Officer or District Officer.

Shire of Merredin

- Not a lot to report
 - CFBCO Mick Caughey wanted to ask the group how shires communicate with neighbouring shires when a fire is near the borders? – Andrew Sprigg suggested the DOAC WhatsApp's chat group might be the way to do it. Discussion was then held on the use of WhatsApp groups.
- Sven Anderson said he saw a fire on the boundary with one shire doing one thing and the other doing another – this was resolved by having initial contact between neighbouring chiefs to discuss the communications plan and then disseminate the information for that fire to their own brigades.

Shire of Mount Marshall

- Very enjoyable harvest – no fires before Christmas

GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

- Fire on new year's day
- Issues with one farmer thinking the fire on his property was DFES's problem.
- 3 fires to start 2025
- Winds are getting bad around 230pm/3pm
- CFBCO has recently realised that he isn't being recorded on Incident reporting by the shire. How can this be addressed when Brigades do the reports and only report on their own membership. Other shires mentioned there was no space on the new form to list attendees. _ Executive Officer Kelsi Wells informed the meeting that there were two books for reporting now, one for the report and the other is an attendance list. Examples are attached.
- Also have issues with Comcen, as they won't start an incident without specific details like crossroads. We don't have this information at the time but need local crews dispatched. Supt Pumphrey advise that information feeds into EmergencyWA for alerts and warnings and is very important to get a crossroad for the location. The information can be confirmed and updated later when you do know the exact location – Comcen get upset when the address is updated.

Andrew Sprigg- is there an option to text Comcen? Murray Dixon says he thinks there is option on the way.

ACTION: DP to organise a presentation from Comcen and hear the issues at the next DOAC.

Supt Pumphrey reiterated that Comcen have their job to do and that they aren't trying to make life difficult. They need information so local crews can be dispatched with a general area and then if it gets bigger, then the exact details are required. Supt Pumphrey asked them to try and take a moment to get the message across clearly. Everyone is stressed and trying to achieve the same outcome

Murray Dixon - Next generation project is the development of the text to comcen, video etc.

- TFB – phone call from DFES prior to a TFB being declared – If a shire has objections does it stop the TFB being declared? Objection is noted and passed to state where decisions are made. Chief can discuss if lower than 50 and can be stopped before declaration is announced. Supt Pumphrey stated there is a working group for this matter. More information in BOC Update.

Shire of Narembeen

- Relatively quiet in shire – couple of small fires – had several pole top fires in shire
- Assisted in Yilgarn, Kondinin and Bruce Rock
- Had trouble with an appliance after Yilgarn fire. It lost prime to the engine in back when the fuel tank was low.
- Also, 2.4 went into limp mode- tried everything and had to limp for 3 hours to Narembeen
- Received some good feedback from backpackers they employed – They were impressed that t 20-30people appeared to help in no time - quite impressed by the turnout and helping out. – commend your local crews.



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

- Having trouble getting Telstra messaging service working adequately for harvest movement bans. Can call for the ban at 900hrs and the message doesn't appear until 1200hrs. Kellerberrin also having trouble – they use WhatsApp a lot to get message out as well as TIMS. Supt Pumphrey suggested revising the TIMS list as some towers can't cope with the amount of messages at once.

Shire of Nungarin

- 2 fires – crop caused by lightning, other was undetermined
- Few harvest ban
- Nozzle came out of truck for second time – all fixed.

Shire of Yilgarn.

- 9 heavy vehicle movement bans
- Pastures are Light to medium
- 8 fires
- 6 lighting
- 2 unknown fires
- Handed the Mt Holland fire to DFES as it was getting unmanageable at local level. A 45m break was installed to protect farming assets.
- Fire brigades began to protect farmers assets. It is concerning that Mining companies are not held to account for proving adequate fire breaks around their villages.
Supt Pumphrey said that Environmental and Aboriginal heritage act that effects what they can do on their sites too.

Supt Pumphrey said people need to be specific with any requests to mines as they run under a different legislation. They do have exceptions to some HVMBs etc.

- The shire and farmers currently have lots of questions but are struggling to get DFES to attend meetings to clarify questions.
Supt Pumphrey met with CEO Nic Warren last week. They have a list of issues to address from this meeting.

Damien Tomas asked if there is a regulation for open tanks for chopper use? Should shires be looking at fast fills for tanks to help with chopper refilling. Can we have a sealed tank that could then fill an open tank? What are the size requirements and distance from other tanks etc?

Sven Anderson suggested Collar Tanks as an option.

ACTION: Supt Pumphrey to request tank information from DFES Air Operations.

GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

12 DFES Report – Damien Pumphrey

Report Attached

AFAC will be in Perth this year and it has been decided to combine it with the WAFES conference. 27-29 August 2025. It is known as W-AFAC.

There will be a CFBCO allocation to attend.

Nominations will open in early April. Priority will be given to those who have not attended before and under 28-years of age.

13 BOC Update – Murray Dixon

BOC Communique attached.

AFDRS – Supt Pumphrey commented that presently observations only change 1.5 sq Km area. A working group has been established to look into how many of these observations are needed to change a sub weather district for its change to fuel load. They will be looking at satellite/ remote sensors and the science is still be developed to monitor fuel loads remotely after harvests. Now, it just shows if harvested or not. It doesn't consider the amount of stubble left

High season vehicles seem to be missing equipment on arrival– A communique will be sent soon with checklists.

14 General Business

Bruce Rock – Tony Crook thanked neighbouring shires that assisted with fires.

The question was raised as to which appliance (2.4, 3.4, 4.4) is better for our area. Bruce Rock are finding that the 4.4 is not as manoeuvrable so restricted in bushfires.

Discussion was held about benefits of 4.4 being able to carry more water versus the manoeuvrability.

Supt Pumphrey commented that all 1.4, 2.4, 3.4, 4.4 will come with Tire inflations systems and front monitors as a standard.

Mukinbudin - Andrew Sprigg asked if there was any funding to help purchase front mounted monitors Supt Pumphrey stated that it would be on the ineligible list for LGGS.

Lorraine Webster said that the Assoc might be able to assist in this area.

Kellerberrin – Murray McDonald - The New Years Eve festival (Woodstock) received approved at Northam (fireworks) and there was no say from the LG – where do we stand with approvals?

Supt Pumphrey commented that firework applications must be consulted with LG if not in gazetted fire weather district. It is the Fire Ban Exemption that go to DFES.



GREAT EASTERN DISTRICT OPERATIONS ADVISORY COMMITTEE

Executive Officer Kelsi Wells said to send an email to DFES and we will follow up.

15 Late Items

Nil

16 Meeting concluded

1152hrs

Next meeting

Monday 8 September 2025 930am

Action Items

Action	ACTION ITEM	BY WHOM / WHEN
1	Sept 2024 - Letter to Mia Davies ARC mitigation reasonability's March 2025 -Andrew Sprigg spoke with associates at CBH and asked them to remind them to ensure fires don't start on rail. Murray Dixon – noted there has been a lot of mitigation along the rail but there is still a lot on the slopes right at the rail. Murray Dixon said this topic has also been raised at BOC. It is a statewide issue- UPDATED ACTION: The Chair Andrew Sprigg will write to the new State Member.	DOAC Chair
2	Chair Andrew Sprigg to write to the new State Member regarding the Telstra coverage in the area.	DOAC Chair
3	Supt Pumphrey to organise a representative from COMCEN to be at the September meeting to present and listen to feedback.	Supt Pumphrey
4	Chair Andrew Sprigg to write a letter to DBCA to show support to get the tank at Bruce Rock Airstrip	DOAC Chair
5	Supt Pumphrey to request tank requirements to fill choppers from DFES Air Operations.	Supt Pumphrey



Minutes of the Audit Committee

Audit Committee Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 20th February 2025

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 20th March 2025 as a true and accurate record of the Audit Committee Meeting held 20th February 2025

.....
Cr Mark Crees
Shire President

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



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.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

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.



**SHIRE OF
WESTONIA**
A vibrant community lifestyle

STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

CORE DRIVERS

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

OUR VALUES

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

Inclusiveness – Be receptive, proactive, and responsive.

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

Communication – Create opportunities for consultation with the broad community.

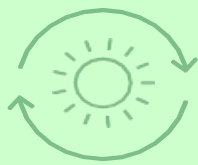
OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

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

Facilitate local business retention and growth.

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

SOCIAL



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics.

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

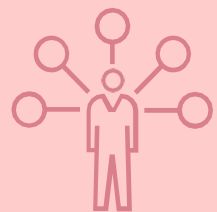
Our community has the opportunity to be active, socialised and connected.

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

Natural spaces are preserved and bring us value.

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

GOVERNANCE



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

Be progressive and capture opportunities.

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

The community receives services in a timely manner.

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

Financial resources meet the ongoing needs of the community.

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

Shire of Westonia: -

A vibrant community lifestyle.



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1. DECLARATION OF OPENING

The President, Cr Crees welcomed Councillors and staff and declared the meeting open at 2.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

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

Staff:

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

3. PUBLIC QUESTION TIME (2.35 PM – 2.50PM)

NIL

4. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Audit Committee Meeting held of Council held on 19th December 2024 be confirmed as a true and correct record.

RESOLUTION

Moved:	Cr Simmonds	Seconded:	Cr Faithfull
AC01/02-25	That the minutes of the Audit Committee Meeting held of Council held on 19th December 2024 be confirmed as a true and correct record.		

CARRIED 6/0

5. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

Nil

6. MATTERS REQUIRING A COUNCIL DECISION

6.1. AUDIT & RISK COMMITTEE TERM OF REFERENCE

Responsible Officer:	Bill Price, CEO	
Author:	Jasmine Geier, DCEO	
File Reference:	A2.8.5	
Disclosure of Interest:	Nil	
Attachments:	Term of Reference	
Signature:	Officer	CEO
		

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

In accordance with Section 7 of the *Local Government Act 1995* (the Act), an Audit Committee is to be established to offer guidance and assistance to the local government, operating with accountability to the Council. The purpose of this report is for the Audit and Risk Committee (ARC) to endorse the Terms of Reference (TOR) and recommend that Council adopt the same.

Background

An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and the internal and external audit functions.

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Comment

Under statutory requirements, Council must appoint an Audit & Risk Committee to oversee financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and the internal and external audit functions. The committee make recommendations and report to Council on these matters.

As per of the Audit & Risk Committee terms of reference, the committee is required to review its performance and terms of reference once a year, and report to Council.

Officers have made minor amendments to the Terms of Reference – Audit and Risk Committee (Attachment).

Committee members are asked to discuss any other amendments they deem necessary or appropriate.

Statutory Environment

Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government (Audit) Regulations 1996

Policy Implications

Nil

Strategic Implications

Provide accountable and transparent leadership

Financial Implications

There are no financial implications associated with this item. Moreover, it is important to emphasise that the ARC Committee does not hold any financial delegation.

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the Audit, Risk and Compliance Committee:

Adopt the Audit and Risk Committee Terms of Reference, as per the Attachment; and recommends that council endorse the Audit and Risk Committee Terms of Reference

RESOLUTION

Moved: Cr Simmonds

Seconded: Cr Huxtable

AC02/02-25 That the Audit, Risk and Compliance Committee:

Adopt the Audit and Risk Committee Terms of Reference, as per the Attachment; and recommends that council endorse the Audit and Risk Committee Terms of Reference

CARRIED 6/0

6.2. APPOINTMENT OF INDEPENDENT AUDIT & RISK COMMITTEE MEMBER

Responsible Officer:	Bill Price, CEO	
Author:	Jasmine Geier, DCEO	
File Reference:	A2.8.5	
Disclosure of Interest:	Nil	
Confidential Attachments:	Expressions of Interests Received	
Signature:	Officer	CEO
		

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

The purpose of this report is to consider the appointment of an independent member to the Audit and Risk Management Committee

Background

In accordance with the Audit and Risk Management Committee Terms of Reference, the appointment of an independent member to the Audit and Risk Management Committee (ARMC) is made following a public notice period calling for applicants/expressions of interest.

A public notice was placed in the Westonian on the 2nd January 2025 and on the Shires Facebook Page 3rd January 2025. The notice was also placed on the Shires website and noticeboard, located at the Administration Building for the duration of the notice period, from 20th December 2025 until 11 February 2025.

The expression of interest closed on 11 February 2025 at 0900 hours with three (3) expression of interest received at close.

Comment

Appointing an independent external member will significantly benefit the ARMC's effectiveness and objectivity, leading to improved risk management, audit procedures, and overall governance.

Inclusion of an independent member to the ARMC is consistent with:

- The Department of Local Government, Sport and Cultural Industries (DLGSC) Guideline No 9 'Audit in Local Government' which recommends '*that one or more persons, with requisite knowledge and skills, other than elected members be appointed to the audit committee.*'
- The WA Public Sector Audit Committees – Better Practice Guide which states that for local governments which recommends '*having at least 1 appropriately skilled audit committee member who is completely independent of the board or council can bring fresh insight or bridge gaps in the experience needed by the audit committee to perform their duties.*'

Local Government Amendment Bill 2024

On 15 August 2024 the DLGSC introduced tranche 2 reforms into parliament. Some of the proposed changes relate to audit, risk and improvement committees, namely that the ARMC must have an independent member as a chairperson, and if there is a deputy chairperson, this must also be an independent person.

Transitional provisions require new committee presiding members to be appointed by 30 June 2025.

The Shire received two applications before submission closure, one application after closure which has not been included for consideration for the independent member on the Audit and Risk Management Committee, as outlined in Confidential Attachment

The Chief Executive Officer and Deputy Chief Executive Officer reviewed both applications in accordance with the Selection Criteria, and concluded that Karin Day's skills, qualifications and experience was most closely aligned to the requirements of the position and is the preferred applicant.

It is recommended that Karin Day be appointed as an independent member of the Audit and Risk Management Committee.

Statutory Environment

Section 5.10 LG Act deals with appointment of committee members

Section 7.1A LG Act deals with Audit Committee

Policy Implications

Council does not have a specific policy regarding the election of these roles.

Strategic Implications

Provide accountable and transparent leadership

Financial Implications

Reimbursement of reasonable expenses is also permissible in accordance with *Local Government (Administration) Regulations 1996* and the applicable Salaries and Allowances Tribunal Determination.

In accordance with the Audit and Risk Management Committee terms of reference, the external member will be entitled to receive reimbursement of reasonable expenses to a maximum of \$130 per meeting.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That the Audit, Risk and Compliance Committee:

In accordance with the provisions of section 5.10 and 7.1A of the Local Government Act 1995, ADOPTS BY ABSOLUTE MAJORITY the appointment of Mrs Karin Day the following external independent member to the Audit and Risk Committee for the term 1 March 2025 until 1 March 2027 a period of 2 years and recommends that Council endorse the appointment of Mrs Karin Day

RESOLUTION

Moved:

Cr Huxtable

Seconded:

Cr Faithfull

AC03/02-25

That the Audit, Risk and Compliance Committee:

In accordance with the provisions of section 5.10 and 7.1A of the Local Government Act 1995, ADOPTS BY ABSOLUTE MAJORITY the appointment of Mrs Karin Day the following external independent member to the Audit and Risk Committee for the term 1 March 2025 until 1 March 2027 a period of 2 years and recommends that Council endorse the appointment of Mrs Karin Day

CARRIED BY ABSOLUTE MAJORITY 6/0

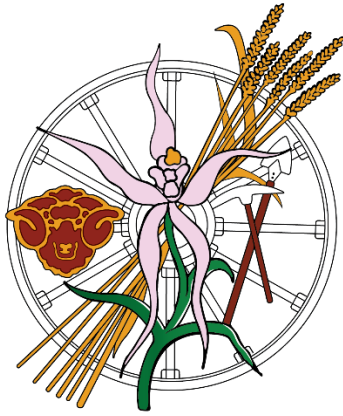
7. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

8. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday schedule 20th March 2025 commencing at 3.30pm.

9. MEETING CLOSURE

There being no further business the Shire President, Cr Mark Crees declared the meeting closed at 2.43pm



**SHIRE OF
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A vibrant community lifestyle

Minutes

Annual General Meeting of Electors

Held in Old Miners Hall, Wolfram Street Westonia

Thursday 20th February 2025

1. DECLARATION OF OPENING

The President, Cr Crees welcomed everyone present and declared the meeting open at 6.00pm.

ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present:

Mark Crees, Ross Della Bosca, Denver Simmonds, Ainslie Faithfull, Jasmine Geier, Bill Price, Karin Day, Stacey Geier, Mikayla DeMol, Jocelyn Antonio, Peter Antonio, Rohan Day, Bill Huxtable.

Apologies:

Doug Hermon, Daimon Geier, Louis Geier, Graham Jones

2. CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATIONS

That the minutes of the Shire of Westonia Annual General Meeting of Electors held on Thursday 15th February 2024 be confirmed as a true and correct record.

RESOLUTION

Moved:	Ainslie Faithfull	Seconded:	Karin Day
--------	-------------------	-----------	-----------

That the minutes of the Shire of Westonia Annual General Meeting of Electors held on Thursday 15th February 2024 be confirmed as a true and correct record.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

4. RECEIPT OF ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2024

4.1. PRESIDENT'S REPORT

The Shire President, Cr Mark Crees read the report for the meeting.

RECOMMENDATIONS

That the Shire President's Report for the year ended 30 June 2024 be received.

RESOLUTION

Moved: Jocelyn Antonio

Seconded: Stacey Geier

That the Shire President's Report for the year ended 30 June 2024 be received

CARRIED

4.2. CEO'S REPORT

Mr Bill Price read the CEO's report for the meeting.

RECOMMENDATIONS

That the CEO's Report for the year ended 30 June 2024 be received.

RESOLUTION

Moved: Stacey Geier

Seconded: Anslie Faithfull

That the CEO's Report for the year ended 30 June 2024 be received.

CARRIED

4.3. ANNUAL FINANCIAL STATEMENTS

The Chief Executive Officer gave a brief overview of the document.

RECOMMENDATIONS

That the Annual Financial Statement for the year ended 30 June 2024 be received.

RESOLUTION

Moved: Karin Day

Seconded: Peter Antonio

That the Annual Financial Statement for the year ended 30 June 2024 be received.

CARRIED

4.4. AUDITOR'S REPORT

The Chief Executive Officer gave a brief overview of the Auditors Report.

RECOMMENDATIONS

That the Auditors Report for the year ended 30 June 2024 be received.

RESOLUTION

Moved: **Ainslie Faithfull**

Seconded: **Bill Huxtable**

That the Auditors Report for the year ended 30 June 2024 be received

CARRIED

5. GENERAL BUSINESS

Tree Farms - Easten Wheatbelt of the Shire. – No Rate Exemption at this stage

St John Ambulance to EOI for health practitioner.

The members present wished to acknowledge the outstanding presentation of the Annual Report.

6. MEETING CLOSURE

There being no further business the Shire President, Cr Crees thanked everyone for attending and closed the meeting at 6.32 pm.



Minutes of the General Meeting of the Westonia Progress Association held at the Council Chambers Tuesday March 2025 commencing at 6.31pm

1. Present

Lex Townrow – Chairperson
Tim Della Bosca – Deputy Chairperson
Daimon Geier
Brendon Crees
Brad Penny

Jasmine Geier – Secretary/Treasurer
Peter Antonio
Ainslie Faithfull
Frank Corsini

2. Apologies

Bill Price – Shire CEO
Colin Lindley

3. Previous Meeting Minutes

That the Minutes of the Committee Meeting held on be 31st October 2022 passed as a true and accurate record.

Moved: Peter Antonio

Seconded: Brad Penny

01/03-25 That the Minutes of the Committee Meeting held on be 31st October 2022 passed as a true and accurate record

CARRIED 9/0

4. Presentation of Financial Statements 23/24

As per Attached report

That the financial statement for the period ending 30 June 2024 be received.

Moved: Brendon Crees

Seconded: Tim DellaBosca

02/03-25 That the financial statement for the period ending 30 June 2024 be received.

CARRIED 9/0

5. Presentation of Financial Statements February 2025

As per Attached report

That the financial statement for the period ending 28 February 2025 be received.

Moved: Brendon Crees

Seconded: Tim DellaBosca

03/03-25 That the financial statement for the period ending 28 February 2025 be received.

6. General Business

6.1 24hr Fuel information

As per the progress resolution in the be 31st October 2022 Minutes, The installation of a regional fuel facility in the Shire of Westonia was completed with a total asset cost of \$190,646.12. The facility was fully commissioned and became operational on 20th September 2023, and they have now been in operation for just under 18 months. The Attached Report shows the total Operational income, expenditure and stock held as at the 28 February 2025

The committee was highly impressed with the successful completion and commended the efficient execution and the smooth transition into full operation, reflecting the dedicated efforts and careful planning that contributed to the project's success.

6.2 Applications for Funding – Wessy on the Green Event

Westonia CRC together with the Shire of Westonia are putting together a wide range of community activities and events at very little to no cost to the entire district to help bring our community together through tougher times.

Living in regional communities has its challenges such as age appropriate services, transportation for elderly, youth activities, mental health support, wellbeing activities, medical services and so much more. Affecting our whole community from our farmers and their families, youth, mums and bubs, little people, employees, the elderly our mining community and many other groups.

At the end of April 2023 Westonia CRC & the Shire of Westonia intend to hold our "Wessy on the Green" festival. An all-inclusive event where everyone is welcome from our entire community, the wider community & visitors of all age groups and backgrounds.

This "Wessy on the green" will see our community complex and oval transformed with market stalls, food vans, children's entertainment, live bands, entertainment. This is a family friendly, bring your own drinks, chairs and picnic blankets event.

The purpose of this grant is for the funding was for help with the funding for Amusements (e.g. Bumper cars) as the current WOTG Expenditure is cost neutral the Application has now changed for 2 x \$2,500.00 worth of Fuel Vouchers for the Raffle.

Moved: **Brendon Crees**

Seconded: **Ainslie Faithfull**

04/03-25

Motion Moved that Progress Support the funding application for the Wessy on the Green 2025 for 2 x \$2,500.00 worth of Fuel Vouchers (inc GST)

CARRIED 9/0

6.3 Proposed Farm Land Lease

Ramelius Resources – Edna May Operation Pty Ltd has agreed in principal that the Westonia Progress will be able to access the arable land located on Lot 161, 49 Corsini Road, Westonia and may use the Lot for its voluntary cropping program.

Require a motion that Lex Townrow and Shire CEO Bill Price engage and sign of documentation stating all parties respective rights, interests and obligations by a peppercorn lease arrangement Ramelius Resources – Edna May Operation Pty Ltd

Moved: Brad Penny

Seconded: Frank Corsini

05/03-25

Motion Moved that Lex Townrow and Shire CEO Bill Price engage and sign of documentation stating all parties respective rights, interests and obligations by a peppercorn lease arrangement Ramelius Resources – Edna May Operation Pty Ltd. Request early access so they can potential start the Cropping program for 2025

CARRIED 9/0

6.4 Housing Lifestyle Unit 12 Quartz Street, Westonia

Ramelius Resources – Edna May Operation Pty Ltd moves into the care and Maintenance at the end of April Unit 12 Quartz Street, Westonia will be returning to WPA. The committee is required to consider the future leasing or renting options for Unit 12

Does the Progress want to consider a long-term residential rentals \$250.00 per Week (\$13,000 Year)

Or a short-term accommodation Air BnB option run and controlled by the Shire \$220 per night (Potential \$80,300 Year)

Moved: Peter Antonio

Seconded: Ainslie Faithfull

06/03-25

Motion Moved that a short-term accommodation Air BnB option run and controlled by the Shire Negotiated Rate with CEO

CARRIED 9/0

6.5 Additional Housing

Brendon Crees raised concerns regarding the ongoing shortage of housing in the area. In light of this issue, he has suggested that the committee explore the possibility of purchasing additional housing units as a potential investment to address the shortage and generate long-term benefits.

7. Meeting Closure

With no further business the Chairperson, Lex Townrow closed the meeting at 7.16 pm

Next Meeting Date (in 6 Months September 2025 @ 6.30pm) or Earlier depending on access to farm.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

President, Cr Crees advised having attended the following meetings:

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

Councillor Geier advised having attended the following meetings:

Councillor Simmonds advised having attended the following meetings:

Councillor Faithfull advised having attended the following meetings:

Councillor Huxtable advised having attended the following meetings:

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **27th March 2025**.

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

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person and Impartiality** interest were made at the Council meeting held on **27th March 2025**.

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

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity. interest** were made at the Council meeting held on **27th March 2025**.

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

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – FEBRUARY 2025

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

Purpose of the Report

☐ Executive Decision

☒ Legislative Requirement

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

Background

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

Comment

Attached is a copy of Accounts for Payment for the month of February 2025 The credit card/ Fuel Card statements currently show: -

MasterCard Transactions

CEO February 2025 \$1,443.66 associated with the purchase of, 1049451 Cloud Anti Spam Recurring, 1038203 Office 365 Exchange online Plan Monthly Recurring, 1047021 Microsoft 365 Business Basic Recurring Monthly, Active8me internet service, 1049449 Managed Endpoint & Subscriptions Recurring, 1038283 - Microsoft 365 Business Std Recurring, Starlink - CEO Internet, The Roadhouse Hook Bremer Cash Advance Fee & Interest and Bendigo - Card Fee

DCEO February 2025 \$538.63 associated with the purchase of, Spotlight - Art Canvas, Landgate - Land Records, Lite N'Easy - Meals due to mix up, Chromagen - Flow Control Valve, Interclamp Pty Ltd - Hand Rail Clamps Interest Bendigo - Card Fee

Fuel Card Transactions Totalling Nil

CEO	Nil
DCEO	Nil
Construction Supervisor	Nil

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 2024/2025 Annual Budget.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That February 2025 accounts submitted to today’s meeting on Municipal D/Debits from DD4473 to DD4497 and Electronic Fund Transfers EFT7426 to EFT7485 (Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Credit Card Payments) totalling \$710,838.68 be passed for payment.

List of Accounts Due & Submitted to Council February 2025

Chq/EFT	Date	Name	Description	Amount	Bank	Type
B/S	03/02/2025	FEE - BANK FEES	BANK FEES	-240.36	1	FEE
PAY	09/02/2025	Salaries & Wages	Employee Payroll	-42705.79	1	PAY
DD4473.1	09/02/2025	Aware Super - Accumulation	Payroll deductions	-6073.68	1	CSH
DD4473.2	09/02/2025	AUSTRALIANSUPER	Superannuation contributions	-1055.97	1	CSH
DD4473.3	09/02/2025	MLC Masterkey	Superannuation contributions	-324.78	1	CSH
DD4473.4	09/02/2025	Netwealth Superannuation	Superannuation contributions	-65.30	1	CSH
DD4473.5	09/02/2025	Australian Retirement Trust	Superannuation contributions	-312.72	1	CSH
DD4473.6	09/02/2025	Amp Flexible Lifetime Super	Superannuation contributions	-269.45	1	CSH
DD4473.7	09/02/2025	Hostplus	Superannuation contributions	-133.19	1	CSH
DD4473.8	09/02/2025	Macquarie Super	Superannuation contributions	-289.14	1	CSH
EFT7426	11/02/2025	Services Australia Child Support	Payroll deductions	-852.19	1	CSH
EFT7427	11/02/2025	Avon Waste	Waste Removal	-2141.15	1	CSH
EFT7428	11/02/2025	Westonia Progress Association Inc.	MOU Contribution	-32649.76	1	CSH
EFT7429	11/02/2025	Ron Bateman & Co	Consumables	-1120.30	1	CSH
EFT7430	11/02/2025	Two Dogs Home Hardware	Auger	-1215.08	1	CSH
EFT7431	11/02/2025	GEF Great Eastern Freightlines	Freight	-249.85	1	CSH
EFT7432	11/02/2025	Centek Constructions	Pool Redevelopment	-22524.70	1	CSH
EFT7433	11/02/2025	Hutton and Northey Sales	tANKER pARTS	-48.66	1	CSH
EFT7434	11/02/2025	Merredin Rural Supplies Pty Ltd	Office Maintenance	-948.00	1	CSH
EFT7435	11/02/2025	Merredin Refrigeration & Air Conditioning	Museum Mtce	-3099.03	1	CSH
EFT7436	11/02/2025	Liberty Oil rural Pty Ltd	Fuel Purchase	-5549.97	1	CSH
EFT7437	11/02/2025	Extra Mile Writing	Grant assistance	-270.20	1	CSH
EFT7438	11/02/2025	Great Southern Fuel Supplies	Fuel Purchased	-162.97	1	CSH
EFT7439	11/02/2025	Westonia Community Cooperative Limited	January Purchases	-1253.38	1	CSH
EFT7440	11/02/2025	Edna May Operations Pty Ltd Ramelius Resources Ltd	Rates refund for assessment A140 RURAL	-18066.16	1	CSH
EFT7441	11/02/2025	Wessie Pty Ltd Atf: The Geier Family Trust	Gravel Push Up	-4570.50	1	CSH
EFT7442	11/02/2025	Fuel Distributors Of Western Australia Pty Ltd	Fuel Card Purchases	-117.29	1	CSH

List of Accounts Due & Submitted to Council February 2025

Chq/EFT	Date	Name	Description	Amount	Bank	Type
EFT7443	11/02/2025	Medelect Biomedical Services	Defibrillator	-3464.45	1	CSH
EFT7444	11/02/2025	Avon Concrete	Culvert Maintenance	-16500.00	1	CSH
EFT7445	11/02/2025	Combined Tyres Pty Ltd	Tyres	-1072.50	1	CSH
EFT7446	11/02/2025	Ross Warren Winzer	HACC Services	-95.00	1	CSH
EFT7447	11/02/2025	WA Contract Ranger Services P/L	Ranger Services	-693.00	1	CSH
EFT7448	11/02/2025	Sound Balance Physiotherapy	HACC Services	-105.00	1	CSH
EFT7449	11/02/2025	Out West Mechanical	WT139 Repairs	-10755.72	1	CSH
EFT7450	11/02/2025	Brickmart (wa)	Niche Wall	-409.75	1	CSH
EFT7451	11/02/2025	MACE Services Pty Ltd	04WT Repairs	-690.03	1	CSH
EFT7452	11/02/2025	Flight Plan Digital Pty Ltd /ta Live Life Alarms	HACC Service	-75.00	1	CSH
EFT7453	11/02/2025	Lite n'Easy	HACC Meals	-714.39	1	CSH
EFT7454	11/02/2025	Famlonga Building Contractors	Pool Kiosk Development	-334623.48	1	CSH
EFT7455	11/02/2025	Wongan Hills Pharmacy	HACC Service	-45.00	1	CSH
EFT7456	11/02/2025	Infiniti Designer Pools Pty Ltd	Warm Water Pool Design etc	-5606.37	1	CSH
EFT7457	11/02/2025	Australia Post	Postage	-106.81	1	CSH
DD4481.1	13/02/2025	Synergy	Electricity	-932.57	1	CSH
DD4482.1	14/02/2025	Bendigo Business Mastercard	Microsoft 365 Business Basic	-3547.13	1	CSH
DD4482.2	16/02/2025	Bendigo Business Mastercard	CEO Uniform	-335.01	1	CSH
DD4483.1	17/02/2025	TELSTRA CORPORATION LIMITED	Telephone Usage	-1684.33	1	CSH
EFT7458	19/02/2025	Wairarapa Farming Company	Gravel pushed up	-5400.01	1	CSH
EFT7459	19/02/2025	Merredin Refrigeration & Air Conditioning	Replacement of Airconditioning unit as per quote 21550	-3900.00	1	CSH
EFT7460	19/02/2025	Liberty Oil rural Pty Ltd	Diesel for Mobile Tanker	-6998.40	1	CSH
EFT7461	19/02/2025	Wessie Pty Ltd Atf: The Geier Family Trust	Mack Truck Hire - pulling Shire water tank for Jan 2025	-3355.00	1	CSH
EFT7462	19/02/2025	McWilliam Clan Pty Ltd t/a D & T McWilliam	Hire 8 Wheel Watercart/Driver	-9394.00	1	CSH
EFT7463	19/02/2025	MACE Services Pty Ltd	Repairs to Toyota Hilux WT35	-1511.83	1	CSH
EFT7464	19/02/2025	W Gibbs And Son	Cemetery Niche Wall Plus Supply of brickets cement	-11295.71	1	CSH
4078	20/02/2025	Deputy Commissioner of Taxation	BAS Jan 2025	-27245.00	1	CSH
PAY	23/02/2025	Salaries & Wages	Employee Payroll	-44576.14	1	PAY
DD4496.1	23/02/2025	Aware Super - Accumulation	Payroll deductions	-6012.07	1	CSH

List of Accounts Due & Submitted to Council February 2025

Chq/EFT	Date	Name	Description	Amount	Bank	Type
DD4496.2	23/02/2025	AUSTRALIANSUPER	Superannuation contributions	-1371.66	1	CSH
DD4496.3	23/02/2025	MLC Masterkey	Superannuation contributions	-324.78	1	CSH
DD4496.4	23/02/2025	Netwealth Superannuation	Superannuation contributions	-135.27	1	CSH
DD4496.5	23/02/2025	Australian Retirement Trust	Superannuation contributions	-312.72	1	CSH
DD4496.6	23/02/2025	Amp Flexible Lifetime Super	Superannuation contributions	-269.45	1	CSH
DD4496.7	23/02/2025	Hostplus	Superannuation contributions	-218.18	1	CSH
DD4496.8	23/02/2025	Macquarie Super	Superannuation contributions	-324.78	1	CSH
EFT7465	24/02/2025	JASMINE L GEIER	DCEO Phone	-500.00	1	CSH
EFT7466	24/02/2025	Landgate	Rural Schedule	-92.43	1	CSH
EFT7467	24/02/2025	Shire Of Yilgarn	Advertising WOTG	-100.00	1	CSH
EFT7468	24/02/2025	Copier Support	Copier support	-1095.34	1	CSH
EFT7469	24/02/2025	Toll Transport Pty Ltd	Freight	-134.42	1	CSH
EFT7470	24/02/2025	Westonia Tavern	Christmas Cheer	-795.00	1	CSH
EFT7471	24/02/2025	Merredin Community Resource Centre	Advertising WOTG	-40.00	1	CSH
EFT7472	24/02/2025	Ancor Electrical	Pool Kiosk Upgrade	-5407.25	1	CSH
EFT7473	24/02/2025	Mineral Crushing Services (WA) Pty Ltd	Crackerdust Supply	-1767.57	1	CSH
EFT7474	24/02/2025	Merredin Farms Pty Ltd	Rates refund for assessment A6840 1659 WARRACHUPPIN RD WESTONIA WA 6423	-6242.05	1	CSH
EFT7475	24/02/2025	Wessie Pty Ltd Atf: The Geier Family Trust	Museum Expansion Works	-6847.50	1	CSH
EFT7476	24/02/2025	CORSIGN WA PTY LTD	Street/Road Signs	-3324.20	1	CSH
EFT7477	24/02/2025	Priscilla & Hilary Stephens	HACC Products	-124.99	1	CSH
EFT7478	24/02/2025	Flight Plan Digital Pty Ltd /ta Live Life Alarms	HACC Services	-75.00	1	CSH
EFT7479	24/02/2025	Lite n'Easy	HACC Meals	-590.22	1	CSH
EFT7480	24/02/2025	Acus Tank Pty Ltd	Warralakin Tank Expenses	-2915.00	1	CSH
EFT7481	24/02/2025	Wongan Hills Pharmacy	HACC Products	-407.72	1	CSH
EFT7482	24/02/2025	Environex International Pty Ltd	Pool Supplies	-28.60	1	CSH
EFT7483	24/02/2025	Storage Town	Museum Item	-700.00	1	CSH
B/S	25/02/2025	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-578.95	1	FEE
EFT7484	25/02/2025	Services Australia Child Support	Payroll deductions	-852.19	1	CSH

List of Accounts Due & Submitted to Council February 2025

Chq/EFT	Date	Name	Description	Amount	Bank	Type
DD4497.1	26/02/2025	Water Corporation	Standpipe Water Usage & Service Charges	-20030.33	1	CSH
EFT7485	27/02/2025	Perth Monumental Works	Niche Wall Plaque - McDowall	-1137.40	1	CSH
B/S	28/02/2025	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-6604.20	1	FEE
B/S	28/02/2025	FEE - BANK FEES	BANK FEES	-38.21	1	FEE

-\$ 710,838.68

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal D/Debits from DD4473 to DD4497 and Electronic Fund Transfers EFT7426 to EFT7485 (Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Credit Card Payments) totalling \$710,838.68 submitted to each member of the Council on Thursday 27th March 2025, 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 2025

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

Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

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

Background

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

Comment

The Monthly Statement of Financial Activity for the period ending February 2025 is attached for Councillor information, and consists of:

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

Statutory Environment

General Financial Management of Council
Council 2024/2025 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

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

Strategic Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending February 2025 and note any material variances greater than \$10,000 or 15%.

SHIRE OF WESTONIA

MONTHLY FINANCIAL REPORT

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

For the period ended 28 February 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WESTONIA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	1,223,285	1,160,865	1,227,655	66,790	5.75%	▲
Grants, subsidies and contributions	11	2,068,600	1,099,875	1,058,979	(40,896)	(3.72%)	▼
Fees and charges		826,750	679,950	890,394	210,444	30.95%	▲
Interest revenue		259,600	94,892	99,230	4,338	4.57%	
Other revenue		262,650	53,175	64,940	11,765	22.13%	▲
Profit on asset disposals	6	66,000	37,100	66,644	29,544	79.63%	▲
		4,706,885	3,130,757	3,407,842	277,085	8.85%	
Expenditure from operating activities							
Employee costs		(1,387,000)	(731,243)	(726,932)	4,311	0.59%	
Materials and contracts		(1,243,450)	(652,804)	(668,117)	(15,313)	(2.35%)	▼
Utility charges		(312,050)	(145,272)	(134,628)	10,644	7.33%	▲
Depreciation		(1,886,850)	(1,638,409)	(1,634,636)	3,773	0.23%	
Insurance		(168,250)	(141,072)	(164,064)	(22,992)	(16.30%)	▼
Other expenditure		(57,000)	(29,680)	(28,613)	1,067	3.60%	
Loss on asset disposals	6	(18,000)	0	0	0	0.00%	
		(5,072,600)	(3,338,480)	(3,356,990)	(18,510)	(0.55%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,838,850	1,601,309	1,567,992	(33,317)	(2.08%)	▼
Amount attributable to operating activities		1,473,135	1,393,586	1,618,844	225,258	16.16%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	12	1,557,590	956,325	1,014,285	57,960	6.06%	▲
Proceeds from disposal of assets	6	285,000	170,000	224,273	54,273	31.93%	▲
		1,842,590	1,126,325	1,238,558	112,233	9.96%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(3,380,000)	(1,673,180)	(1,668,076)	5,104	0.31%	
Payments for construction of infrastructure	5	(2,374,500)	(1,497,960)	(924,314)	573,646	38.30%	▲
		(5,754,500)	(3,171,140)	(2,592,390)	578,750	18.25%	
Non-cash amounts excluded from investing activities	Note 2(b)	0	0	0	0	0.00%	
Amount attributable to investing activities		(3,911,910)	(2,044,815)	(1,353,833)	690,982	33.79%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	1,000,000	1,000,000	1,000,000	0	0.00%	
		1,000,000	1,000,000	1,000,000	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(1,881,000)	0	0	0	0.00%	
		(1,881,000)	0	0	0	0.00%	
Amount attributable to financing activities		(881,000)	1,000,000	1,000,000	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,654,414	1,654,414	2,467,737	813,323	49.16%	▲
Amount attributable to operating activities		1,473,135	1,393,586	1,618,844	225,258	16.16%	▲
Amount attributable to investing activities		(3,911,910)	(2,044,815)	(1,353,833)	690,982	33.79%	▲
Amount attributable to financing activities		(881,000)	1,000,000	1,000,000	0	0.00%	
Surplus or deficit after imposition of general rates		(1,665,361)	2,003,185	3,732,748	1,729,563	86.34%	▲

KEY INFORMATION

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

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

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

SHIRE OF WESTONIA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

	Supplementary Information	30 June 2024	28 February 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	6,974,685	6,970,908
Trade and other receivables		179,050	367,833
Inventories	7	0	(42,105)
TOTAL CURRENT ASSETS		7,153,735	7,296,636
NON-CURRENT ASSETS			
Inventories		40,339	40,339
Property, plant and equipment		13,641,497	14,795,464
Infrastructure		76,193,300	75,903,291
TOTAL NON-CURRENT ASSETS		89,875,136	90,739,094
TOTAL ASSETS		97,028,871	98,035,730
CURRENT LIABILITIES			
Trade and other payables	8	201,500	79,390
Employee related provisions	10	285,527	285,527
TOTAL CURRENT LIABILITIES		487,027	364,917
NON-CURRENT LIABILITIES			
Employee related provisions		29,305	29,305
TOTAL NON-CURRENT LIABILITIES		29,305	29,305
TOTAL LIABILITIES		516,332	394,222
NET ASSETS		96,512,539	97,641,508
EQUITY			
Retained surplus		23,207,787	25,272,924
Reserve accounts	4	4,315,820	3,315,820
Revaluation surplus		68,988,932	68,988,932
TOTAL EQUITY		96,512,539	97,577,676

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 2025

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	28 February 2025
Current assets		\$	\$	\$
Cash and cash equivalents	3	2,008,873	6,974,685	6,970,908
Trade and other receivables		368,120	179,050	367,833
Other financial assets		4,397,554	0	0
Inventories	7	19,308	0	(42,105)
		6,793,855	7,153,735	7,296,636
Less: current liabilities				
Trade and other payables	8	(240,276)	(201,500)	(79,390)
Employee related provisions	10	(201,888)	(285,527)	(285,527)
		(442,164)	(487,027)	(364,917)
Net current assets		6,351,691	6,666,708	6,931,719
Less: Total adjustments to net current assets	Note 2(c)	(4,198,971)	(4,198,971)	(3,198,971)
Closing funding surplus / (deficit)		2,152,720	2,467,737	3,732,748

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget	YTD Actual
		Budget	(a)	(b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(66,000)	(37,100)	(66,644)
Add: Loss on asset disposals	6	18,000	0	0
Add: Depreciation		1,886,850	1,638,409	1,634,636
Total non-cash amounts excluded from operating activities		1,838,850	1,601,309	1,567,992

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	28 February 2025
		\$	\$	\$
Less: Reserve accounts	4	(4,315,820)	(4,315,820)	(3,315,820)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	116,849	116,849	116,849
Total adjustments to net current assets	Note 2(a)	(4,198,971)	(4,198,971)	(3,198,971)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2024-25 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	66,790	5.75%	▲
Grants, subsidies and contributions	(40,896)	(3.72%)	▼
Other revenue	11,765	22.13%	▲
Expenditure from operating activities			
Utility charges	10,644	7.33%	▲
Insurance	(22,992)	(16.30%)	▼
Inflows from investing activities			
Proceeds from disposal of assets	54,273	31.93%	▲
Outflows from investing activities			
Payments for property, plant and equipment	0	0.00%	
Payments for construction of infrastructure	573,646	38.30%	▲
Surplus or deficit at the start of the financial year	813,323	49.16%	▲
Surplus or deficit after imposition of general rates	1,729,563	86.34%	▲
Due to variances described above			

	Timing Variance
	Material Variance

Schedule 03 General Purpose Funding

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rates Income								
Operating Expense								
03	03100	ABC Costs- Rate Revenue	33,000	17,950	17,862	(88)	(0)%	
03	03101	Rate Notice Stationery expense	500	500	435	(65)	(13)%	
03	03102	Rates Recovery - Legal Expenses	1,500	0	0	0		
03	03103	Valuation Expenses and Title Search	4,000	100	92	(8)	(8)%	
03	03107	Rates Written-off	500	10	8	(2)	(21)%	
			39,500	18,560	18,397	(163)		
Operating Income								
03	03104	General Rates Levied	(1,220,000)	(1,224,500)	(1,222,624)	1,876	(0)%	
03	03105	Ex-Gratia Rates Received	(5,200)	(5,200)	(5,031)	169	(3)%	
03	03106	Penalty Interest Raised on Rates	(7,500)	(7,500)	(8,682)	(1,182)	16%	
03	03109	Instalment Interest Received	(2,000)	(2,000)	(4,754)	(2,754)	138%	36x Assements taken up Rate
03	03110	Rates Administration Fee Received	(1,000)	(1,000)	(1,080)	(80)	8%	Instament options
03	03112	Other Revenue	(500)	(500)	(900)	(400)	80%	
			(1,236,200)	(1,240,700)	(1,243,071)	(2,371)		
Other General Purpose Funding								
Operating Expense								
03	03210	Bank Fees Expense	7,000	3,081	2,985	(96)	(3)%	
			7,000	3,081	2,985	(96)		
Operating Income								
03	03201	Grants Commission Grant Received	(178,000)	(115,500)	(115,310)	190	(0)%	
03	03202	Grants Commission Grant Received	(107,000)	(46,250)	(46,181)	69	(0)%	
03	03204	Interest Received	(250,100)	(85,392)	(85,795)	(403)	0%	
03	03205	Other General Purpose funding rece	(250)	0	(0)	(0)		
			(535,350)	(247,142)	(247,286)	(144)		
TOTAL OPERATING EXPENDITURE			46,500	21,641	21,382	(259)		
TOTAL OPERATING INCOME			(1,771,550)	(1,487,842)	(1,490,357)	(2,515)		

Schedule 04 Governance

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Members Of Council								
Operating Expense								
04	04100	Members Travelling Expenses paid	500	170	164	(6)	(4)%	
04	04101	Members Conference Expenses	15,000	15,000	14,169	(831)	(6)%	
04	04102	Council Election Expenses	0	0	0	0		
04	04103	President's Allowance paid	6,000	3,000	2,912	(88)	(3)%	
04	04104	Members Refreshments & Receptio	25,000	18,100	17,694	(406)	(2)%	
04	04105	Members - Insurance	15,000	15,000	16,473	1,473	10%	
04	04106	Members - Subscriptions	72,550	63,500	63,995	495	1%	
04	04107	Members - Donation & Gifts	3,000	300	223	(77)	(26)%	
04	04108	Members Telephone Subsidy Paid	0	0	1,687	1,687		
04	04109	Members Sitting Fees Paid	25,000	12,500	11,652	(848)	(7)%	
04	04110	Consultant Fees Expense	38,000	1,500	1,500	0	0%	
04	04111	Training Expenses of Members	5,000	0	0	0		
04	04112	Maintenance - Council Chambers	3,200	2,203	2,381	178	8%	
04	04113	ABC Costs- Relating to Members	82,000	45,664	44,644	(1,020)	(2)%	
04	04114	Audit Fees expense	31,000	31,000	36,200	5,200	17%	
04	04118	Advertising	3,000	2,500	2,494	(6)	(0)%	
04	04120	Public Relations/ Promotions	2,500	0	0	0		
04	04199	Depreciation - Members of Council	50	0	0	0		
			326,800	210,437	216,188	5,751		
Operating Income								
04	04121	Contributions, Reimbursements	(1,000)	0	(218)	(218)		
04	04122	Photocopying	(100)	0	0	0		
04	04124	Sale of Electoral Rolls	(50)	0	0	0		
			(1,150)	0	(218)	(218)		
TOTAL OPERATING EXPENDITURE			326,800	210,437	216,188	5,751		
TOTAL OPERATING INCOME			(1,150)	0	(218)	(218)		

Schedule 05 Law, Order & Public Safety

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Fire Prevention								
Operating Expense								
05	05100	ABC Costs- Fire Prevention	24,500	13,828	13,428	(400)	(3)%	
05	05101	Bush Fire Control Maintenance Plan	10,000	5,031	4,799	(232)	(5)%	
05	05102	Bush Fire Control Maintenance Lanc	1,500	250	230	(20)	(8)%	
05	05103	Bush Fire Control	1,000	0	0	0		
05	05104	Bush Fire Control Insurance	20,000	20,000	19,083	(917)	(5)%	
05	05112	Bush Fire Clothing, Training & Accs.	3,200	50	23	(27)	(54)%	
05	05113	Utilities Communication & Power	4,500	4,500	4,934	434	10%	
05	05114	Other Goods & Services	1,000	200	749	549	275%	
05	05199	Depreciation - Fire Prevention	21,500	14,328	14,167	(161)	(1)%	
			87,200	58,187	57,413	(774)		
Operating Income								
05	05106	Bush Fire Reimbursements	0	0	0	0		
05	05107	FESA Operating Grant	(33,000)	(17,000)	(16,953)	48	(0)%	
05	05108	Edna May MOU Emergency Services	(10,000)	(10,000)	(10,227)	(227)	2%	
05	05111	FESA ESL Admin Fee	(4,500)	(4,500)	(4,400)	100	(2)%	
			(47,500)	(31,500)	(31,580)	(80)		
Capital Expense								
05	5110	Purchase Plant Fire Prevention	0	0	0	0		
			0	0	0	0		
Animal Control								
Operating Expense								
05	05200	Expenses Relating to Animal Contro	0	0	0	0		Cattle Sheep and Goat Ear Tag Ri
05	05201	Animal Control - Ranger Expense	5,000	2,900	2,940	40	1%	
			5,000	2,900	2,940	40		
Operating Income								
05	05202	Fines and Penalties - Animal Contro	(100)	0	0	0		
05	05203	Dog Registration Fees	(750)	(300)	(324)	(24)	8%	
05	05301	Income Relating to Other Law	(50)	0	0	0		
			(900)	(300)	(324)	(24)		
TOTAL OPERATING EXPENDITURE			92,200	61,087	60,353	(734)		
TOTAL OPERATING INCOME			(48,400)	(31,800)	(31,904)	(104)		
TOTAL CAPITAL EXPENDITURE			0	0	0	0		

Schedule 07 Health

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Health-HACC								
Operating Expense								
07	07110	HCS -Salaries	80,000	55,328	55,313	(15)	(0)%	
07	07112	Expenses Relating to Health HCS	70,000	38,664	38,602	(62)	(0)%	
07	07114	HCS - ABC Costs	66,000	35,000	35,734	734	2%	
			216,000	128,992	129,650	658		
Operating Income								
07	07101	Service Fee	(240,000)	(170,000)	(175,350)	(5,350)	3%	
07	13198	Profit on Sale of Asset	(12,000)	(9,600)	(9,547)	53	(1)%	
			(252,000)	(179,600)	(184,897)	(5,297)		
Capital Expense								
07	07405	Purchase Plant - HCS Vehicle	65,000	38,000	37,771	(229)	(1)%	
			65,000	38,000	37,771	(229)		
Capital Income								
07	07109	Proceeds on Sale of Asset	(35,000)	(35,000)	(32,000)	3,000	(9)%	
			(35,000)	(35,000)	(32,000)	3,000		
Preventative Services - Administration & Inspections								
Operating Expense								
07	07400	ABC Costs- Preventative Services - /	16,000	9,664	8,931	(733)	(8)%	
07	07404	Analytical Expenses	400	400	372	(28)	(7)%	
07	07406	Contract - EHO Expense	8,000	4,000	3,527	(473)	(12)%	
			24,400	14,064	12,830	(1,234)		
Operating Income								
07	07401	Income Relating to Preventative Ser	0	0	0	0		
07	07407	Reimbursement	(100)	0	0	0		
			(100)	0	0	0		
Preventative Services - Pest Control								
Operating Expense								
07	07500	Mosquito Control Preventative Serv	2,500	2,000	2,023	23	1%	
			2,500	2,000	2,023	23		
Preventative Services -Other								
Operating Expense								
07	07600	Ambulance Services - Other	2,000	130	196	66	50%	
07	07601	Medical Rooms & Dr Expense - Othe	12,500	9,528	9,691	163	2%	
08	08600	ABC Costs- Other Welfare	57,000	9,550	8,931	(619)	(6)%	
			71,500	19,208	18,817	(391)		
Operating Income								
07	07602	Reimbursement Rural Health West	(12,000)	(4,000)	(4,254)	(254)	6%	
			(12,000)	(4,000)	(4,254)	(254)		
Other Health								
Operating Expense								
07	07700	Nurse Practitioner Clinic	35,500	21,672	21,027	(645)	(3)%	
07	07799	Depreciation - Health	2,100	1,400	1,358	(42)	(3)%	
			37,600	23,072	22,385	(687)		
Operating Income								
07	07701	WAPHA /Other Funding	0	0	0	0		
07	07703	User Pay Fee Nurse Practitioner Ser	(12,000)	(8,000)	(7,518)	482	(6)%	
07	07704	Medicare Benefits	(10,000)	(10,000)	(13,094)	(3,094)	31%	
			(22,000)	(18,000)	(20,612)	(2,612)		
Capital Expense								
07	07702	Purchase Buildings - Medical Centre	20,000	12,000	11,778	(222)	(2)%	
			20,000	12,000	11,778	(222)		
Capital Income								
07	07603	WAPHA - Medical Centre Upgrades	0	0	0	0		
			0	0	0	0		
TOTAL OPERATING EXPENDITURE			352,000	187,336	185,705	(1,631)		
TOTAL OPERATING INCOME			(286,100)	(201,600)	(209,763)	(8,163)		
TOTAL CAPITAL INCOME			(35,000)	(35,000)	(32,000)	3,000		
TOTAL CAPITAL EXPENDITURE			85,000	50,000	49,549	(451)		

Schedule 08 Education & Welfare

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Pre-Schools								
Operating Expense								
08	08100	ABC Costs - Expenses Relating to Sch	16,000	16,000	31,267	15,267	95%	
08	08101	Westonia Primary School	53,000	31,817	31,425	(392)	(1)%	
08	08199	Depreciation - School	14,000	10,328	10,374	46	0%	
			83,000	58,145	73,066	14,921		
Operating Income								
08	08103	Income School Facility/Main Buildin	0	0	0	0		
08	08105	Income Unit Accomodation	(20,000)	(15,328)	(14,823)	505	(3)%	
			(20,000)	(15,328)	(14,823)	505		
Capital Income								
08	08107	LotteryWest	(250,000)	(130,000)	(135,975)	(5,975)	5%	
08	08108	Collgar Renewables	(10,000)	(5,000)	(5,000)	0	0%	
			(260,000)	(135,000)	(140,975)	(5,975)		
Capital Expense								
08	08104	Purchase Land & Buildings- Leisure	250,000	13,500	13,074	(426)	(3)%	
08	08203	Purchase Furniture & Equipment - L	95,000	2,180	2,180	0	0%	
			345,000	15,680	15,254	(426)		
Aged & Disabled - Senior Citizens								
Operating Expense								
08	08401	Seniors Activities	7,500	4,700	4,240	(460)	(10)%	
08	08402	Wheatbelt Agcare	500	500	600	100	20%	
			8,000	5,200	4,840	(360)		
Operating Income								
08	08403	Income Relating to Aged & Disabled	(5,000)	0	0	0		
			(5,000)	0	0	0		
TOTAL OPERATING EXPENDITURE			91,000	63,345	77,906	14,561		
TOTAL OPERATING INCOME			(25,000)	(15,328)	(14,823)	505		
TOTAL CAPITAL INCOME			(260,000)	(135,000)	(140,975)	(5,975)		
TOTAL CAPITAL EXPENDITURE			345,000	15,680	15,254	(426)		

Schedule 09 Housing

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Staff Housing								
Operating Expense								
09	09100	Staff Housing - ABC Costs	24,000	13,500	13,400	(100)	(1)%	
09	09101	Maintenance 20 Diorite St -DCEO	25,000	5,492	7,857	2,365	43%	
09	09102	Maintenance 11 Quartz St - Swimmi	5,000	2,000	2,064	64	3%	
09	09104	Maintenance 37 Diorite St - Rental	500	500	1,835	1,335	267%	
09	09105	Maintenance 7 Quartz St - Plant Op	4,800	4,800	6,474	1,674	35%	
09	09108	Depreciation - Staff Housing	53,000	35,328	34,289	(1,039)	(3)%	
09	09109	Maintenance 13 Pyrite Street -Plant	5,200	5,200	5,958	758	15%	
09	09201	Maintenance 4 Quartz St - Plant Op	5,300	3,300	3,376	76	2%	
09	09202	Maintenance 55 Wolfram St -Admin	11,800	11,800	16,365	4,565	39%	
09	09211	Maintenance 301 Pyrite Street - Sen	4,800	4,800	5,327	527	11%	
			139,400	86,712	85,764	(948)		
Operating Income								
09	09121	Income 20 Diorite St -Rental	0	0	(120)	(120)		
09	09122	Income 11 Quartz St - Swimming Po	(2,600)	(1,728)	(1,820)	(92)	5%	
09	09124	Income 37 Diorite St - Rental	(1,000)	(1,000)	(2,040)	(1,040)	104%	
09	09125	Income 7 Quartz St - Plant Operator	(2,600)	(1,728)	(1,360)	368	(21)%	
09	09130	Income 13 Pyrite Street -Plant Oper.	(2,600)	(1,728)	(1,700)	28	(2)%	
09	09220	Income 4 Quartz St - Plant Operator	(2,600)	(1,728)	(1,700)	28	(2)%	
09	09221	Income 55 Wolfram St -Administrati	(7,800)	(6,850)	(6,984)	(134)	2%	
09	09230	Income 301 Pyrite Street - Senior Fir	(2,600)	(1,728)	(1,650)	78	(5)%	
			(21,800)	(16,490)	(17,374)	(884)		
Other Housing								
Operating Expense								
09	09103	CEACA Contribution 3Units	153,000	0	0	0		
09	09200	Other Housing - ABC Costs	24,000	13,500	13,400	(100)	(1)%	
09	09203	Maintenance - Lifestyle	14,000	7,500	7,399	(101)	(1)%	
09	09206	Maintenance Quartz Street Age Uni	14,450	9,248	9,205	(43)	(0)%	
09	09208	Maintenance - 17 Pyrite Street JV U	14,250	9,976	10,519	543	5%	
09	09212	Rental Lifestyle Village - Westonia P	13,500	9,125	9,048	(77)	(1)%	
09	09236	Depreciation Other Housing	60,500	38,328	37,598	(730)	(2)%	
			293,700	87,677	87,171	(506)		
Other Housing								
Operating Income								
09	09222	Income - Lifestyle	(70,000)	(65,875)	(66,627)	(752)	1%	
09	09227	Income 17Pyrite St - JV Units	(9,360)	(8,800)	(8,800)	0	0%	
09	09231	Income - Ramelius Resources Lease	(24,000)	(18,000)	(18,132)	(132)	1%	
09	09238	Income -Age Units Quartz Street	(14,040)	(11,060)	(11,665)	(605)	5%	
09	09298	Profit on Sale of Asset	(7,000)	0	0	0		
			(124,400)	(103,735)	(105,224)	(1,489)		
Capital Expense								
09	09127	Purchase - Staff Housing - Shed 4 Q	30,000	15,000	14,155	(845)	(6)%	
09	09128	Purchase Land & Buildings - New Sta	0	0	0	0		
			30,000	15,000	14,155	(845)		
Capital Income								
09	09237	Income -Sale of 37 Diorite St, Westo	(80,000)	0	0	0		
			(80,000)	0	0	0		
TOTAL OPERATING EXPENDITURE			433,100	174,389	172,935	(1,454)		
TOTAL OPERATING INCOME			(146,200)	(120,225)	(120,038)	187		
TOTAL CAPITAL INCOME			(80,000)	0	0	0		
TOTAL CAPITAL EXPENDITURE			30,000	15,000	14,155	(845)		

Schedule 10 Community Amenities

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Sanitation - Household Refuse								
Operating Expense								
10	10100	ABC Costs- Household Refuse	24,000	14,500	13,397	(1,103)	(8)%	
10	10103	Domestic Refuse Collection	15,000	9,250	8,901	(349)	(4)%	
10	10105	Refuse Collection Public Bins	15,000	9,128	7,538	(1,590)	(17)%	
10	10106	Refuse Maintenance	22,000	6,000	8,367	2,367	39%	
10	10107	Waste Oil Recycling	500	0	0	0		
10	10108	Containers for Change Recycling Bin	0	0	0	0		
			76,500	38,878	38,203	(675)		
Operating Income								
10	10120	Income Relating to Sanitation - Hou	(14,000)	(14,000)	(13,229)	771	(6)%	
10	10122	Drum-Muster	0	0	0	0		
			(14,000)	(14,000)	(13,229)	771		
Other Community Amenities								
Operating Expense								
10	10704	Maintenance - Public Conveniences	9,000	6,992	7,505	513	7%	
10	10705	Maintenance - Cemetery	0	0	0	0		
10	10706	Maintenance - Grave Digging	11,000	8,156	7,948	(208)	(3)%	
10	10799	Depreciation - Community Services	21,200	18,128	20,088	1,960	11%	
			41,200	33,276	35,540	2,264		
Operating Income								
10	10701	Income Relating to Other Communi	0	0	0	0		
10	10708	Cemetery Fees	(2,000)	(1,000)	(1,050)	(50)	5%	
			(2,000)	(1,000)	(1,050)	(50)		
Capital Expenditure								
10	10702	Purchase Land & Buildings - Niche V	20,000	10,000	10,269	269	3%	
			20,000	10,000	10,269	269		
TOTAL OPERATING EXPENDITURE			117,700	72,154	73,743	1,589		
TOTAL OPERATING INCOME			(2,000)	(1,000)	(1,050)	(50)		
TOTAL CAPITAL EXPENDITURE			20,000	10,000	10,269	269		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Public Halls & Civic Centres								
Operating Expense								
11	11100	ABC Costs- Public Halls & Civic Cent	82,000	44,664	44,650	(14)	(0)%	
11	11104	Maintenance - Public Halls	34,500	10,656	12,238	1,582	15%	
11	11105	Maintenance - Complex/ Gym	34,000	12,656	17,249	4,593	36%	
11	11106	Maintenance - Wanderers Stadium	32,200	7,256	15,472	8,216	113%	
11	11107	MOU Westonia Progress Payment	30,000	22,000	22,196	196	1%	
11	11199	Depreciation - Public Halls	67,800	45,192	45,310	118	0%	
			280,500	142,424	157,116	14,692		
Operating Income								
11	11110	Income Relating to Public Halls & Ci	(200)	(100)	(318)	(218)	218%	
11	11111	Income Edna May MOU 33%	(17,500)	(16,125)	(15,799)	326	(2)%	
11	11112	Income Charges Stadium	(500)	(375)	(209)	166	(44)%	
11	11114	Income Edna May MOU WPA 67%	(30,000)	(30,000)	(32,077)	(2,077)	7%	
			(48,200)	(46,600)	(48,403)	(1,803)		
Capital Expense								
11	11102	Purchase Land & Buildings	0	0	0	0		
11	11103	Purchase Furniture & Equipment -G	70,000	30,000	30,026	26	0%	
11	11607	Furniture & Equipment - Disabled R	20,000	0	0	0		
			90,000	30,000	30,026	26		
Swimming Pool								
Operating Income								
11	11202	Swimming Pool Donations	0	(2,500)	(2,500)	0	0%	
			0	(2,500)	(2,500)	0		
Operating Expense								
11	11207	Maintenance Westonia Swimming F	45,000	27,362	29,288	1,926	7%	
11	11208	Chlorine Expenses	3,500	500	523	23	5%	
11	11209	Management Contract Charges	75,000	32,000	31,740	(260)	(1)%	
11	11210	Water Charges	7,000	5,000	4,724	(276)	(6)%	
11	11299	Depreciaton - Swimming Pool	32,700	32,700	23,094	(9,606)	(29)%	
			163,200	97,562	89,369	(8,193)		
Capital Expense								
11	11204	Purchase Land & Buildings -Kiosk/At	1,450,000	1,272,000	1,268,720	(3,280)	(0)%	
11	11205	Purchase Furniture & Equipment - S	0	0	0	0		
			1,450,000	1,272,000	1,268,720	(3,280)		
Other Recreation & Sport								
Operating Expense								
11	11307	Maintenance - Playground, Tennis &	265,000	208,643	208,751	108	0%	
11	11308	Maintenance - Recreation Oval	49,000	34,184	34,993	809	2%	
11	11399	Depreciation - Other Rec & Sport	66,500	50,144	50,144	0	0%	
			380,500	292,971	293,888	917		
Operating Income								
11	11302	Marquee Hire Charges	(100)	(100)	(500)	(400)	400%	
			(100)	(100)	(500)	(400)		
Capital Income								
11	11301	DFES Grant	(35,000)	0	0	0		
11	11310	LRCIP Grant Round 3 Stadium Final	(180,500)	(108,000)	(108,370)	(370)	0%	
11	11211	LRCIP Grant Round 4 Kiosk/Ablution	(259,000)	(208,000)	(207,126)	874	(0)%	
			(474,500)	(316,000)	(315,496)	504		
Capital Expense								
11	11303	Purchase Land & Buildings - Bowling	0	0	0	0		
11	11304	Purchase Furniture & Equipment - S	10,000	4,000	3,847	(153)	(4)%	
11	11309	Bowling Green Redevelopment - CA	0	0	0	0		
			10,000	4,000	3,847	(153)		
Television and Rebroadcasting								
Operating Expense								
11	11401	Maintenance - Television and Rebro	4,000	500	639	139	28%	
11	11499	Depreciation - TV & Radio	5,500	3,664	3,620	(44)	(1)%	
			9,500	4,164	4,258	94		
Capital Expense								
11	11404	Purchase Furniture & Equipment - T	0	0	0	0		
			0	0	0	0		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Other Recreation & Sport								
Operating Expense								
11	11500	Expenses Relating to Libraries	0	0	0	0		
11	11504	Library Salaries	20,000	13,328	13,727	399	3%	
11	11505	Library Expenses	3,500	2,625	2,312	(313)	(12)%	
			23,500	15,953	16,038	85		
Operating Income								
11	11501	Income Relating to Libraries	(100)	(75)	0	75	(100)%	
11	11502	Fines & Penalties Charged	(100)	(75)	0	75	(100)%	
			(200)	(150)	0	150		
Capital Expense								
11	11503	Purchase Furniture & Equipment - L	0	0	0	0		
			0	0	0	0		
Other Culture								
Operating Expense								
11	11605	Nature Reserve Management	20,000	10,000	10,420	420	4%	
11	11606	Maintenance Walgoolan Gazebo	600	0	0	0		
			20,600	10,000	10,420	420		
Operating Income								
11	11602	Income Charges History Books	(200)	(200)	(382)	(182)	91%	
11	11604	Ramelius Common Management - I	0	0	0	0		
			(200)	(200)	(382)	(182)		
Capital Expense								
11	11603	Purchase Furniture & Equipment - P	30,000	0	1,653	1,653		
			30,000	0	1,653	1,653		
TOTAL OPERATING EXPENDITURE			877,800	563,074	571,090	8,016		
TOTAL OPERATING INCOME			(48,700)	(49,550)	(51,785)	(2,235)		
TOTAL CAPITAL INCOME			(474,500)	(316,000)	(315,496)	504		
TOTAL CAPITAL EXPENDITURE			1,580,000	1,306,000	1,304,246	(1,754)		

Schedule 12 Transport

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Streets Roads Bridges & Depot Construction								
Capital Expense								
12	12101	Roads Construction Council	888,500	159,180	271,103	111,923	70%	
12	12103	MRWA Project Construction	595,000	173,000	172,254	(746)	(0)%	
12	12104	Roads to Recovery Construction	571,000	140,664	177,716	37,052	26%	
12	12108	Footpath Construction	50,000	5,000	4,472	(528)	(11)%	
			2,104,500	477,844	625,544	147,700		
Streets Roads Bridges & Depot Maintenance								
Operating Expense								
12	12202	Power - Street Lighting	8,500	5,664	4,808	(856)	(15)%	
12	12203	Maintenance - GRM	590,000	329,287	328,872	(415)	(0)%	
12	12204	Maintenance - Depot	30,500	24,164	24,901	737	3%	
12	12205	Maintenance - Footpaths	500	0	0	0		
12	12206	Traffic Signs Maintenance	22,000	6,000	6,273	273	5%	
12	12208	Townsite Beautification	50,000	3,000	2,943	(57)	(2)%	
12	12219	RRG Expenses	0	0	0	0		
12	12299	Depreciation - Street, Roads, Bridge	1,192,500	1,138,885	1,139,521	636	0%	
			1,894,000	1,507,000	1,507,319	319		
Operating Income								
12	12201	Income Relating to Streets, Roads, E	0	0	0	0		
12	12212	Grant - MRWA Direct	(193,500)	(193,500)	(193,449)	51	(0)%	
12	12213	Grant - MRWA Specific	(396,490)	(350,250)	(350,270)	(20)	0%	
12	12214	Grant -Electric Car Charging Station	(100)	0	0	0		
12	12216	Grant - Roads to Recovery	(571,000)	(241,000)	(241,000)	0	0%	
			(1,161,090)	(784,750)	(784,719)	31		
Capital Expense								
12	12220	Concrete Depot Shed-LB	20,000.00	0.00	0.00	0.00		
			20,000.00	0.00	0.00	0.00		
Road Plant Purchase								
Operating Expense								
12	12359	Loss on Sale of Asset	0	0	0	0		
			0	0	0	0		
Operating Income								
12	12398	Profit on Sale of Asset	(33,000)	(16,500)	(46,155)	(29,655)	180%	
			(33,000)	(16,500)	(46,155)	(29,655)		
Capital Income								
12	12306	Proceeds on Sale of Asset	(142,500)	(63,000)	(62,273)	727	(1)%	
			(142,500)	(63,000)	(62,273)	727		
Road Plant Purchase								
Capital Expense								
12	12304	Telehandler - CAPITAL	180,000	105,500	105,455	(45)	(0)%	
12	12307	Outside Staff Veichles - CAPITAL	40,000	40,000	36,875	(3,125)	(8)%	
12	12309	Water Cart Trailer - CAPITAL	0	13,000	12,716	(284)	(2)%	
			220,000	158,500	155,046	(3,454)		
Aerodromes								
Operating Expense								
12	12604	Airport Maintenance	4,900	3,828	2,701	(1,127)	(29)%	
			4,900	3,828	2,701	(1,127)		
Operating Income								
12	12601	Income Relating to Aerodromes	(100)	0	0	0		
			(100)	0	0	0		
Capital Expense								
12	12605	Airport Land - CAPITAL	0	0	0	0		
			0	0	0	0		
TOTAL OPERATING EXPENDITURE			1,898,900	1,510,828	1,510,020	(808)		
TOTAL OPERATING INCOME			(1,194,190)	(801,250)	(830,874)	(29,624)		
TOTAL CAPITAL INCOME			(142,500)	(63,000)	(62,273)	0		
TOTAL CAPITAL EXPENDITURE			2,344,500	636,344	780,590	144,246		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rural Services								
Operating Expense								
13	13100	ABC Costs- Rural Services	0	0	0	0		
13	13119	Project TBA	0	0	0	0		
13	13123	NRM Contract	5,000	2,500	2,587	87	3%	
13	13125	Noxious Weed Control	2,000	0	0	0		
13	13126	Wild Dog Contribution	0	0	0	0		
			7,000	2,500	2,587	87		
Operating Income								
13	13105	Govt. Grant Funding	0	0	0	0		
			0	0	0	0		
Capital Expense								
13	13107	Purchase Plant & Equipment - Warr	270,000	270,000	299,614	29,614	11%	
			270,000	270,000	299,614	29,614		
Capital Income								
13	13108	Warralakin Water Tank DWER	(270,000)	(270,000)	(281,131)	(11,131)	4%	
			(270,000)	(270,000)	(281,131)	(11,131)		
Tourism & Area Promotion								
Operating Expense								
13	13200	Admin Allocations Tourism & Area F	49,000	24,664	29,336	4,672	19%	
13	13210	Area Promotion	8,000	4,000	4,042	42	1%	
13	13211	SUBS- CW Visitor Centre	3,000	2,500	2,273	(227)	(9)%	
13	13212	SUBS- Newtravel	7,000	7,000	7,105	105	2%	
13	13213	Maintenance Caravan Park	93,250	66,452	65,552	(900)	(1)%	
13	13214	Information Bay- Carrabin	11,050	8,188	8,290	102	1%	
13	13215	Old Club Hotel Museum -Maintenar	50,500	16,648	16,076	(572)	(3)%	
13	13299	Depreciation - Tourism & Area Prom	39,000	25,992	25,669	(323)	(1)%	
			260,800	155,444	158,343	2,899		
Operating Income								
13	13201	Income Relating to Tourism & Area	0	0	0	0		
13	13202	Caravan Site Charges	(50,000)	(42,428)	(43,785)	(1,357)	3%	
13	13203	Tent Site Charges	(500)	(369)	(323)	46	(13)%	
13	13204	Souvenir Sales	(500)	(500)	(492)	8	(2)%	
13	13221	Income - Old Club Hotel Museum E	(10,000)	(7,497)	(6,980)	517	(7)%	
13	13223	Electric Car Charging Station - INCOI	0	0	(42)	(42)		
			(61,000)	(50,794)	(51,622)	(828)		
Capital Expense								
13	13216	Museum Expansion Project - CAPITA	850,000	20,000	21,253	1,253	6%	
			850,000	20,000	21,253	1,253		
Capital Income								
13	13222	Loan Proceeds	(600,000)	0	0	0		
13	13225	LotteryWest Grant- Muesuem	(250,000)	(230,000)	(228,182)	1,818	(1)%	
			(850,000)	(230,000)	(228,182)	1,818		
Building Control								
Operating Expense								
13	13301	Contract EH Services	10,000	3,000	3,300	300	10%	
			10,000	3,000	3,300	300		
Operating Income								
13	13303	Building Permit Charges	(2,000)	(2,000)	(2,495)	(495)	25%	
13	13304	Demolition Charges	(100)	0	0	0		
13	13305	Commission BRB	(200)	0	0	0		
13	13307	Planning Fee	0	0	0	0		
			(2,300)	(2,000)	(2,495)	(495)		
Community Development (CRC)								
Operating Expense								
13	13400	ABC Costs - Community Developme	65,000	35,328	35,734	406	1%	
13	13401	Programs / Activities	10,000	2,000	3,141	1,141	57%	
13	13402	Workers Compensation Premiums	7,000	7,000	7,000	0	0%	
13	13403	Superannuation	13,000	7,664	5,967	(1,697)	(22)%	
13	13404	Salaries	107,500	49,664	47,960	(1,704)	(3)%	
13	13405	Community Events	40,000	9,664	7,089	(2,575)	(27)%	
13	13406	Grant Generated Expenditure	0	0	0	0		
13	13610	Building Maintenance	26,500	2,992	6,160	3,168	106%	
			269,000	114,312	113,051	(1,261)		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Operating Income								
13	13410	Grant Funding Opportunities	(40,000)	(20,000)	(20,000)	0	0%	
13	13411	DPIRD Grants Funding (CRC)	(110,000)	(63,000)	(61,256)	1,744	(3)%	
13	13412	Income Relating to Westonia CRC O	0	0	(300)	(300)		
13	13413	Events Income	0	0	(26,586)	(26,586)		
			(150,000)	(83,000)	(108,142)	(25,142)		
Plant Nursery								
Operating Expense								
13	13502	Nursery Operating Costs	1,800	200	160	(40)	(20)%	
			1,800	200	160	(40)		
Operating Income								
13	13505	Tree Planter Hire	0	0	0	0		
			0	0	0	0		
Other Economic Services								
Operating Expense								
13	13600	ABC Costs to Other Economic Servic	8,000	5,636	5,510	(126)	(2)%	
13	13611	Water Supply Standpipes	161,500	44,578	44,606	28	0%	
13	13613	Ramelius ResourceLease - Industrial	0	336	470	134	40%	
13	13614	St Lukes Church	5,000	50	47	(3)	(6)%	
13	13615	CO-OP Bus -Expense	0	0	0	0		
13	16106	Loan Interest Loan # 99	15,000	0	0	0		
13	13699	Depreciation- Other Economic Servi	73,500	60,000	60,500	500	1%	
			263,000	110,600	111,133	533		
Other Economic Services								
Operating Income								
13	13602	Community Bus Hire Charges	(2,000)	(3,000)	(2,779)	221	(7)%	
13	13603	Ramelius Resource Lease - Industria	(20,000)	(15,000)	(14,211)	789	(5)%	
13	13604	Police Licensing Commissions	(9,000)	(5,500)	(4,214)	1,286	(23)%	
13	13607	SSL Interest Reimbursement	(5,600)	(2,800)	(2,877)	(77)	3%	
13	13608	SSL Principal Reimbursement	(12,800)	(6,400)	(6,297)	103	(2)%	
13	13609	Standpipe Water Charges - per kL	(120,000)	(83,000)	(81,130)	1,870	(2)%	
13	13618	Reimbursements General	(200)	(200)	(1,367)	(1,167)	584%	Pride First Aid Course Rimburesm
			(169,600)	(115,900)	(112,875)	3,025		
Capital Expense								
13	13606	Land & Buildings - Wolfram Street S	0	0	0	0		
			0	0	0	0		
TOTAL OPERATING EXPENDITURE			811,600	386,056	388,573	2,517		
TOTAL OPERATING INCOME			(382,900)	(251,694)	(275,134)	(23,440)		
TOTAL CAPITAL INCOME			(1,120,000)	(500,000)	(509,313)	(9,313)		
TOTAL CAPITAL EXPENDITURE			1,120,000	290,000	320,867	30,867		

Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Private Works								
Operating Expense								
14	14102	Private Works	25,000	13,750	11,475	(2,275)	(17)%	
			25,000	13,750	11,475	(2,275)		
Operating Income								
14	14100	Private Works Income	(25,000)	(30,000)	(30,675)	(675)	2%	Repairs to Warrachuppin Road
			(25,000)	(30,000)	(30,675)	(675)		
Public Works Overheads								
Operating Expense								
14	14200	Administration Allocations to PWOH	266,300	162,528	161,173	(1,355)	(1)%	
14	14202	Sick Leave Expense	20,000	20,000	20,410	410	2%	
14	14203	Annual & Long Service Leave Expenses	100,000	70,664	70,871	207	0%	
14	14204	Protective Clothing - Outside Staff	6,000	4,500	5,228	728	16%	
14	14205	Conference Expenses- Engineering	4,000	1,000	820	(180)	(18)%	
14	14206	Medical Examination Costs	500	500	425	(76)	(15)%	
14	14207	Public Works Overheads Allocated to	(649,300)	(525,864)	(525,327)	537	(0)%	
14	14208	OSH Expenses	4,500	4,500	4,360	(140)	(3)%	
14	14211	Unallocated Wages	0	0	2,789	2,789		
14	14214	Eng. & Technical Support	10,000	10,000	9,444	(556)	(6)%	
14	14215	Staff Training	24,000	4,000	4,951	951	24%	
14	14216	Insurance on Works	17,000	25,000	23,070	(1,930)	(8)%	
14	14217	Supervision Costs	24,000	16,000	16,279	279	2%	
14	14218	Service Pay	7,000	4,664	4,657	(7)	(0)%	
14	14219	Superannuation Cost	120,000	83,000	83,154	154	0%	
14	14220	Allowances & Other Costs	38,000	14,328	13,737	(591)	(4)%	
14	14221	Fringe Benefits Tax - Works	8,000	6,000	5,823	(177)	(3)%	
			0	(99,180)	(98,137)	1,043		
Operating Income								
14	14201	Income Relating to Public Works Ov	(7,000)	(4,764)	(5,220)	(456)	10%	
			(7,000)	(4,764)	(5,220)	(456)		
Plant Operation Costs								
Operating Expense								
14	14302	Insurance - Plant	17,000	17,000	17,000	0	0%	
14	14303	Fuel & Oils	240,000	173,000	175,281	2,281	1%	
14	14304	Tyres and Tubes	20,000	7,000	7,047	47	1%	
14	14305	Parts & Repairs	140,000	77,328	80,038	2,710	4%	
14	14306	Internal Repair Wages	33,500	20,328	19,034	(1,294)	(6)%	
14	14307	Licences - Plant	9,000	6,000	6,239	239	4%	
14	14308	Depreciation - Plant	200,000	139,328	140,593	1,265	1%	
14	14309	Plant Operation Costs Allocated to V	(704,500)	(282,664)	(279,823)	2,841	(1)%	
14	14310	Blades & Tynes	15,000	9,500	10,305	805	8%	
14	14311	Consumable Items	20,000	10,328	9,554	(774)	(7)%	
14	14312	Expendable Tools	10,000	5,000	3,184	(1,816)	(36)%	
			0	182,148	188,453	6,305		
Stock Fuels & Oils								
Operating Expense								
14	14402	Purchase of Stock Materials	0	0	0	0		
			0	0	0	0		
Operating Income								
14	14404	Diesel Fuel Rebate	(50,000)	(28,500)	(33,177)	(4,677)	16%	
14	14405	Sale of Stock	(500)	(200)	(182)	18	(9)%	
14	14406	Sale of Fuel and Scrap	(2,000)	0	0	0		
			(52,500)	(28,700)	(33,359)	(4,659)		
Administration								
Operating Expense								
14	14500	Expenses relating to Administration	494,000	293,328	293,223	(105)	(0)%	
14	14501	Administration Office Maintenance	72,500	50,312	51,894	1,582	3%	
14	14502	Workers Compensation Premiums-	28,000	28,000	29,545	1,545	6%	
14	14503	Office Equipment Maintenance - Ad	5,000	0	0	0		
14	14504	Telecommunications - Admin	0	0	0	0		
14	14505	Travel & Accommodation - Admin	2,000	0	0	0		

Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Administration								
Operating Expense - Continued								
14	14506	Legal Expenses Administration	5,000	4,000	4,200	200	5%	
14	14507	Training Expenses - Admin	7,500	1,500	1,472	(28)	(2)%	
14	14508	Printing & Stationery - Admin	10,000	5,600	5,787	187	3%	
14	14509	Fringe Benefits Tax - Admin	17,000	8,000	8,732	732	9%	
14	14510	Conference Expenses - Admin	6,000	4,000	1,287	(2,713)	(68)%	
14	14511	Staff Uniform - Admin	3,000	750	716	(34)	(5)%	
14	14515	Administration Costs Allocated to Pr	(818,000)	(447,328)	(446,558)	770	(0)%	
14	14517	Postage & Freight	1,500	925	728	(197)	(21)%	
14	14521	IT/Accounting Programs	43,500	29,000	28,625	(375)	(1)%	
14	14522	Advertising	3,000	0	0	0		
14	14559	Admin Loss on Sale	18,000	0	0	0		
14	14599	Depreciation - Admin	37,000	24,664	25,322	658	3%	
			(65,000)	2,751	4,974	2,223		
Operating Income								
14	14525	Admin - Reimbursement	(1,000)	(1,000)	(4,137)	(3,137)	314%	
14	14598	Profit on Sale of Asset - Admin	(14,000)	(11,000)	(10,943)	57	(1)%	
			(15,000)	(12,000)	(15,080)	(3,080)		
Capital Expense								
14	14519	Admin Server - CAPITAL	30,000	28,000	27,606	(394)	(1)%	
14	14520	CEO Vehicle - CAPITAL	120,000	0	0	0		
14	14523	Administration Vehicle - CAPITAL	80,000	70,000	70,698	698	1%	
			230,000	98,000	98,305	305		
Operating Expense								
14	14602	Gross Salaries & Wages	1,500,000	980,000	944,712	(35,288)	(4)%	
14	14603	Less Sal & Wages Alloc to Works	(1,500,000)	(980,000)	(944,712)	35,288	(4)%	
			0	0	0	0		
Unclassified								
Operating Income								
14	14701	Income Relating to Unclassified	(20,000)	(20,000)	(40,760)	(20,760)	104%	Sale 4x Land Sales
14	14705	Ramelius Resources Haulage Operat	(150,000)	(150,000)	(325,543)	(175,543)	117%	
			(170,000)	(170,000)	(366,303)	(198,842)		
Unclassified								
Capital Expense								
14	14704	Land Development	100,000	2,000	2,179	179	9%	
			100,000	2,000	2,179	179		
Capital Income								
14	14799	Proceeds on Sale of Assets	(175,000)	(70,000)	(70,000)	0	0%	
			(175,000)	(70,000)	(70,000)	0		
TOTAL OPERATING EXPENDITURE			(40,000)	99,469	106,765	7,296		
TOTAL OPERATING INCOME			(269,500)	(245,464)	(450,637)	(207,712)		
TOTAL CAPITAL EXPENDITURE			330,000	100,000	100,483	483		
TOTAL CAPITAL INCOME			(175,000)	(70,000)	(70,000)	0		

SHIRE OF WESTONIA
SUPPLEMENTARY INFORMATION

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SHIRE OF WESTONIA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
PETTY CASH and FLOATS	Cash and cash equivalents	870	0	870	0		NIL	On Hand
MUNCIPAL BANK ACCOUNT	Cash and cash equivalents	3,654,218	0	3,654,218	0	Bendigo	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	3,315,820	3,315,820	0	Bendigo	Variable	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0	0	0	45,029	Bendigo	Variable	Cheque Acc.
Total		3,655,088	3,315,820	6,970,908	45,029			
Comprising								
Cash and cash equivalents		3,655,088	3,315,820	6,970,908	45,029			
Financial assets at amortised cost		0	0	0	0			
		3,655,088	3,315,820	6,970,908	45,029			

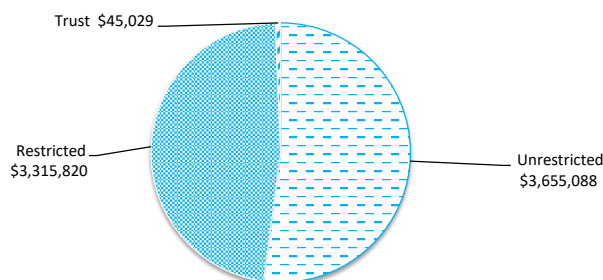
KEY INFORMATION

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

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

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

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



Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
Card # **** *693					
Price, Arthur W	1049451 Cloud Anti Spam Recurring	50.00	Bendigo	17.99%	28-Feb-25
	1038203 Office 365 Exchange online Plan Monthly	39.04			
	1047021 Microsoft 365 Business Basic Recurring	128.70			
	Active8me internet service	434.15			
	1049449 Managed Endpoint & Subscriptions	264.99			
	1038283 - Microsoft 365 Business Std Recurring	371.80			
	Starlink - CEO Internet - August				
	The Roadhouse Hook Bremer	150.98			
	Card Fee	4.00			
		1443.66			
Card # **** *035					
Geier, Jasmine L	Spotlight - Art Canvas	72.99	Bendigo	17.99%	28-Feb-25
	Landgate - Land Records	63.20			
	Lite N'Easy - Meals due to mix up	47.98			
	Chromagen - Flow Control Valve	65.45			
	Interclamp Pty Ltd - Hand Rail Clamps	285.01			
	Card Fee	4.00			
		538.63			
		1982.29			
Corporate Fuel Cards	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
Card #**** *7401					
Bill Price			Fuel Distributors		28-Feb-25
		0.00			
Card #**** *5677					
Kevin Paust			BP		28-Feb-25
		0.00			
Card #**** *5510					
Jasmine Geier		\$0.00	BP		28-Feb-25
		0.00			
		0.00			

SHIRE OF WESTONIA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance \$	Budget Interest Earned \$	Budget Transfers In (+) \$	Budget Transfers Out (-) \$	Budget Closing Balance \$	Actual Opening Balance \$	Actual Interest Earned \$	Actual Transfers In (+) \$	Actual Transfers Out (-) \$	Actual YTD Closing Balance \$
Restricted by Council										
Reserve -Long Service Leave	116,849	5,000	0	0	121,849	116,849	0	0	0	116,849
Reserve -Plant	961,371	15,000	100,000	0	1,076,371	961,371	0	0	0	961,371
Reserve -Building	1,588,298	15,000	545,000	(600,000)	1,548,298	1,588,298	0	0	(600,000)	988,298
Reserve -Communication/Inforrr	73,718	3,000	0	0	76,718	73,718	0	0	0	73,718
Reserve -Community Developm	463,368	20,000	650,000	0	1,133,368	463,368	0	0	0	463,368
Reserve -Waste Management	130,705	5,000	0	0	135,705	130,705	0	0	0	130,705
Reserve -Swimming Pool Redev	483,996	3,000	500,000	(400,000)	586,996	483,996	0	0	(400,000)	83,996
Reserve -Roadworks	497,515	20,000	0	0	517,515	497,515	0	0	0	497,515
	4,315,820	86,000	1,795,000	(1,000,000)	5,196,820	4,315,820	0	0	(1,000,000)	3,315,820

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings - specialised	2,640,000	1,342,500	1,339,249	(3,251)
Furniture and equipment	255,000	64,180	65,312	1,132
Plant and equipment	485,000	266,500	263,515	(2,985)
Acquisition of property, plant and equipment	3,380,000	1,673,180	1,668,076	(5,104)
Infrastructure - roads	2,054,500	1,222,960	620,228	(602,732)
Infrastructure-footpaths	320,000	275,000	304,086	29,086
Acquisition of infrastructure	2,374,500	1,497,960	924,314	(583,853)
Total capital acquisitions	5,754,500	3,171,140	2,592,390	(588,957)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,557,590	956,325	1,014,285	57,960
Other (disposals & C/Fwd)	285,000	170,000	224,273	54,273
Reserve accounts				
Reserve -Building	600,000	0	600,000	600,000
Reserve -Swimming Pool Redevelopment	400,000	0	400,000	400,000
Contribution - operations	2,911,910	2,044,815	4,830,948	2,786,133
Capital funding total	5,754,500	3,171,140	7,069,506	3,898,366

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

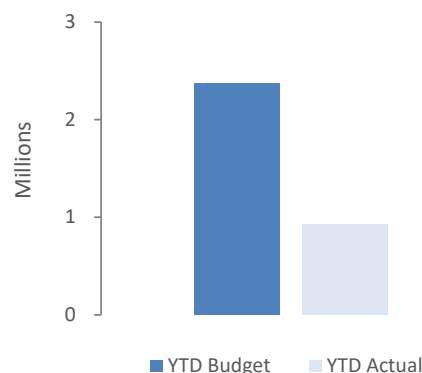
Initial recognition and measurement for assets held at cost

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

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

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

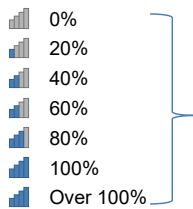
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

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

			Adopted		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Building					0
07702	Purchase Buildings - Medical Centre Upgrades		20,000	12,000	11,778
08104	Purchase Land & Buildings- Leisure Centre Project		250,000	13,500	13,074
09127	Purchase - Staff Housing - Shed 4 Quartz Street		30,000	15,000	14,155
10702	Purchase Land & Buildings - Niche Wall Cemetery		20,000	10,000	10,269
11204	Purchase Land & Buildings - Kiosk/Ablution Redevelopmen		1,450,000	1,272,000	1,268,720
12220	Concrete Depot Shed-LB		20,000	-	-
13216	Museum Expansion Project - CAPITAL		850,000	20,000	21,253
			2,640,000	1,342,500	1,339,249
Furniture & Equipment					-
08203	Purchase Furniture & Equipment - Leisure Centre Project		95,000	2,180	2,180
11103	Purchase Furniture & Equipment -Generator Complex		70,000	30,000	30,026
11304	Purchase Furniture & Equipment - Stadium S/S Benches		10,000	4,000	3,847
11603	Purchase Furniture & Equipment - Playground Fencing		30,000	-	1,653
11607	Furniture & Equipment - Disabled Ramp Access @ Old Hall		20,000	-	-
14519	Admin Server - CAPITAL		30,000	28,000	27,606
			255,000	64,180	65,312
Plant & Equipment					-
07405	Purchase Plant - HCS Vehicle		65,000	38,000	37,771
12304	Telehandler - CAPITAL		180,000	105,500	105,455
12307	Outside Staff Veichles - CAPITAL		40,000	40,000	36,875
12309	Water Cart Trailer - CAPITAL		-	13,000	12,716
14520	CEO Vehicle - CAPITAL		120,000	-	-
14523	Administration Vehicle - CAPITAL		80,000	70,000	70,698
			485,000	266,500	263,515
Infrastructure-roads					-
C0010	Begley Road (No 0010)		44,500	29,664	-
C0023	Clothier Road (No 0023)		76,000	50,664	-
C0018	George Road (No 0015)		88,000	58,664	-
C0092	Leeman Road (No 0092)		44,000	29,328	-
C0011	Maxfield Road (No 0011)		78,000	52,000	-
C0025	Rabbit Proof Fence Road (No 0025)		76,000	33,336	47,866
C0025N	Rabbit Proof Fence Road North (No 0025)		82,000	-	-
C0069	Wahlsten Road (No 0069)		76,000	50,664	976
C0015	Echo Valley Gravel Resheet		98,000	65,328	98,658
C0030	Maisefield Gravel Resheet		130,000	86,664	81,737
C0021	Warrachuppin North Road (No 0021)		-	-	-
C0022	Henderson Roas (No 0022)		-	-	-
FLOOD	Bitumen Floodways		20,000	-	-
C0013	McPharlin Road (No 0013)		76,000	26,664	41,021
MRWA Project Construction					-
RRG84C	Warralakin Road Reconstruction		595,000	396,664	172,254
Roads to Recovery Construction					-
R2R04	Walgooolan South Road (No 0004)		85,000	56,664	75,456
R2R55	Diorite Street Roundsbout & Carport (No 0055)		170,000	113,328	2,850
R2R54	Jasper Street (No 0054)		160,000	106,664	7,103
R2R05	Warrachuppin Road (No 0005)		156,000	66,664	92,307
			2,054,500	1,222,960	620,228
Infrastructure-footpaths					-
12108	Footpath Construction		50,000	5,000	4,472
13107	Purchase Plant & Equipment - Warralakin Water Tank DWER		270,000	270,000	299,614
			320,000	275,000	304,086
			5,754,500	3,171,140	2,592,390
					549,664

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
507	HSC Vehicle - 09WT	23,000	35,000	12,000	0	22,453	32,000	9,547	0
415	Single Cab Ute	8,000	15,000	7,000	0	0	0	0	0
470	Telehandler	27,000	60,000	33,000	0	30,370	60,000	29,630	0
503	WT0339 StoneStar Water Tanker	0	0	0	0	45,748	62,273	16,525	0
558	Toyota LandCruiser - 0WT	118,000	100,000	0	(18,000)	0	0	0	0
545	Toyota Prado -02WT	61,000	75,000	14,000	0	59,057	70,000	10,943	0
		237,000	285,000	66,000	(18,000)	157,629	224,273	66,645	0

7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 28 February 202
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and materials	0	0	(42,105)	(42,105)
Total other current assets	0	0	(42,105)	(42,105)
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale 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.

Borrowing 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 onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

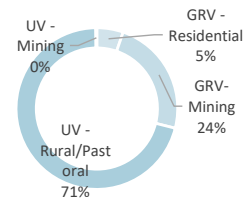
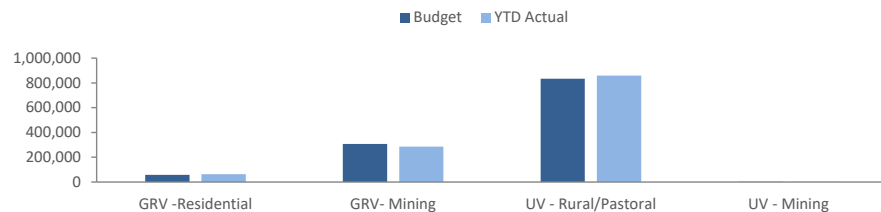
9 RATE REVENUE

General rate revenue

General rate revenue				Budget			YTD Actual		
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$
RATE TYPE									
Gross rental value									
GRV -Residential	0.07236	59	819,856	57,902	0	57,902	59,878	4,127	64,005
GRV- Mining	0.23534	2	1,216,200	307,303	0	307,303	286,217	0	286,217
Unimproved value									
UV - Rural/Pastoral	0.01171	127	73,305,447	833,500	0	833,500	858,457	0	858,457
UV - Mining	0.01171	6	221,011	2,630	0	2,630	2,596	0	2,596
Sub-Total		194	75,562,514	1,201,335	0	1,201,335	1,207,147	4,127	1,211,275
Minimum payment	Minimum Payment \$								
Gross rental value									
GRV -Residential	370	15	28,944	5,920	0	5,920	5,550	0	5,550
Unimproved value									
UV - Rural/Pastoral	370	19	200,253	7,030	0	7,030	7,030	0	7,030
UV - Mining	200	20	68,591	3,800	0	3,800	3,800	0	3,800
Sub-total		54	297,788	16,750	0	16,750	16,380	0	16,380
Amount from general rates						1,218,085			1,227,655
Ex-gratia rates						5,200			0
Total general rates						1,223,285			1,227,655
Total						1,223,285			1,227,655

KEY INFORMATION

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



10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2025
		\$	\$	\$	\$	\$
Employee Related Provisions						
Provision for annual leave		179,808	0	0	0	179,808
Provision for long service leave		105,719	0	0	0	105,719
Total Provisions		285,527	0	0	0	285,527
Total other current liabilities		285,527	0	0	0	285,527

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grants, subsidies and contributions revenue				YTD Revenue Actual
	Adopted Budget Revenue	YTD Budget	Annual Budget	Expected	
	\$	\$	\$	\$	\$
Grants and subsidies					
Grants Commission Grant Received - General	178,000	115,500	178,000	178,000	115,310
Grants Commission Grant Received- Roads	107,000	46,250	107,000	107,000	46,181
FESA Operating Grant	33,000	17,000	33,000	33,000	16,953
LRCIP Grant Round 4 Kiosk/Ablution	259,000	208,000	259,000	259,000	207,126
Grant - MRWA Direct	193,500	193,500	193,500	193,500	193,449
	770,500	580,250	770,500	770,500	579,019
Contributions					
Edna May MOU Emergency Services	10,000	10,000	10,000	10,000	10,227
Income School Facility/Main Building	0	0	0	0	109
Income Relating to Aged & Disabled - Senior Citize	5,000	0	5,000	5,000	0
Income 20 Diorite St -Rental	0	0	0	0	120
Income 301 Pyrite Street - Senior Finance Officer	0	0	0	0	120
Income Relating to Public Halls & Civic Centres	0	0	0	0	109
Income Edna May MOU 33%	17,500	16,125	17,500	17,500	15,799
Income Edna May MOU WPA 67%	30,000	30,000	30,000	30,000	32,077
Swimming Pool Donations	0	2,500	0	0	2,500
DFES Grant	35,000	0	35,000	35,000	0
LRCIP Grant Round 3 Stadium Final	180,500	108,000	180,500	180,500	108,370
Income Relating to Streets, Roads, Bridges & Depo	0	0	0	0	0
Grant -Electric Car Charging Station	100	0	100	100	0
Warralakin Water Tank DWER	270,000	270,000	270,000	270,000	0
Loan Proceeds	600,000	0	600,000	600,000	0
Grant Funding Opportunities	40,000	20,000	40,000	40,000	20,000
Events Income	0	0	0	0	2,000
LotteryWest Grant- Muesuem	0	0	0	0	227,273
DPIRD Grants Funding (CRC)	110,000	63,000	110,000	110,000	61,256
	1,298,100	519,625	1,298,100	1,298,100	479,959
TOTALS	2,068,600	1,099,875	2,068,600	2,068,600	1,058,979

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grants, subsidies and contributions revenue				YTD
	Adopted	YTD	Annual		Revenue
	Budget				
	Revenue	Budget	Budget	Expected	Actual
	\$	\$	\$	\$	\$
Capital grants and subsidies					
LotteryWest	250,000	130,000	250,000	250,000	135,975
Collgar Renewables	10,000	5,000	10,000	10,000	5,000
Income -Sale of 37 Diorite St, Westonia - CAPITAL	80,000	0	80,000	80,000	0
Income Relating to Libraries	100	75	100	100	0
Grant - MRWA Specific	396,490	350,250	396,490	396,490	350,270
Grant - Roads to Recovery	571,000	241,000	571,000	571,000	241,000
Warralakin Water Tank DWER	0	0	0	0	281,131
LotteryWest Grant- Muesuem	250,000	230,000	250,000	250,000	909
TOTALS	1,557,590	956,325	1,557,590	1,557,590	1,014,285

SHIRE OF WESTONIA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

13 TRUST FUND

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 28 Feb 2025
	\$	\$	\$	\$
LGMA - Receipts	7,272	0	(7,272)	(0)
Westonia Tennis Club	9,202	0	0	9,202
Westonia Historical Society	23,445	2,000	0	25,445
Cemetery Committee	8,292	2,000	90	10,382
	48,211	4,000	(7,182)	45,029

9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2025

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

Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

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

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at February 2025 provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

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

Strategic Implications

Nil

Financial Implications

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

Voting Requirements

☒ Simple Majority ☒ Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totalling \$31,379.00 for the period ending February 2025 adopted.

Shire of Westonia
Business Activity Statement
February 2025

Total Sales and Purchases		\$
G1	Total Sales	794,775
G3	Other GST Free Sales	101,676
G4	Input Taxed	16,812
G10	Capital Purchases	471,770
G11	Non-Capital Purchases	151,697

Amounts you owe the ATO (Credits in ledger)		\$
1A/ G9	GST On Sales (GL Balance)	61,481
4	PAYG (GL 94660)	24,482
6A	FBT Instalment	-
7C	Fuel Tax credit over claim	-
<i>Total you owe the ATO</i>		<u>85,963</u>

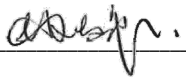
PAYG		\$
W1	Total Salary Wages & Other	117,012
W2	Amount withheld from Payments at W1	24,482
W4	Amount withheld where no ABN is quoted	
W3	Other amounts withheld	

Amounts the ATO owes you (Debits in ledger)		\$
1B/ G20	GST on Purchases (GL Balance)	49,190
7D	Fuel Tax Credit	5,394
<i>Total the ATO owes you</i>		<u>54,584</u>

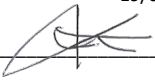
FBT		\$
F1	FBT Instalment Amount	-

Activity Statement Net Amount		\$
Amounts you owe the ATO (Credits in ledger)		85,963
Amounts the ATO owes you (Debits in ledger)		54,584
Payment (Red - Refund)		<u>31,379</u>

Authorisation

Prepared By: 

Date: 19/03/2025

Checked & Lodged By: 

Date: 19/03/2025

BAS Journal		
Debit	Credit	Description
1405000 - GST Income (Liability)	61,481	BAS liability due to ATO
1406010 - PAYG Tax Gen	24,482	PAYG paid to ATO
1304000 - GST Expense (Asset)	49,190	BAS purchases claimed from ATO
1144040.114 - Fuel Tax Credit Gen	5,394	FTC
1145090.580 - Fringe Benefits Tax - Admin Gen		FBT
1142210.502 - Fringe Benefits Tax - Works Gen		FBT
1406020 - ATO Clearing Account	31,379	Due from/to ATO
		BAS-Rounding
	<u>85,963</u>	<u>85,963</u>

9.1.4 COMPLIANCE AUDIT RETURN 2024

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	ES1.6.1	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

The purpose of this report is for Council to adopt the 2024 Annual Compliance Audit Return as presented.

Background

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

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

Comment

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

Senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2024 calendar year.

Staff involved in the process included.

- Chief Executive Officer
- Deputy CEO

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

Statutory Environment

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

Policy Implications

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

Strategic Implications

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

Financial Implications

Nil.



Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council as per the Audit, Risk and Improvement Committee recommendation endorse the Compliance Audit Return 2024 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.

9.1.5 2024/2025 MID YEAR BUDGET REVIEW

Responsible Officer:	Bill Price, CEO	
Author:	Jasmine Geier, DCEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	2024/2025 Budget Review Statement of Financial Activity, notes on Closing Funds, and Budget Amendments	
Signature:	Officer	CEO
		

Purpose of the Report



Executive Decision



Legislative Requirement

To consider the Shire's financial position as at 28 February 2025 and performance for the period 1 July 2024 to 28 February 2025 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2024 to 28 February 2025 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is presented for council's consideration.

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

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

Comment

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

Features of the budget review include:

General Rates - Increase	4,500
Grants, Subsidies and Contributions – Decrease	(44,000)
Fees and Charges – Increase	272,000
Interest Revenue – Decrease	(24,850)
Other Revenue – Increase	7,000
Profit on asset disposal - Decrease	(2,000)

Capital Grants, subsidies and Contributions - Decrease	295,000
Employee Costs – Decrease	58,000
Material and Contracts – Decrease	128,200
Utilities Charges – Decrease	4,700
Insurance – Increase	(4,000)
Purchase Plant & Equipment – Decrease	(181,000)
Purchase and Construction of Infrastructure – Roads Decrease	(190,000)

In considering the above variances and projections within the attached budget review.

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2025, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments have been included in Note 5 of the attached budget review document for information, and also presented as a separate recommendation to the budget review for council consideration.

Statutory Environment

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

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following -
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

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

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

Policy Implications

There are no known policy implications arising from this report.

Strategic Implications

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

Financial Implications

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

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That council adopt as per Audit, Risk and Improvement Committee recommendation by absolute majority the following budget amendments to the 2024/2025 adopted annual budget:

1. Receive the 2024/2025 Budget Review for the period ending 28th February 2025 and adopt the recommended Budget figures as presented.
2. Forward the review to the Department of Local Government as per the requirements of the act.

SHIRE OF WESTONIA

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 28 FEBRUARY 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WESTONIA
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 28 FEBRUARY 2025

		Budget v Actual		Estimated		
		Adopted Budget	Year to Date Actual	Year at End Amount (b)	Predicted Variance (b) - (a)	
		\$	\$	\$	\$	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	4.1	1,223,285	1,227,655	1,227,785	4,500	▲
Grants, subsidies and contributions	4.2	2,068,600	1,059,197	2,024,600	(44,000)	▼
Fees and charges	4.3	826,750	890,394	1,098,750	272,000	▲
Interest revenue	4.4	259,600	99,230	234,750	(24,850)	▼
Other revenue	4.5	262,650	64,722	269,650	7,000	▲
Profit on asset disposals	4.6	66,000	66,644	64,000	(2,000)	▼
		4,706,885	3,407,842	4,919,535	212,650	
Expenditure from operating activities						
Employee costs	4.7	(1,387,000)	(726,932)	(1,329,000)	58,000	▲
Materials and contracts	4.8	(1,243,450)	(668,117)	(1,045,250)	198,200	▲
Utility charges	4.9	(312,050)	(134,628)	(307,350)	4,700	▲
Depreciation		(1,886,850)	(1,634,636)	(1,886,850)	0	
Insurance	4.10	(168,250)	(164,064)	(172,250)	(4,000)	▼
Other expenditure		(57,000)	(28,613)	(57,000)	0	
Loss on asset disposals		(18,000)	0	(18,000)	0	
		(5,072,600)	(3,356,990)	(4,815,700)	256,900	
Non-cash amounts excluded from operating activities		1,838,850	1,567,992	1,838,850	0	
Amount attributable to operating activities		1,473,135	1,618,844	1,942,685	469,550	
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	4.11	1,557,590	1,014,285	1,262,590	(295,000)	▼
Proceeds from disposal of assets		285,000	224,273	285,000	0	
		1,842,590	1,238,558	1,547,590	(295,000)	
Outflows from investing activities						
Purchase of plant and equipment	4.12	(3,380,000)	(1,668,076)	(3,199,000)	181,000	▲
Purchase and construction of infrastructure-roads	4.13	(2,374,500)	(924,314)	(2,184,500)	190,000	▲
		(5,754,500)	(2,592,390)	(5,383,500)	371,000	
Amount attributable to investing activities		(3,911,910)	(1,353,832)	(3,835,910)	76,000	
FINANCING ACTIVITIES						
Cash inflows from financing activities						
Transfers from reserve accounts		1,000,000	1,000,000	1,000,000	0	
		1,000,000	1,000,000	1,000,000	0	
Cash outflows from financing activities						
Transfers to reserve accounts		(1,881,000)	0	(1,881,000)	0	
		(1,881,000)	0	(1,881,000)	0	
Amount attributable to financing activities		(881,000)	1,000,000	(881,000)	0	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	4.14	1,654,414	2,467,737	2,467,737	813,323	▲
Amount attributable to operating activities		1,473,135	1,618,844	1,942,685	469,550	
Amount attributable to investing activities		(3,911,910)	(1,353,832)	(3,835,910)	76,000	
Amount attributable to financing activities		(881,000)	1,000,000	(881,000)	0	
Surplus or deficit after imposition of general rates	3(a), 4.15	(1,665,361)	3,732,748	(306,488)	1,358,873	▲

1. BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

Year to Date Actual balances

Balances shown in this budget as Year to Date Actual are based on records at the time of preparation of the budget review and are subject to final adjustments.

Rounding off figures

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the budget review.

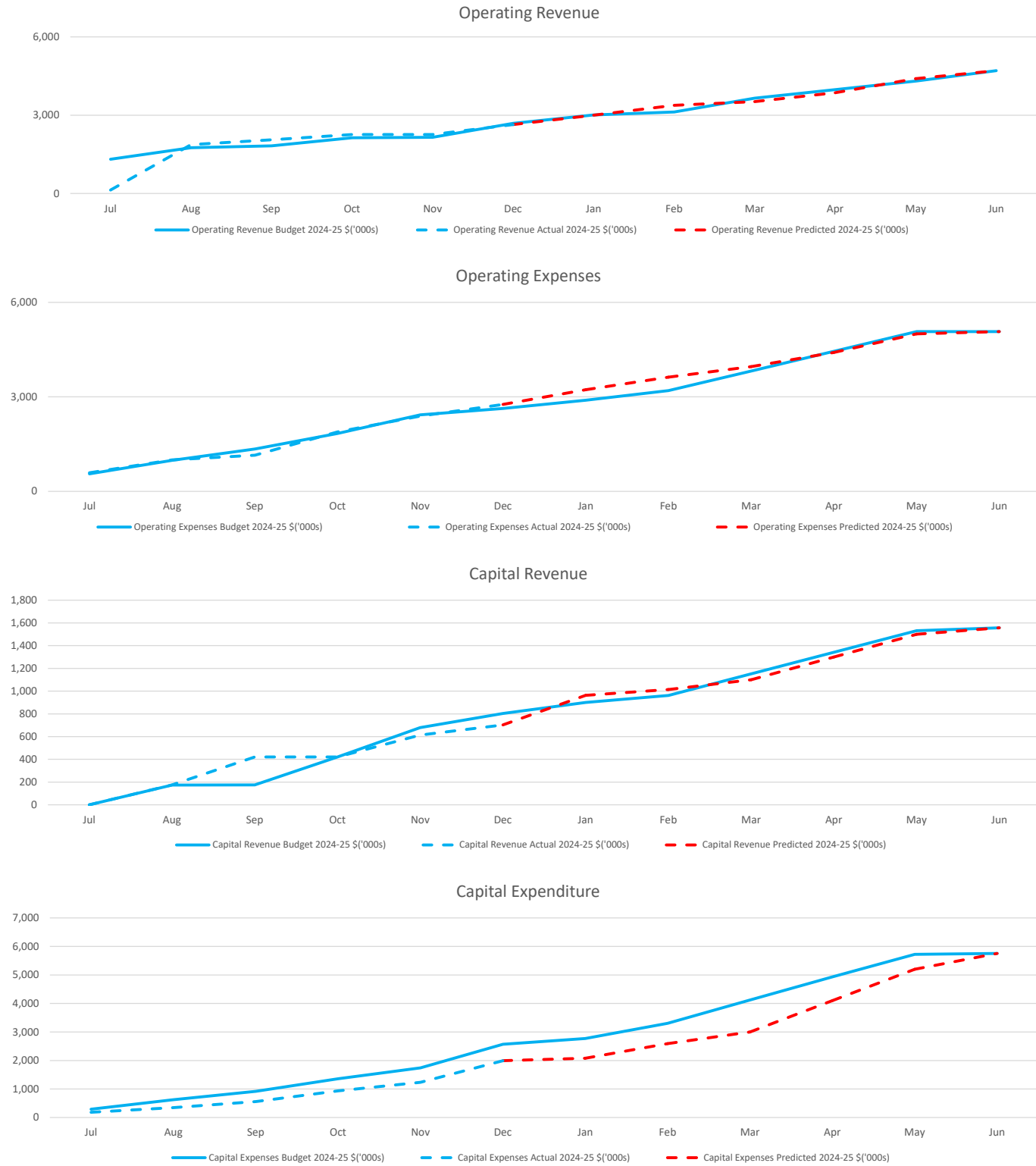
The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the current financial year:

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

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

2. SUMMARY GRAPHS - BUDGET REVIEW



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

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

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
(a) Composition of estimated net current assets	\$	\$	\$	\$	\$
Current assets					
Cash and cash equivalents	2,658,865	2,008,873	2,008,873	3,655,088	3,655,088
Financial assets	4,315,820	4,397,554	4,397,554	3,315,820	3,315,820
Trade and other receivables	179,050	368,120	368,120	367,833	417,023
Inventories		19,308	19,308	(42,105)	(17,177)
	7,153,735	6,793,855	6,793,855	7,296,636	7,370,754
Less: current liabilities					
Trade and other payables	(201,500)	(240,276)	(240,276)	(79,390)	(197,806)
Employee related provisions	(285,527)	(201,888)	(201,888)	(285,527)	(285,527)
	(487,027)	(442,164)	(442,164)	(364,917)	(483,333)
Net current assets	6,666,708	6,351,691	6,351,691	6,931,719	6,887,421
Less: Total adjustments to net current assets	(4,198,971)	(4,198,971)	(4,198,971)	(3,198,971)	(5,079,971)
Closing funding surplus / (deficit)	2,467,737	2,152,720	2,152,720	3,732,748	1,807,450

(b) Current assets and liabilities excluded from budgeted deficiency

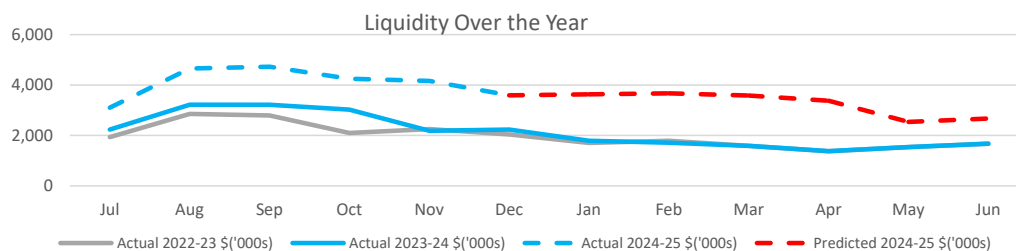
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
Adjustments to net current assets	\$	\$	\$	\$	\$
Less: Reserve accounts	(4,315,820)	(4,315,820)	(4,315,820)	(3,315,820)	(5,196,820)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of provisions held in reserve	116,849	116,849	116,849	116,849	116,849
Total adjustments to net current assets	(4,198,971)	(4,198,971)	(4,198,971)	(3,198,971)	(5,079,971)

(c) Non-cash amounts excluded from operating activities

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

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 28 February 2025	Estimated Year at End Amount 30 June 2025
Adjustments to operating activities	\$	\$	\$	\$	\$
Less: Profit on asset disposals	151,421	(66,000)	(66,000)	(66,644)	(64,000)
Add: Loss on disposal of assets	1,037	18,000	18,000	0	18,000
Add: Depreciation on assets	1,828,420	1,886,850	1,886,850	1,634,636	1,886,850
Non-cash amounts excluded from operating activities	1,980,878	1,838,850	1,838,850	1,567,992	1,840,850



SHIRE OF WESTONIA
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2025

4 PREDICTED VARIANCES

		Variance
		\$
	Revenue from operating activities	
4.1 General rates		4,500
	<i>Increase in interim rates due to 2x GRV Residential Assessments, new Assessments were not accounted for in the adopted budget.</i>	4,500
4.2 Grants, subsidies and contributions		(44,000)
	<i>Decrease in Grants Commission Grant Received - General</i>	(24,000)
	<i>Decrease in Grants Commission Grant Received- Roads</i>	(54,000)
	<i>Increase Donation received Merredin Farms</i>	2,500
	<i>Increase in income Edna May MOU 33%</i>	10,000
	<i>Increase in income Edna May MOU WPA 67%</i>	1,500
	<i>Increase in Warralakin Water Tank DWER</i>	30,000
	<i>Decrease in Grant Funding Opportunities</i>	(10,000)
4.3 Fees and charges		272,000
	<i>Increase in HACC Service Fee</i>	15,000
	<i>Increase in Income 37 Diorite Street as expected this would had sold being of FY</i>	3,000
	<i>Increase in Building Permit Charges</i>	1,000
	<i>Increase in Events Income</i>	50,000
	<i>Increase in Community Bus Hire Charges</i>	1,000
	<i>Decrease in Police Licensing Commissions</i>	(3,000)
	<i>Increase in Private Works income</i>	10,000
	<i>Increase Land Sales</i>	20,000
	<i>Increase in Ramelius Resources Haulage Operation Agreement</i>	175,000
4.4 Interest revenue		(24,850)
	<i>Increase in Penalty interest Raised on Overdue Rates (x76 Properties)</i>	2,500
	<i>Increase in Instalment received (x36 Properties)</i>	2,750
	<i>Decrease in Interest Received</i>	(30,100)
4.5 Other revenue		7,000
	<i>Increase in Medicare Benefits</i>	7,000
4.6 Profit on asset disposals		(2,000)
	<i>Decrease in Profit on sale of Asset</i>	(2,000)
	Expenditure from operating activities	
4.7 Employee costs		58,000
	<i>Decrease in Refuse Maintenance</i>	4,000
	<i>Decrease in Maintenance - Wanderers Stadium</i>	8,000
	<i>Decrease in Maintenance Westonia Swimming Pool</i>	5,000
	<i>Decrease in CRC Building Maintenance</i>	8,000
	<i>Increase in Sick Leave Expense</i>	(5,000)
	<i>Decrease in Staff Training</i>	10,000
	<i>Decrease in Superannuation Cost</i>	10,000
	<i>Decrease in Allowances & Other Costs</i>	18,000
4.8 Materials and contracts		198,200
	<i>Decrease in Bank Fees Expense</i>	2,000
	<i>Increase in Expenses Relating to Health HCS</i>	(15,000)
	<i>Decrease in Maintenance 20 Diorite St -DCEO</i>	15,000
	<i>Decrease in CEACA Contribution 3Units</i>	153,000
	<i>Increase in Maintenance 37 Diorite St - Rental</i>	(1,500)
	<i>Increase in Maintenance 7 Quartz St - Plant Operator</i>	(2,000)
	<i>Increase in Maintenance 13 Pyrite Street -Plant Operator</i>	(800)
	<i>Increase in Maintenance 55 Wolfram St -Administration Staff</i>	(5,000)
	<i>Increase in Maintenance 301 Pyrite Street - Senior Finance</i>	(1,000)
	<i>Decrease in Domestic Refuse Collection</i>	5,000
	<i>Decrease in Refuse Maintenance</i>	3,000
	<i>Decrease in Maintenance - Public Halls</i>	14,500
	<i>Decrease in Maintenance - Complex/ Gym</i>	9,000
	<i>Decrease in Chlorine Expenses</i>	2,500
	<i>Decrease in Contract EH Services</i>	3,000
	<i>Decrease in Nursery Operating Costs</i>	1,500
	<i>Decrease in Building Maintenance</i>	4,000
	<i>Increase in Ramelius Resource Lease - Industrial Shed</i>	(500)
	<i>Decrease in St Lukes Church</i>	4,500
	<i>Decrease in Conference Expenses- Engineering</i>	3,000
	<i>Decrease in Staff Training</i>	4,000

SHIRE OF WESTONIA
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2025

4 PREDICTED VARIANCES

		Variance
		\$
4.9 Utility charges		4,700
Decrease in Maintenance - Wanderers Stadium	200	
Decrease in CRC Building Maintenance	4,500	
4.10 Insurance		(4,000)
Decrease in Maintenance - Wanderers Stadium	4,000	
Increase in Insurance on Works	(8,000)	
Inflows from investing activities		
4.11 Capital grants, subsidies and contributions		(295,000)
Decrease in Lottery West for Leisure Centre Warm Water Pool	(120,000)	
Decrease in Collgar Renewables Grant	(5,000)	
Decrease in Roads to Recovery Funding	(150,000)	
Decrease in LotteryWest Grant- Muesuem	(20,000)	
Outflows from investing activities		
4.12 Purchase of plant and equipment		181,000
Decrease in Purchase Land & Buildings- Leisure Centre Project	50,000	
Decrease in Purchase - Staff Housing - Shed 4 Quartz Street	12,000	
Decrease in Purchase Land & Buildings - Niche Wall Cemetery	10,000	
Decrease in Purchase Land & Buildings -Kiosk/Ablution Redevelopmen	50,000	
Decrease in Purchase Furniture & Equipment - Stadium S/S Benches	5,000	
Decrease in Purchase Furniture & Equipment - PlayGround Fencing	20,000	
Decrease in Furniture & Equipment - Disabled Ramp Access @ Old Hall	10,000	
Decrease in Purchase Plant - HCS Vehicle	27,000	
Increase in Water Cart Trailer - CAPITAL	(13,000)	
Decrease in Administration Vehicle - CAPITAL	10,000	
4.13 Purchase and construction of infrastructure-roads		190,000
Decrease in Roads Construction Council	164,000	
Decrease in Roads to Recovery Construction	56,000	
Increase in Purchase Plant & Equipment - Warralakin Water Tank DWER	(30,000)	
4.14 Surplus or deficit at the start of the financial year		813,323
4.15 Surplus or deficit after imposition of general rates		1,358,873

Schedule 03 General Purpose Funding

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Rates Income						
Operating Expense						
03	03100	ABC Costs- Rate Revenue	33,000	17,862	33,000	0
03	03101	Rate Notice Stationery expense	500	435	500	0
03	03102	Rates Recovery - Legal Expenses	1,500	0	1,500	0
03	03103	Valuation Expenses and Title Searches Expense	4,000	92	4,000	0
03	03107	Rates Written-off	500	8	500	0
			39,500	18,397	39,500	0
Operating Income						
03	03104	General Rates Levied	(1,220,000)	(1,222,624)	(1,224,500)	(4,500)
03	03105	Ex-Gratia Rates Received	(5,200)	(5,031)	(5,200)	0
03	03106	Penalty Interest Raised on Rates	(7,500)	(8,682)	(10,000)	(2,500)
03	03109	Instalment Interest Received	(2,000)	(4,754)	(4,750)	(2,750)
03	03110	Rates Administration Fee Received	(1,000)	(1,080)	(1,000)	0
03	03112	Other Revenue	(500)	(900)	(500)	0
			(1,236,200)	(1,243,071)	(1,245,950)	(9,750)
Other General Purpose Funding						
Operating Expense						
03	03210	Bank Fees Expense	7,000	2,985	5,000	(2,000)
			7,000	2,985	5,000	(2,000)
Operating Income						
03	03201	Grants Commission Grant Received - General	(178,000)	(115,310)	(154,000)	24,000
03	03202	Grants Commission Grant Received- Roads	(107,000)	(46,181)	(53,000)	54,000
03	03204	Interest Received	(250,100)	(85,795)	(220,000)	30,100
03	03205	Other General Purpose funding received	(250)	(0)	(250)	0
			(535,350)	(247,286)	(427,250)	108,100
TOTAL OPERATING EXPENDITURE			46,500	21,382	44,500	(2,000)
TOTAL OPERATING INCOME			(1,771,550)	(1,490,357)	(1,673,200)	98,350

Schedule 04 Governance

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Members Of Council						
Operating Expense						
04	04100	Members Travelling Expenses paid	500	164	500	0
04	04101	Members Conference Expenses	15,000	14,169	15,000	0
04	04103	President's Allowance paid	6,000	2,912	6,000	0
04	04104	Members Refreshments & Receptions Expense	25,000	17,694	25,000	0
04	04105	Members - Insurance	15,000	16,473	16,500	1,500
04	04106	Members - Subscriptions	72,550	63,995	65,000	(7,550)
04	04107	Members - Donation & Gifts	3,000	223	3,000	0
04	04108	Members Telephone Subsidy Paid	0	1,687	1,687	1,687
04	04109	Members Sitting Fees Paid	25,000	11,652	25,000	0
04	04110	Consultant Fees Expense	38,000	1,500	20,000	(18,000)
04	04111	Training Expenses of Members	5,000	0	5,000	0
04	04112	Maintenance - Council Chambers	3,200	2,381	3,200	0
04	04113	ABC Costs- Relating to Members	82,000	44,644	82,000	0
04	04114	Audit Fees expense	31,000	36,200	36,000	5,000
04	04118	Advertising	3,000	2,494	3,000	0
04	04120	Public Relations/ Promotions	2,500	0	2,500	0
04	04199	Depreciation - Members of Council	50	0	50	0
			326,800	216,188	309,437	(17,363)
Operating Income						
04	04121	Contributions, Reimbursements	(1,000)	(218)	(1,000)	0
04	04122	Photocopying	(100)	0	(100)	0
04	04124	Sale of Electoral Rolls	(50)	0	(50)	0
			(1,150)	(218)	(1,150)	0
TOTAL OPERATING EXPENDITURE			326,800	216,188	309,437	(17,363)
TOTAL OPERATING INCOME			(1,150)	(218)	(1,150)	0

Schedule 05 Law, Order & Public Safety

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Fire Prevention						
Operating Expense						
05	05100	ABC Costs- Fire Prevention	24,500	13,428	24,500	0
05	05101	Bush Fire Control Maintenance Plant & Equipment	10,000	4,799	10,000	0
05	05102	Bush Fire Control Maintenance Land & Building	1,500	230	1,500	0
05	05103	Bush Fire Control	1,000	0	1,000	0
05	05104	Bush Fire Control Insurance	20,000	19,083	20,000	0
05	05112	Bush Fire Clothing, Training & Accs.	3,200	23	3,200	0
05	05113	Utilities Communication & Power	4,500	4,934	4,500	0
05	05114	Other Goods & Services	1,000	749	1,000	0
05	05199	Depreciation - Fire Prevention	21,500	14,167	21,500	0
			87,200	57,413	87,200	0
Operating Income						
05	05106	Bush Fire Reimbursements	0	0	0	
05	05107	FESA Operating Grant	(33,000)	(16,953)	(33,000)	0
05	05108	Edna May MOU Emergency Services	(10,000)	(10,227)	(10,000)	0
05	05111	FESA ESL Admin Fee	(4,500)	(4,400)	(4,500)	0
			(47,500)	(31,580)	(47,500)	0
Capital Expense						
05	5110	Purchase Plant Fire Prevention	0	0	0	
			0	0	0	0
Animal Control						
Operating Expense						
05	05201	Animal Control - Ranger Expense	5,000	2,940	5,000	0
			5,000	2,940	5,000	0
Operating Income						
05	05202	Fines and Penalties - Animal Control	(100)	0	(100)	0
05	05203	Dog Registration Fees	(750)	(324)	(750)	0
05	05301	Income Relating to Other Law	(50)	0	(50)	0
			(900)	(324)	(900)	0
TOTAL OPERATING EXPENDITURE			92,200	60,353	92,200	0
TOTAL OPERATING INCOME			(48,400)	(31,904)	(48,400)	0
TOTAL CAPITAL EXPENDITURE			0	0	0	0

Schedule 07 Health

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Health-HACC						
Operating Expense						
07	07110	HCS -Salaries	80,000	55,313	80,000	0
07	07112	Expenses Relating to Health HCS	70,000	38,602	85,000	15,000
07	07114	HCS - ABC Costs	66,000	35,734	66,000	0
			216,000	129,650	231,000	15,000
Operating Income						
07	07101	Service Fee	(240,000)	(175,350)	(255,000)	(15,000)
07	13198	Profit on Sale of Asset	(12,000)	(9,547)	(10,000)	2,000
			(252,000)	(184,897)	(265,000)	(13,000)
Capital Expense						
07	07405	Purchase Plant - HCS Vehicle	65,000	37,771	38,000	(27,000)
			65,000	37,771	38,000	(27,000)
Capital Income						
07	07109	Proceeds on Sale of Asset	(35,000)	(32,000)	(33,000)	2,000
			(35,000)	(32,000)	(33,000)	2,000
Preventative Services - Administration & Inspections						
Operating Expense						
07	07400	ABC Costs- Preventative Services - Administration &	16,000	8,931	16,000	0
07	07404	Analytical Expenses	400	372	400	0
07	07406	Contract - EHO Expense	8,000	3,527	8,000	0
			24,400	12,830	24,400	0
Operating Income						
07	07407	Reimbursement	(100)	0	(100)	0
			(100)	0	(100)	0
Preventative Services - Pest Control						
Operating Expense						
07	07500	Mosquito Control Preventative Services - Pest Control	2,500	2,023	2,500	0
			2,500	2,023	2,500	0
Preventative Services -Other						
Operating Expense						
07	07600	Ambulance Services - Other	2,000	196	2,000	0
07	07601	Medical Rooms & Dr Expense - Other	12,500	9,691	12,500	0
08	08600	ABC Costs- Other Welfare	57,000	8,931	57,000	0
			71,500	18,817	71,500	0
Operating Income						
07	07602	Reimbursement Rural Health West	(12,000)	(4,254)	(12,000)	0
			(12,000)	(4,254)	(12,000)	0
Other Health						
Operating Expense						
07	07700	Nurse Practitioner Clinic	35,500	21,027	35,500	0
07	07799	Depreciation - Health	2,100	1,358	2,100	0
			37,600	22,385	37,600	0
Operating Income						
07	07703	User Pay Fee Nurse Practitioner Services	(12,000)	(7,518)	(12,000)	0
07	07704	Medicare Benefits	(10,000)	(13,094)	(17,000)	(7,000)
			(22,000)	(20,612)	(29,000)	(7,000)
Capital Expense						
07	07702	Purchase Buildings - Medical Centre Upgrades	20,000	11,778	12,000	(8,000)
			20,000	11,778	12,000	(8,000)
TOTAL OPERATING EXPENDITURE			352,000	185,705	367,000	15,000
TOTAL OPERATING INCOME			(286,100)	(209,763)	(306,100)	(20,000)
TOTAL CAPITAL INCOME			(35,000)	(32,000)	(33,000)	2,000
TOTAL CAPITAL EXPENDITURE			85,000	49,549	50,000	(35,000)

Schedule 08 Education & Welfare

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Pre-Schools						
Operating Expense						
08	08100	Expenses Relating to Schools	16,000	31,267	16,000	0
08	08101	Westonia Primary School	53,000	31,425	53,000	0
08	08199	Depreciation - School	14,000	10,374	14,000	0
			83,000	73,066	83,000	0
Operating Income						
08	08103	Income School Facility/Main Building	0	0	0	0
08	08105	Income Unit Accomodation	(20,000)	(14,823)	(20,000)	0
			(20,000)	(14,823)	(20,000)	0
Capital Income						
08	08107	LotteryWest	(250,000)	(135,975)	(130,000)	120,000
08	08108	Collgar Renewables	(10,000)	(5,000)	(5,000)	5,000
			(260,000)	(140,975)	(135,000)	125,000
Capital Expense						
08	08104	Purchase Land & Buildings- Leisure Centre Project	250,000	13,074	200,000	(50,000)
08	08203	Purchase Furniture & Equipment - Leisure Centre Pro	95,000	2,180	95,000	0
			345,000	15,254	295,000	(50,000)
Aged & Disabled - Senior Citizens						
Operating Expense						
08	08401	Seniors Activities	7,500	4,240	7,500	0
08	08402	Wheatbelt Agcare	500	600	500	0
			8,000	4,840	8,000	0
Operating Income						
08	08403	Income Relating to Aged & Disabled - Senior Citizens	(5,000)	0	(5,000)	0
			(5,000)	0	(5,000)	0
TOTAL OPERATING EXPENDITURE			91,000	77,906	91,000	0
TOTAL OPERATING INCOME			(25,000)	(14,823)	(25,000)	0
TOTAL CAPITAL INCOME			(260,000)	(140,975)	(135,000)	125,000
TOTAL CAPITAL EXPENDITURE			345,000	15,254	295,000	(50,000)

Schedule 09 Housing

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Staff Housing						
Operating Expense						
09	09100	Staff Housing - ABC Costs	24,000	13,400	24,000	0
09	09101	Maintenance 20 Diorite St -DCEO	25,000	7,857	10,000	(15,000)
09	09102	Maintenance 11 Quartz St - Swimming Pool Manager	5,000	2,064	5,000	0
09	09104	Maintenance 37 Diorite St - Rental	500	1,835	2,000	1,500
09	09105	Maintenance 7 Quartz St - Plant Operator	4,800	6,474	6,800	2,000
09	09107	Staff House Costs Allocated to Works	0	(11,180)	0	0
09	09108	Depreciation - Staff Housing	53,000	34,289	53,000	0
09	09109	Maintenance 13 Pyrite Street -Plant Operator	5,200	5,958	6,000	800
09	09201	Maintenance 4 Quartz St - Plant Operator	5,300	3,376	5,300	0
09	09202	Maintenance 55 Wolfram St -Administration Staff	11,800	16,365	16,800	5,000
09	09211	Maintenance 301 Pyrite Street - Senior Finance	4,800	5,327	5,800	1,000
			139,400	85,764	134,700	(4,700)
Operating Income						
09	09121	Income 20 Diorite St -Rental	0	(120)	0	0
09	09122	Income 11 Quartz St - Swimming Pool Manager	(2,600)	(1,820)	(2,600)	0
09	09124	Income 37 Diorite St - Rental	(1,000)	(2,040)	(4,000)	(3,000)
09	09125	Income 7 Quartz St - Plant Operator	(2,600)	(1,360)	(2,600)	0
09	09130	Income 13 Pyrite Street -Plant Operator	(2,600)	(1,700)	(2,600)	0
09	09220	Income 4 Quartz St - Plant Operator	(2,600)	(1,700)	(2,600)	0
09	09221	Income 55 Wolfram St -Administration Staff	(7,800)	(6,984)	(7,800)	0
09	09230	Income 301 Pyrite Street - Senior Finance Officer	(2,600)	(1,650)	(2,600)	0
			(21,800)	(17,374)	(24,800)	(3,000)
Other Housing						
Operating Expense						
09	09103	CEACA Contribution 3Units	153,000	0	0	(153,000)
09	09200	Other Housing - ABC Costs	24,000	13,400	24,000	0
09	09203	Maintenance - Lifestyle	14,000	7,399	14,000	0
09	09206	Maintenance Quartz Street Age Units	14,450	9,205	14,450	0
09	09208	Maintenance - 17 Pyrite Street JV Units	14,250	10,519	14,250	0
09	09212	Rental Lifestyle Village - Westonia Progress	13,500	9,048	13,500	0
09	09236	Depreciation Other Housing	60,500	37,598	60,500	0
			293,700	87,171	140,700	(153,000)
Other Housing						
Operating Income						
09	09222	Income - Lifestyle	(70,000)	(66,627)	(70,000)	0
09	09227	Income 17Pyrite St - JV Units	(9,360)	(8,800)	(9,360)	0
09	09231	Income - Ramelius Resources Lease Camp/Carport	(24,000)	(18,132)	(24,000)	0
09	09238	Income -Age Units Quartz Street	(14,040)	(11,665)	(14,040)	0
09	09298	Profit on Sale of Asset	(7,000)	0	(7,000)	0
			(124,400)	(105,224)	(124,400)	0
Capital Expense						
09	09127	Purchase - Staff Housing - Shed 4 Quartz Street	30,000	14,155	18,000	(12,000)
			30,000	14,155	18,000	(12,000)
Capital Income						
09	09237	Income -Sale of 37 Diorite St, Westonia - CAPITAL	(80,000)	0	(80,000)	0
			(80,000)	0	(80,000)	0
TOTAL OPERATING EXPENDITURE			433,100	172,935	275,400	(157,700)
TOTAL OPERATING INCOME			(146,200)	(122,598)	(149,200)	(3,000)
TOTAL CAPITAL INCOME			(80,000)	0	(80,000)	0
TOTAL CAPITAL EXPENDITURE			30,000	14,155	18,000	(12,000)

Schedule 10 Community Amenities

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Sanitation - Household Refuse						
Operating Expense						
10	10100	ABC Costs- Household Refuse	24,000	13,397	24,000	0
10	10103	Domestic Refuse Collection	15,000	8,901	10,000	(5,000)
10	10105	Refuse Collection Public Bins	15,000	7,538	15,000	0
10	10106	Refuse Maintenance	22,000	8,367	15,000	(7,000)
10	10107	Waste Oil Recycling	500	0	500	0
			76,500	38,203	64,500	(12,000)
Operating Income						
10	10120	Income Relating to Sanitation - Household Refuse	(14,000)	(13,229)	(14,000)	0
			(14,000)	(13,229)	(14,000)	0
Other Community Amenities						
Operating Expense						
10	10704	Maintenance - Public Conveniences	9,000	7,505	9,000	0
10	10706	Maintenance - Grave Digging	11,000	7,948	11,000	0
10	10799	Depreciation - Community Services	21,200	20,088	21,200	0
			41,200	35,540	41,200	0
Operating Income						
10	10708	Cemetery Fees	(2,000)	(1,050)	(2,000)	0
			(2,000)	(1,050)	(2,000)	0
Capital Expenditure						
10	10702	Purchase Land & Buildings - Niche Wall Cemetery	20,000	10,269	10,000	(10,000)
			20,000	10,269	10,000	(10,000)
TOTAL OPERATING EXPENDITURE			117,700	73,743	105,700	(12,000)
TOTAL OPERATING INCOME			(16,000)	(14,279)	(16,000)	0
TOTAL CAPITAL EXPENDITURE			20,000	10,269	10,000	(10,000)

Schedule 11 Recreation & Culture

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Public Halls & Civic Centres						
Operating Expense						
11	11100	ABC Costs- Public Halls & Civic Centres	82,000	44,650	82,000	0
11	11104	Maintenance - Public Halls	34,500	12,238	20,000	(14,500)
11	11105	Maintenance - Complex/ Gym	34,000	17,249	25,000	(9,000)
11	11106	Maintenance - Wanderers Stadium	32,200	15,472	20,000	(12,200)
11	11107	MOU Westonia Progress Payment	30,000	22,196	30,000	0
11	11199	Depreciation - Public Halls	67,800	45,310	67,800	0
			280,500	157,116	244,800	(35,700)
Operating Income						
11	11110	Income Relating to Public Halls & Civic Centres	(200)	(318)	(200)	0
11	11111	Income Edna May MOU 33%	(17,500)	(15,799)	(19,000)	(1,500)
11	11112	Income Charges Stadium	(500)	(209)	(500)	0
11	11114	Income Edna May MOU WPA 67%	(30,000)	(32,077)	(40,000)	(10,000)
			(48,200)	(48,403)	(59,700)	(11,500)
Capital Expense						
11	11103	Purchase Furniture & Equipment -Generator Complex	70,000	30,026	70,000	0
11	11607	Furniture & Equipment - Disabled Ramp Access @ Ol	20,000	0	10,000	(10,000)
			90,000	30,026	80,000	(10,000)
Swimming Pool						
Operating Income						
11	11202	Swimming Pool Donations	0	(2,500)	(2,500)	(2,500)
			0	(2,500)	(2,500)	(2,500)
Operating Expense						
11	11207	Maintenance Westonia Swimming Pool	45,000	29,288	40,000	(5,000)
11	11208	Chlorine Expenses	3,500	523	1,000	(2,500)
11	11209	Management Contract Charges	75,000	31,740	75,000	0
11	11210	Water Charges	7,000	4,724	7,000	0
11	11299	Depreciaton - Swimming Pool	32,700	23,094	32,700	0
			163,200	89,369	155,700	(7,500)
Capital Expense						
11	11204	Purchase Land & Buildings -Kiosk/Ablution Redevelop	1,450,000	1,268,720	1,400,000	(50,000)
			1,450,000	1,268,720	1,400,000	(50,000)
Other Recreation & Sport						
Operating Expense						
11	11307	Maintenance - Playground, Tennis & Bowls	265,000	208,751	265,000	0
11	11308	Maintenance - Recreation Oval	49,000	34,993	49,000	0
11	11399	Depreciation - Other Rec & Sport	66,500	50,144	66,500	0
			380,500	293,888	380,500	0
Operating Income						
11	11302	Marquee Hire Charges	(100)	(500)	(100)	0
			(100)	(500)	(100)	0
Capital Income						
11	11301	DFES Grant	(35,000)	0	(35,000)	0
11	11310	LRCIP Grant Round 3 Stadium Final	(180,500)	(108,370)	(180,500)	0
11	11211	LRCIP Grant Round 4 Kiosk/Ablution	(259,000)	(207,126)	(259,000)	0
			(474,500)	(315,496)	(474,500)	0
Capital Expense						
11	11304	Purchase Furniture & Equipment - Stadium S/S Bench	10,000	3,847	5,000	(5,000)
			10,000	3,847	5,000	(5,000)
Television and Rebroadcasting						
Operating Expense						
11	11401	Maintenance - Television and Rebroadcasting	4,000	639	4,000	0
11	11499	Depreciation - TV & Radio	5,500	3,620	5,500	0
			9,500	4,258	9,500	0

Schedule 11 Recreation & Culture

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Other Recreation & Sport						
Operating Expense						
11	11500	Expenses Relating to Libraries	0	0	0	0
11	11504	Library Salaries	20,000	13,727	20,000	0
11	11505	Library Expenses	3,500	2,312	3,500	0
			<u>23,500</u>	<u>16,039</u>	<u>23,500</u>	<u>0</u>
Operating Income						
11	11501	Income Relating to Libraries	(100)	0	(100)	0
11	11502	Fines & Penalties Charged	(100)	0	(100)	0
			<u>(200)</u>	<u>0</u>	<u>(200)</u>	<u>0</u>
Capital Expense						
11	11503	Purchase Furniture & Equipment - Libraries	0	0	0	0
			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Culture						
Operating Expense						
11	11605	Nature Reserve Management	20,000	10,420	20,000	0
11	11606	Maintenance Walgoolan Gazebo	600	0	600	0
			<u>20,600</u>	<u>10,420</u>	<u>20,600</u>	<u>0</u>
Operating Income						
11	11602	Income Charges History Books	(200)	(382)	(200)	0
			<u>(200)</u>	<u>(382)</u>	<u>(200)</u>	<u>0</u>
Capital Expense						
11	11603	Purchase Furniture & Equipment - PlayGround Fencin	30,000	1,653	10,000	(20,000)
			<u>30,000</u>	<u>1,653</u>	<u>10,000</u>	<u>(20,000)</u>
TOTAL OPERATING EXPENDITURE			877,800	571,090	834,600	(43,200)
TOTAL OPERATING INCOME			(48,700)	(51,785)	(62,700)	(14,000)
TOTAL CAPITAL INCOME			(474,500)	(315,496)	(474,500)	0
TOTAL CAPITAL EXPENDITURE			1,580,000	1,304,246	1,495,000	(85,000)

Schedule 12 Transport

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Streets Roads Bridges & Depot Construction						
Capital Expense						
12	12101	Roads Construction Council	888,500	271,103	824,500	(64,000)
		Begley Road (C0010)	44,500	0	44,500	0
		Clothier Road (C0023)	76,000	0	76,000	0
		George Road (C0015)	88,000	0	88,000	0
		Leeman Road (C0092)	44,000	0	44,000	0
		Maxfield Road (C0011)	78,000	0	78,000	0
		Rabbit Proof Fence Road North (C0025N)	82,000	47,866	50,000	(32,000)
		Rabbit Proof Fence Road (C0025)	76,000	0	0	(76,000)
		Wahlsten Road (C0069)	76,000	976	76,000	0
		Echo Valley Gravel Resheet (C0015)	98,000	98,658	98,000	0
		Maisefield Gravel Resheet (C0030)	130,000	81,737	130,000	0
		Warrachuppin Road (C0005)	0	92,307	100,000	100,000
		Bitumen Floodways (FLOOD)	20,000	0	0	(20,000)
		McPharlin Road (C0013)	76,000	41,021	40,000	(36,000)
12	12103	MRWA Project Construction	595,000	172,254	595,000	0
		Warralakin Road Reconstruction (RRG84C)	595,000	172,254	595,000	0
12	12104	Roads to Recovery Construction	571,000	177,716	415,000	(156,000)
		Walgoolan South Road (R2R044)	85,000	75,456	85,000	0
		Diorite Street Roundsbout & Carport (R2R55)	170,000	2,850	170,000	0
		Jasper Street (R2R54)	160,000	7,103	160,000	0
		Warrachuppin Road (R2R05)	156,000	0	0	(156,000)
12	12108	Footpath Construction	50,000	4,472	50,000	0
			2,104,500	625,544	1,884,500	(220,000)
Streets Roads Bridges & Depot Maintenance						
Operating Expense						
12	12202	Power - Street Lighting	8,500	4,808	8,500	0
12	12203	Maintenance - GRM	590,000	328,872	590,000	0
12	12204	Maintenance - Depot	30,500	24,901	30,500	0
12	12205	Maintenance - Footpaths	500	0	500	0
12	12206	Traffic Signs Maintenance	22,000	6,273	22,000	0
12	12208	Townsite Beautification	50,000	2,943	50,000	0
12	12299	Depreciation - Street, Roads, Bridges	1,192,500	1,139,521	1,192,500	0
			1,894,000	1,507,319	1,894,000	0
Operating Income						
12	12201	Income Relating to Streets, Roads, Bridges & Depot M	0	0	0	0
12	12212	Grant - MRWA Direct	(193,500)	(193,449)	(193,500)	0
12	12213	Grant - MRWA Specific	(396,490)	(350,270)	(396,490)	0
12	12214	Grant -Electric Car Charging Station	(100)	0	(100)	0
12	12216	Grant - Roads to Recovery	(571,000)	(241,000)	(421,000)	150,000
			(1,161,090)	(784,719)	(1,011,090)	150,000
Capital Expense						
12	12220	Concrete Depot Shed-LB	20,000	0	20,000	0
			20,000	0	20,000	0
Road Plant Purchase						
Operating Expense						
12	12359	Loss on Sale of Asset	0	0	0	0
			0	0	0	0
Operating Income						
12	12398	Profit on Sale of Asset	(33,000)	(46,155)	(33,000)	0
			(33,000)	(46,155)	(33,000)	0
Capital Income						
12	12306	Proceeds on Sale of Asset	(142,500)	(62,273)	(142,500)	0
			(142,500)	(62,273)	(142,500)	0
Road Plant Purchase						
Capital Expense						
12	12304	Telehandler - CAPITAL	180,000	105,455	180,000	0
12	12307	Outside Staff Veichles - CAPITAL	40,000	36,875	40,000	0

12	12309 Water Cart Trailer - CAPITAL	0	12,716	12,716	12,716
		220,000	155,046	232,716	12,716

Schedule 12 Transport

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Aerodromes						
Operating Expense						
12	12604	Airport Maintenance	4,900	2,701	4,900	0
			4,900	2,701	4,900	0
Operating Income						
12	12601	Income Relating to Aerodromes	(100)	0	(100)	0
			(100)	0	(100)	0
Capital Expense						
12	12605	Airport Land - CAPITAL	0	0	0	0
			0	0	0	0
TOTAL OPERATING EXPENDITURE			1,898,900	1,510,020	1,898,900	0
TOTAL OPERATING INCOME			(1,194,190)	(830,874)	(1,044,190)	150,000
TOTAL CAPITAL INCOME			(142,500)	(62,273)	(142,500)	0
TOTAL CAPITAL EXPENDITURE			2,344,500	780,590	2,137,216	(207,284)

Schedule 13 Economic Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Rural Services						
Operating Expense						
13	13100	ABC Costs- Rural Services	0	0	0	0
13	13123	NRM Contract	5,000	2,587	5,000	0
13	13125	Noxious Weed Control	2,000	0	2,000	0
			7,000	2,587	7,000	0
Capital Expense						
13	13107	Purchase Plant & Equipment - Warralakin Water Tank	270,000	299,614	300,000	30,000
			270,000	299,614	300,000	30,000
Capital Income						
13	13108	Warralakin Water Tank DWER	(270,000)	(281,131)	(300,000)	(30,000)
			(270,000)	(281,131)	(300,000)	(30,000)
Tourism & Area Promotion						
Operating Expense						
13	13200	Admin Allocations Tourism & Area Promotion	49,000	29,336	49,000	0
13	13210	Area Promotion	8,000	4,042	8,000	0
13	13211	SUBS- CW Visitor Centre	3,000	2,273	3,000	0
13	13212	SUBS- Newtravel	7,000	7,105	7,000	0
13	13213	Maintenance Caravan Park	93,250	65,552	93,250	0
13	13214	Information Bay- Carrabin	11,050	8,290	11,050	0
13	13215	Old Club Hotel Museum -Maintenance	50,500	16,076	50,500	0
13	13299	Depreciation - Tourism & Area Promotion	39,000	25,669	39,000	0
			260,800	158,343	260,800	0
Operating Income						
13	13202	Caravan Site Charges	(50,000)	(43,785)	(50,000)	0
13	13203	Tent Site Charges	(500)	(323)	(500)	0
13	13204	Souvenir Sales	(500)	(492)	(500)	0
13	13221	Income - Old Club Hotel Museum Entry	(10,000)	(6,980)	(10,000)	0
13	13223	Electric Car Charging Station - INCOME	0	(42)	0	0
			(61,000)	(51,622)	(61,000)	0
Capital Expense						
13	13216	Museum Expansion Project - CAPITAL	850,000	21,253	850,000	0
			850,000	21,253	850,000	0
Capital Income						
13	13222	Loan Proceeds	(600,000)	0	(600,000)	0
13	13225	LotteryWest Grant- Muesuem	(250,000)	(228,182)	(230,000)	20,000
			(850,000)	(228,182)	(830,000)	20,000
Building Control						
Operating Expense						
13	13301	Contract EH Services	10,000	3,300	7,000	(3,000)
			10,000	3,300	7,000	(3,000)
Operating Income						
13	13303	Building Permit Charges	(2,000)	(2,495)	(3,000)	(1,000)
13	13304	Demolition Charges	(100)	0	(100)	0
13	13305	Commission BRB	(200)	0	(200)	0
			(2,300)	(2,495)	(3,300)	(1,000)
Community Development (CRC)						
Operating Expense						
13	13400	ABC Costs - Community Development	65,000	35,734	65,000	0
13	13401	Programs / Activities	10,000	3,141	10,000	0
13	13402	Workers Compensation Premiums	7,000	7,000	7,000	0
13	13403	Superannuation	13,000	5,967	13,000	0
13	13404	Salaries	107,500	47,960	107,500	0
13	13405	Community Events	40,000	7,089	40,000	0
13	13610	Building Maintenance	26,500	6,160	10,000	(16,500)
			269,000	113,051	252,500	(16,500)

Schedule 13 Economic Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Operating Income						
13	13410	Grant Funding Opportunities	(40,000)	(20,000)	(30,000)	10,000
13	13411	DPIRD Grants Funding (CRC)	(110,000)	(61,256)	(110,000)	0
13	13412	Income Relating to Westonia CRC Operations	0	(300)	0	0
13	13413	Events Income	0	(26,586)	(50,000)	(50,000)
			(150,000)	(108,142)	(190,000)	(40,000)
Plant Nursery						
Operating Expense						
13	13502	Nursery Operating Costs	1,800	160	300	(1,500)
			1,800	160	300	(1,500)
Operating Income						
13	13505	Tree Planter Hire	0	0	0	0
			0	0	0	0
Other Economic Services						
Operating Expense						
13	13600	ABC Costs to Other Economic Services	8,000	5,510	8,000	0
13	13611	Water Supply Standpipes	161,500	44,606	161,500	0
13	13613	Ramelius ResourceLease - Industrial Shed	0	470	500	500
13	13614	St Lukes Church	5,000	47	500	(4,500)
13	16106	Loan Interest Loan # 99	15,000	0	15,000	0
13	13699	Depreciation- Other Economic Services	73,500	60,500	73,500	0
			263,000	111,133	259,000	(4,000)
Other Economic Services						
Operating Income						
13	13602	Community Bus Hire Charges	(2,000)	(2,779)	(3,000)	(1,000)
13	13603	Ramelius Resource Lease - Industrial Shed	(20,000)	(14,211)	(20,000)	0
13	13604	Police Licensing Commissions	(9,000)	(4,214)	(6,000)	3,000
13	13607	SSL Interest Reimbursement	(5,600)	(2,877)	(5,600)	0
13	13608	SSL Principal Reimbursement	(12,800)	(6,297)	(12,800)	0
13	13609	Standpipe Water Charges - per kL	(120,000)	(81,130)	(120,000)	0
13	13618	Reimbursements General	(200)	(1,367)	(200)	0
			(169,600)	(112,875)	(167,600)	2,000
Capital Expense						
13	13606	Land & Buildings - Wolfram Street Shed & Façade	0	0	0	0
			0	0	0	0
TOTAL OPERATING EXPENDITURE			811,600	388,573	786,600	(25,000)
TOTAL OPERATING INCOME			(382,900)	(275,134)	(421,900)	(39,000)
TOTAL CAPITAL INCOME			(1,120,000)	(509,313)	(1,130,000)	(10,000)
TOTAL CAPITAL EXPENDITURE			1,120,000	320,867	1,150,000	30,000

Schedule 14 Other Property & Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Private Works						
Operating Expense						
14	14102	Private Works	25,000	11,475	25,000	0
			25,000	11,475	25,000	0
Operating Income						
14	14100	Private Works Income	(25,000)	(30,675)	(35,000)	(10,000)
			(25,000)	(30,675)	(35,000)	(10,000)
Public Works Overheads						
Operating Expense						
14	14200	Administration Allocations to PWOH	266,300	161,173	266,300	0
14	14202	Sick Leave Expense	20,000	20,410	25,000	5,000
14	14203	Annual & Long Service Leave Expense	100,000	70,871	100,000	0
14	14204	Protective Clothing - Outside Staff	6,000	5,228	6,000	0
14	14205	Conference Expenses- Engineering	4,000	820	1,000	(3,000)
14	14206	Medical Examination Costs	500	425	500	0
14	14207	Public Works Overheads Allocated to Works	(649,300)	(525,327)	(649,300)	0
14	14208	OSH Expenses	4,500	4,360	4,500	0
14	14211	Unallocated Wages	0	2,789	0	0
14	14214	Eng. & Technical Support	10,000	9,444	10,000	0
14	14215	Staff Training	24,000	4,951	10,000	(14,000)
14	14216	Insurance on Works	17,000	23,070	25,000	8,000
14	14217	Supervision Costs	24,000	16,279	24,000	0
14	14218	Service Pay	7,000	4,657	7,000	0
14	14219	Superannuation Cost	120,000	83,154	110,000	(10,000)
14	14220	Allowances & Other Costs	38,000	13,737	20,000	(18,000)
14	14221	Fringe Benefits Tax - Works	8,000	5,823	8,000	0
			0	(98,137)	(32,000)	(32,000)
Operating Income						
14	14201	Income Relating to Public Works Overheads	(7,000)	(5,220)	(7,000)	0
			(7,000)	(5,220)	(7,000)	0
Plant Operation Costs						
Operating Expense						
14	14302	Insurance - Plant	17,000	17,000	17,000	0
14	14303	Fuel & Oils	240,000	175,281	240,000	0
14	14304	Tyres and Tubes	20,000	7,047	20,000	0
14	14305	Parts & Repairs	140,000	80,038	140,000	0
14	14306	Internal Repair Wages	33,500	19,034	33,500	0
14	14307	Licences - Plant	9,000	6,239	9,000	0
14	14308	Depreciation - Plant	200,000	140,593	200,000	0
14	14309	Plant Operation Costs Allocated to Works	(704,500)	(279,823)	(704,500)	0
14	14310	Blades & Tynes	15,000	10,305	15,000	0
14	14311	Consumable Items	20,000	9,554	20,000	0
14	14312	Expendable Tools	10,000	3,184	10,000	0
			0	188,453	0	0
Stock Fuels & Oils						
Operating Income						
14	14404	Diesel Fuel Rebate	(50,000)	(33,177)	(50,000)	0
14	14405	Sale of Stock	(500)	(182)	(500)	0
14	14406	Sale of Fuel and Scrap	(2,000)	0	(2,000)	0
			(52,500)	(33,359)	(52,500)	0
Administration						
Operating Expense						
14	14500	Expenses relating to Administration	494,000	293,223	494,000	0
14	14501	Administration Office Maintenance	72,500	51,894	72,500	0
14	14502	Workers Compensation Premiums- Administration	28,000	29,545	30,000	2,000
14	14503	Office Equipment Maintenance - Admin	5,000	0	5,000	0
14	14505	Travel & Accommodation - Admin	2,000	0	2,000	0

Schedule 14 Other Property & Services

Prog	COA	Description	Adopted Budget (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
Administration						
Operating Expense - Continued						
14	14506	Legal Expenses Administration	5,000	4,200	5,000	0
14	14507	Training Expenses - Admin	7,500	1,472	7,500	0
14	14508	Printing & Stationery - Admin	10,000	5,787	10,000	0
14	14509	Fringe Benefits Tax - Admin	17,000	8,732	17,000	0
14	14510	Conference Expenses - Admin	6,000	1,287	6,000	0
14	14511	Staff Uniform - Admin	3,000	716	3,000	0
14	14515	Administration Costs Allocated to Programs	(818,000)	(446,558)	(818,000)	0
14	14517	Postage & Freight	1,500	728	1,500	0
14	14521	IT/Accounting Programs	43,500	28,625	43,500	0
14	14522	Advertising	3,000	0	3,000	0
14	14559	Admin Loss on Sale	18,000	0	18,000	0
14	14599	Depreciation - Admin	37,000	25,322	37,000	0
			(65,000)	4,974	(63,000)	2,000
Operating Income						
14	14525	Admin - Reimbursement	(1,000)	(4,137)	(1,000)	0
14	14598	Profit on Sale of Asset - Admin	(14,000)	(10,943)	(14,000)	0
			(15,000)	(15,080)	(15,000)	0
Capital Expense						
14	14519	Admin Server - CAPITAL	30,000	27,606	30,000	0
14	14520	CEO Vehicle - CAPITAL	120,000	0	120,000	0
14	14523	Administration Vehicle - CAPITAL	80,000	70,698	70,000	(10,000)
			230,000	98,305	220,000	(10,000)
Operating Expense						
14	14602	Gross Salaries & Wages	1,500,000	944,712	1,200,000	(300,000)
14	14603	Less Sal & Wages Alloc to Works	(1,500,000)	(944,712)	(1,200,000)	300,000
			0	0	0	0
Unclassified						
Operating Income						
14	14701	Income Relating to Unclassified	(20,000)	(40,760)	(40,000)	(20,000)
14	14705	Ramelius Resources Haulage Operation Agreement	(150,000)	(325,543)	(325,000)	(175,000)
			(170,000)	(366,303)	(365,000)	(195,000)
Unclassified						
Capital Expense						
14	14704	Land Development	100,000	2,179	100,000	0
			100,000	2,179	100,000	0
Capital Income						
14	14799	Proceeds on Sale of Assets	(175,000)	(70,000)	(175,000)	0
			(175,000)	(70,000)	(175,000)	0
TOTAL OPERATING EXPENDITURE			(40,000)	106,765	(70,000)	(30,000)
TOTAL OPERATING INCOME			(269,500)	(450,637)	(474,500)	(205,000)
TOTAL CAPITAL EXPENDITURE			330,000	100,483	320,000	(10,000)
TOTAL CAPITAL INCOME			(175,000)	(70,000)	(175,000)	0

9.2 COMMUNITY AND REGULATIONS

9.2.1 APPLICATION FOR EXPLORATION LICENCE 77/3281

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	ES1.6.1	
Disclosure of Interest:	Nil	
Attachments:	Location Map EL 77/3281	
Signature:	Officer	CEO

Purpose of the Report

☐

Executive Decision

☐

Legislative Requirement

This report seeks Council's comment on an Exploration license in the northern part of the shire.

Background

The Shire has been advised of an application for an Exploration license having been lodged by Aurora Tenement Consulting on behalf of AHD Trenchless PTY LTD (E77/3281).

The application relates to land in the northern portion of the Shire adjacent Baladjie Rock (See Attached)

Comment

AHD Trenchless PTY LTD is a Victorian based ASX listed company specializing in horizontal directional drilling with some exploration activities

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 always available, 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, when working between 7:00 pm. and 7:00 am.

- 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 Road Surface and gravel pits, and that no drilling operation is to affect any part Historical Baldjie Reserve 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

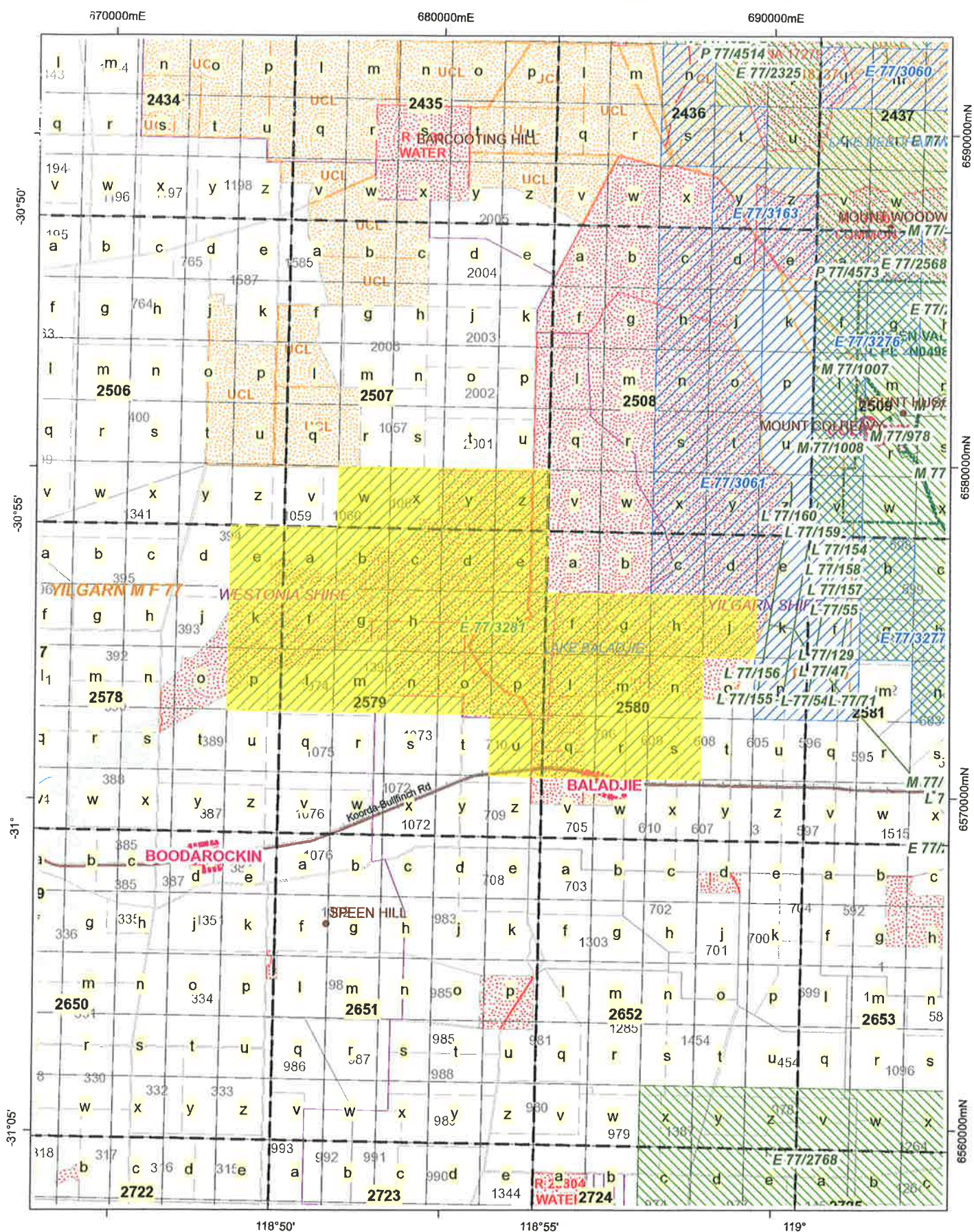
That Council grants approval to Kula Gold Ltd (E77/3234 & 77/3238) to carry out drilling along sections of Council controlled road reserves with this respective Exploration Lease as shown on the attached maps with the following conditions: -

- 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 always available, 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, when working between 7:00 pm. and 7:00 am.
- 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 Road Surface and gravel pits, and that no drilling operation is to affect any part Baladjie Reserve in any way.**

E 77/3281

Quick Appraisal Plan



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining interests. No responsibility is accepted for any errors or omissions on the Compendium of Australia's ILUA's through Geoscience Australia's (GA) Geoscientific Data Online, maintains copyright over these parts of the topographic data it has provided for display in TENGRAPI. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and completion of any Native Title Claims, Disclaimers or ILUAs should be sought from the National Native Title Register (NNTTR) at www.nnttr.gov.au, the Australian Native Title Information System (ANTIS) at www.antis.gov.au, the National Register of Indigenous Land Use Agreements (ILUAs), Endorsed Pastoral Leases and Free Pastoral Leases Register (NNTTR) or Register of Native Title Determinations (NNTTR) at www.nnttr.gov.au.
Nhamuyene Wajant and Ngirawarawa ILUA Native Title determination boundary.

Scale: 1:144,448



9.2.2 ROYAL LIFE SAVING – WESTONIA POOL SAFETY ASSESSMENT 2025

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	RC 1.1.6	
Disclosure of Interest:	Nil	
Attachments:	Safety Assessment Report Westonia Pool 2025	
Signature:	Officer	CEO
		

Purpose of the Report

☒ Executive Decision ☐ Legislative Requirement

The purpose of this report is for the Council to consider the findings of the Royal Life Saving Society Safety Assessment Report 2025.

Background

A Pool Safety Assessment (Assessment) is designed to provide swimming pool owners and operators with an overview of their performance against safety standards. The Assessment measures the facilities performance against a range of industry, state and national standards, guidelines and legislative provisions. The Assessment contains questions developed by a Technical Committee in consultation with the Aquatic Industry, government and non-government agencies. All questions are reference based and continually reviewed in line with changing industry standards and community expectations. As a result, the Assessment is considered best practice within the Aquatic Industry. The question set applies to both Council-owned public pools as well as public-access pools such as body corporates and Learn-to-Swim facilities.

Assessments can benefit pool owners / operators by:

- ☒ Benchmark current performance against industry standards and best practice.
- ☒ Gain independent and expert information and advice.
- ☒ Encourage continual improvement at your aquatic facility.
- ☒ Support the training and educational needs of key facility representatives.
- ☒ Stay current with regulatory changes.
- ☒ Reduce the likelihood and consequence of aquatic related injury and death in your facility.
- ☒ Demonstrate the use of a formal risk management process.
- ☒ Maintain a working relationship with the peak industry body.

Comment

The report for Westonia has quite a few findings that require addressing which is understandable as the facility is 50 years old so I will ensure that the critical and highly rated recommendations are addressed in the short term and during the off season.

Statutory Environment

A range of industry, state and national standards, guidelines and legislative provisions.

Policy Implications

Nil

Strategic Implications

Social – provide community facilities and promote social interactions.



Financial Implications

Within budget constraints already adopted



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the findings of the Royal Life Saving Society Safety Assessment Report 2025 and address the critical and highly rated recommendations during the pool off-season.



ROYAL LIFE SAVING
WESTERN AUSTRALIA

POOL SAFETY ASSESSMENT / RECOMMENDED REMEDIATION ACTIONS

WESTONIA SWIMMING POOL

FEBRUARY 2025





ABOUT ROYAL LIFE SAVING

Royal Life Saving (RLS) is focused on reducing drowning and promoting healthy, active and skilled communities through innovative, reliable, evidence-based advocacy; strong and effective partnerships; and, quality programs, products and services - underpinned by a cohesive and sustainable national organisation.

Royal Life Saving is a public benevolent institution (PBI) dedicated to reducing drowning and turning everyday people into everyday community lifesavers. We achieve this through advocacy, education, training, health promotion, aquatic risk management, community development, research, sport, leadership and participation in national and international networks.

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The drowning prevention research of the Royal Life Saving Society – Australia is proudly supported by the Australian Government.



Australian Government

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SERVICE OVERVIEW

Introduction

A Pool Safety Assessment (Assessment) is designed to provide swimming pool owners and operators with an overview of their performance against safety standards. The Assessment measures the facilities performance against a range of industry, state and national standards, guidelines and legislative provisions. The Assessment contains questions developed by a Technical Committee in consultation with the Aquatic Industry, government and non-government agencies. All questions are reference based and continually reviewed in line with changing industry standards and community expectations. As a result, the Assessment is considered best practice within the Aquatic Industry. The question set applies to both Council-owned public pools as well as public-access pools such as body corporates and Learn-to-Swim facilities.

Royal Life Saving (RLS) would like to thank all organisations for their input and commitment to swimming pool safety nationally.

Assessment benefits

Assessments can benefit pool owners / operators by:

- Benchmark current performance against industry standards and best practice.
- Gain independent and expert information and advice.
- Encourage continual improvement at your aquatic facility.
- Support the training and educational needs of key facility representatives.
- Stay current with regulatory changes.
- Reduce the likelihood and consequence of aquatic related injury and death in your facility.
- Demonstrate the use of a formal risk management process.
- Maintain a working relationship with the peak industry body.
- Achieve recognition for safety practices.
- Reduce legal risk.

Assessment results

Assessments are delivered by RLSSA's respective State and Territory Member Organisations (STMO) and assessment reports are kept commercial in confidence between the STMO and the client. The aim is to understand and treat risk exposure, ultimately making aquatic facilities safer in the long run, not 'punish' those who are working to increase their understanding of risk management. We achieve our mission by working closely with aquatic facilities and improving a shared understanding of aquatic facility safety and operations.

Assessment outputs

Each Assessment is tailored to an individual aquatic facility based on the design, water spaces, features and programs available. The output of the process is a i) safety assessment and ii) recommended remediation actions. The Safety Assessment Report is a complete record of all assessed components, those with no fault found and faults found. Where relevant onsite pictures are also taken to support the assessed component. This report is kept on file and can be provided on request. A historical point in time record of the independent assessment undertaken. The Remediation Action Report (this report) is focused on only the items where a fault has been identified. This report provides recommended remediation actions for the facility owner/operator and provides practical improvement opportunities / solutions to identified risks.

Assessment scoring

Safety score: The overall score achieved from all assessed components of the Safety Assessment. The calculation is the total score achieved by the facility (Safety Denominator) divided by the total number of assessed items (Safety Indicator).

The score does not give any weight to the probability or consequences of any of these issues. Prioritising actions to address any shortcomings remains the responsibility of the facility management.

Public pools vs private pools – is the assessment still important?

The Pool Safety Assessment has been designed to highlight the compliance and safety requirements for all pools that are used on a communal, commercial and/or educational basis which by nature then fall under the remit of the Guidelines for Safe Pool Operations (GSPO).

The question set has been designed so that all questions are applicable to all communal, commercial and/or educational pools. Any question that is not applicable will be left out of scope on any given assessment, if for example, the pool is not used for educational purposes, then the requirement to have swim teacher qualifications would not be applicable to that facility's assessment.

Assessment Risk Criteria

Each question has been provided with a risk rating based on the following risk criteria. The risk criteria was developed by the LGIS in consultation with Royal Life Saving WA to help provide guidance for aquatic facility managers and their teams to categorize and respond to faults identified during the aquatic facility safety assessment. It is the responsibility of each facility to conduct their own risk assessments and control plan for each non-compliance.

Risk Criteria	Liability Risk
Critical	These recommendations are offered to manage a foreseeable risk of personal injury or property damage to a third party where there is a clear duty of care owed and where the harm may be substantial, the probability imminent, where controls are essential but currently absent, where there is no community benefit in persisting with the risk, and where controls must be implemented immediately as an essential risk management recommendation to mitigate liability exposure for the Scheme, the Member and its officers.
High	These recommendations are offered to improve the management a foreseeable risk of personal injury or property damage to a third party where there is a clear duty of care owed, where the harm may be significant, where the probability increases with time, and where current controls are inadequate or insufficient because of lack of compliance with recognised standards, improper exercise of duties, or incorrect application of guidelines and organisational policy, and where controls must be implemented within 90 days as a necessary risk management recommendation to mitigate liability exposure for the Scheme, the Member and its officers.
Moderate	These recommendations are offered to improve the management of a foreseeable risk of personal injury or property damage to a third party, where the harm may still be significant but associated with the conduct of other parties, including the injured party, where the probability of harm from the perspective of the Member remains static, where there is some community benefit in persisting with the risk, where some though not all existing controls are present, and where action taken within 12 months is likely to attenuate the physical risk and reduce or eliminate the liability exposure for the Scheme, the Member and its officers.
Advisory	These recommendations are offered as best risk advice to improve the management of a risk where there is no clear duty of care but based on LGIS risk management experience, knowledge of local government expectations, budgetary constraints, standards and benchmark against similar risk represent best practice advice and governance; action on these recommendations is clearly discretionary and whilst it may not change liability risk exposure over any timeframe, it may improve reputational risk associated with that liability exposure for the Scheme, its Members and officers.

Who can conduct a Royal Life Saving – Safety Assessment?

The National Aquatic Industry Committee (NAIC) develops and authorises the Guidelines for Safe Pool Operations (GSPO) which form national industry standards. The GSPO National Policy section outlines the process and qualifications needed to deliver safety assessments in communal, commercial and public pools and aquatic facilities nationally. To ensure the standards contained within the GSPO are met, a pool safety auditor licensing framework was introduced by the NAIC in 2016.

Since 2016, RLSSA licenses pool safety auditors in line with the requirements of the GSPO and ensures that all RLSSA licensed pool safety auditors are trained and accredited as lead auditors and have successfully passed an additional assessment by RLSSA specific to pool safety.

Assessors maintain currency in the skills required to perform their roles and responsibilities through the completion of on-going professional development in risk management, quality management, health and safety management and audit integrity management.

Evidence requirements

The Safety Assessment process is based on both physically present evidence and documented evidence of operational standards. Formal and documented policies, processes and procedures are required to enable an assessment item to be evaluated against performance criteria. Verbal explanations of how facilities operate are generally insufficient. In addition, areas which a facility representative advises is planned to be improved / remedied in the future (i.e. they are budgeted for works in the future or they are currently under review) will be assessed as viewed on the day. The assessment is a live 'snapshot' of the facilities safety provisions at the moment of time of the assessment. To maintain integrity the assessment must be based on what can be demonstrated to the assessor.

Consultation reviews / Follow-up Period

Following the delivery of the safety assessment report and recommended remediation actions, facilities will be supported for a period of 60 days to provide any additional evidence of improvements. The follow-up period will consist of:

- 2-week (14 days) Telephone contact to discuss report findings.
- 4-week (30 days) Email to remind and encourage facility to submit additional evidence.
- 8-week (60 days) Email to advise report is closing off.

Following this process, a revised (final) Safety Assessment will be provided to the original assessment organiser.

Assessment limitations

Neither the completion of an Assessment nor the issuance of any endorsement makes any facility inherently safe from aquatic based risks. Instead, Assessments are able to demonstrate that risk management principles have been applied and systems developed, which if maintained, will contribute to a sound platform for safe facility operation. Simultaneously this platform can contribute to the reduction of risk likelihood and / or consequence, making for an overall safer environment.

Public, commercial and communal pools will only ever be as safe as the people supervising them at any given time. It is recommended that qualified lifeguard supervision is in place when this is reasonable and practical and that parental supervision programs are developed and implemented at facilities where young children recreate, learn and play.

Feedback

Client feedback is valued as it is important for the continuous improvement of our assessment services. Should facility personnel have feedback about the assessment process or content, the individual should email safevenues@royallifesavingwa.com.au. All written assessment feedback will receive a formal response.

Privacy

RLS collects facility information for the purpose of the individual assessment. All information provided to and from the client is 'commercial-in-confidence' and is not shared by RLS to any third party, nor should it be shared by the client to any third party. Should the client wish the contents of reports to be subject to legal professional privilege, they should engage RLS via their solicitor to provide the assessment report.

Intellectual Property

All assessment materials including any question sets, preparation information, references provided and/or assessment methodologies remain the intellectual property of RLS. RLS reserves all rights in relation to its intellectual property and copying or reproduction of any part or whole of an RLS document is not permitted unless expressed permission is provided by RLSSA.

Assessment Safety Score

An aquatic safety assessment was conducted at Westonia Swimming Pool on the 25th of February 2025. The assessment was based on the RLSSA Safety Assessment National Question Set and requirements outlined within the Guidelines for Safe Pool Operations and the Western Australian Department of Health Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities.

Facility:	Westonia Swimming Pool
Safety Assessment Date:	25 th February 2025
Lead Assessor:	Eddie Gibbs
Venue Staff:	Scott Huggett / Bill Price

The following table provides an indication of the overall safety score across all sections assessed.

ITEM	CENTRE SCORE	TOTAL SCORE	SAFETY SCORE
Section 1: Work Health & Safety	77.26	145.00	53.28%
Section 2: Emergency Planning	10.33	90.00	11.48%
Section 3: Qualifications & Training	32.50	55.00	59.09%
Section 5: Supervision	52.50	110.00	47.73%
Section 6: First Aid	67.50	115.00	58.70%
Section 7: Plant & Chemical Areas	66.50	130.00	51.15%
Section 9: Changing Facilities	30.00	45.00	66.67%
Section 10: Lap & Lane Pools	131.50	160.00	82.19%
Section 11: Leisure Pools	71.25	90.00	79.17%
Section 17: Inflatable Equipment	6.25	35.00	17.86%
OVERALL RATING	545.60	975.00	55.96%

Assessment Results & Improvement Plan

The following sections provide information relating to:

- Faults identified at the time of the assessment,
- Prescribed LGIS risk rating or each fault identified,
- Initial recommendations for rectification, and.
- Specific references to be used for additional information.

1. WORK HEALTH AND SAFETY

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
1.01	Do all facility staff have access to the contents of the GSPO?	A - on-line subscription B - available to staff		Advisory	It is recommended that the facility have access to the contents of the GSPO in the form of an on-line subscription with RLSSA. It is recommended that facility staff are provided with access to the content of the GSPO.	Author: Royal Life Saving Australia Title: GSPO Ref: NP11 Publisher: RLSSA
1.03	Are key human resources policies / procedures in place?	B - staff inductions C - performance management		High	It is recommended that a formal policy for the following items is developed and communicated across the facility: - staff inductions - performance management	Author: Royal Life Saving Australia Title: GSPO Ref: SV6 Publisher: RLSSA
1.04	Is an 'Employee Assistance Program' available?	A - available B - independent C - confidential D - communicated to staff		Advisory	It is recommended that the employee assistance program: - is available and accessible for all staff. - is administered by an independent organisation. - is a confidential service. - is communicated regularly to all staff.	Author: Royal Life Saving Australia Title: GSPO Ref: IM11 Publisher: RLSSA Author: DMIRS, Govt of WA Title: Worksafe/Fact Sheet Date: May 2014 Publisher: WA Government
1.05	Is there a procedure for management of contractors and visitors?	A -policy / register B - contractors covered C - visitors covered		High	It is recommended that a contractor / visitor 'signing in and out policy' is developed and implemented at the facility. It is recommended that the 'signing in and out policy' covers contractors. It is recommended that the 'signing in and out' policy covers visitors (i.e. council representatives, Industry personnel).	Author: Safe Work Australia Title: Emergency Plan Fact Sheet Date: February 2012 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
1.06	Does the contractor management procedure request the appropriate information?	A - name B - organisation C - time in and out		High	It is recommended that the 'signing in and out policy' is extended to request the contractor / visitor: – name. – organisation. – time in and time out of the facility.	Author: DMIRS, Govt of WA Title: Engaging Independent Contractors Date: October 2021 Publisher: WA Government
1.07	Is a permit to work system in place for high-risk work?	A - permit to work system B - safe working method statements C - facility inductions		High	It is recommended that a permit to work system is developed and implemented at the facility. It is recommended that the permit to work system includes suitable safe working method statements. It is recommended that the permit to work system includes the completion, and sign off, of facility inductions for contractors.	Author: Safe Work Australia Title: Model Work Health and Safety Bill Date: 2019 Publisher: Safe Work Australia
1.08	Does the 'permit to work' system include specialist contractor provisions?	A - falls prevention B - confined spaces C - noise D - asbestos		High	It is recommended that the contractor permit to work system is reviewed and developed to include provisions for falls prevention, confined spaces, noise, asbestos.	Author: Safe Work Australia Title: Model Work Health and Safety Bill Date: 2019 Publisher: Safe Work Australia Author: Australian Government Title: WHS Regulation Date: 2011 Publisher: Australian Government Author: Standards Australia Title: AS 2927:2019 - The storage & handling of liquefied chlorine gas Date: 2019 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
1.16	Have the essential service requirements for the facility been established in line with the occupancy permit?	A - occupancy permit B - essential services plan / report		High	It is recommended that an occupancy permit is available and appropriately displayed. It is recommended that a facility specific essential services plan / report is available.	Author: Building Commission Australia Title: Essential Safety Measures – Maintenance Manual Date: 2006 Publisher: Building Commission Author: ROSCON Title: Essential Safety Template
1.17	Is there a procedure for dealing with Chlorine levels greater than 8mg/l?	A - procedure documented		High	It is recommended that facility has a procedure to lower the chlorine levels, and a policy advising that pool should not be open for use until chlorine level is lower than 8milligrams per litre.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 5.1.3 Publisher: WA Government
1.20	Does the aquatic facility have an appropriate Department of Health permits and certificate to operate?	(A) permit to operate (B) certificate of compliance	Unable to validate Permit to Operate, Certificate of Compliance documentation on site.	Critical	It is recommended that the facility obtain and display a Dept of Health permit to operate certificate. It is recommended that the facility obtain and display a Dept of Health certificate of compliance.	Author: Dept Health, Govt of WA Title: Health (Aquatic Facilities) Regulations Ref: Part 3 Publisher: WA Government

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
1.25	Is hire of facilities covered by a formal agreement?	A - the number of people using the facility B - minimum age of hirer representative greater than 18 years C - the number of lifeguards to be present D - emergency responsibilities E - access to relevant equipment		High	It is recommended that hire agreements are in place inclusive of: - the number of people using the facility - minimum age of hirer representative greater than 18 years - the number of lifeguards to be present - emergency responsibilities - access to relevant equipment - public liability and indemnity - closing and site security procedures	Author: Royal Life Saving Australia Title: GSPO Ref: SV18 Publisher: RLSSA
1.26	Does the aquatic facility have an entry sign that specifies the conditions of use of the facility in accordance with Code of Practice?	A - skin conditions, open wounds illness or disease that are contagious B - gastrointestinal illness C - physical cleanliness D - nappies and toileting E - use of alcohol, tobacco, drugs F - child supervision requirements G - bather load H - animals in the facility I - treatment rubbish and use of glass J - food and drink K - the use of surfboards, boogie boards, floating equipment L - acceptable and unacceptable behaviours	No conditions of use entry signage in place at the newly refurbished Westonia Swimming Pool.	High	It is recommended that the entry signage in the aquatic facility includes access compliance rules relating to: - skin conditions, open wounds illness or disease that are contagious - gastrointestinal illness - physical cleanliness - nappies and toileting - use of alcohol, tobacco, drugs - child supervision requirements - bather load - animals in the facility - treatment rubbish and use of glass - food and drink - the use of surfboards, boogie boards, floating equipment - acceptable and unacceptable behaviours - emergency contact phone	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Appendix 2 Publisher: WA Government

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
		M - emergency contact phone				
1.27	Are the rooms or compounds in which the pools are located secured outside opening hours to deter unauthorised entry of persons?	E - Less than 100mm vertical openings	Current pattern metal boundary fence front side entry to the facility has gaps exceeding 100mm.	High	It is recommended that perimeter or boundary fences have less than 100mm vertical openings.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2.18 Publisher: WA Government
1.28	Are metallic objects greater than 100mm within the pool zone equipotential bonded?	A - metallic lane rope anchors B - metallic deck sockets C - other metallic objects	No updated earth bond test logs could be validated onsite at time of assessment.	High	It is recommended that all [sub question] greater than 100mm within the pool zone (1.25 metres) are equipotential bonded in compliance with Section 5 of AS/NS 3000:2018.	Author: Australian Standard Title: AS/NZS 3000:2018 – Electrical installations Date: 2018 Publisher: SAI Global
1.33	Does the aquatic facility have a risk management policy framework?	A - a risk management policy framework B - the resources allocated towards risk management C - system(s) to manage and profile risk D - system(s) for measurement and reporting E - a risk appetite F - the risk criteria used		High	It is recommended that the organisation adopts a systematic approach to managing risk which incorporates - a risk management policy framework, the resources allocated towards risk management, system(s) to manage and profile risk, system(s) for measurement and reporting, a risk appetite, the risk criteria used.	Author: Royal Life Saving Australia Title: GSPO Ref: RM 1 – RM 8 Publisher: RLSSA Author: International Standards Organisation (ISO) Title: ISO 31000:2018 – Risk management - guidelines Date: 2018 Publisher: ISO

2. EMERGENCY PLANNING

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
2.01	Has an Emergency Planning Committee been established?	A - committee in place B - minimum annual meeting C - quarterly meetings D - meetings documented	Current Westonia Swimming Pool management not part of Shire of Westonia emergency planning committee procedures.	High	A - It is recommended that an Emergency Planning Committee is established and resourced by the owner or operator of an Aquatic Facility. B - It is recommended that the Emergency Planning Committee meet on an annual basis as a minimum. C - It is preferable that the Emergency Planning Committee meet on a quarterly basis. D - It is recommended that meetings are minuted and records kept for at least 7 years.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Author: Royal Life Saving Australia Title: GSPO Ref: EM1 Publisher: RLSSA
2.02	Does the Emergency Planning Committee consist of appropriate stakeholders?	A - the owner / operator B - facility staff C - one qualified / experienced person		Moderate	It is recommended that the Emergency Planning Committee for the Aquatic Facility includes as a minimum the following – the owner / operator, facility staff, one qualified / experienced person, facility patrons, a disabled patron.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM1 Publisher: RLSSA
2.03	Have the responsibilities of the Emergency Planning Committee been established?	A - developing an emergency plan B - nominating the validity period C - ensuring resources are provided		Moderate	It is recommended that the responsibilities of the Emergency Planning Committee are documented and include as a minimum - developing an emergency plan, nominating the validity period, ensuring resources are provided, the availability of the emergency plan, indemnity and insurance of members.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
		D - the availability of the emergency plan E - indemnity and insurance of members				Author: Royal Life Saving Australia Title: GSPO Ref: EM1 Publisher: RLSSA
2.04	Is there evidence of appropriate training for Emergency Planning Committee members?	A - emergency plan management B - committee duties C - staff duties D - emergency identification / analysis E - emergency document management F - emergency training activities G - emergency assessment activities H - preparedness / prevention I - emergency services liaison J - post-evacuation management		Moderate	It is recommended that training is provided for members of the Emergency Planning Committee which includes as a minimum emergency plan management, committee duties, staff duties, emergency identification / analysis, emergency document management, emergency training activities, emergency assessment activities, preparedness / prevention, emergency services liaison, post-evacuation management.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM1 Publisher: RLSSA
2.06	Has the aim, the objectives and the parameters of the Emergency Plan been defined?	A - aim B - set of objectives C - parameter / scope		Moderate	It is recommended that the Emergency Plan includes a clearly defines aim, set of objectives, parameter / scope.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM2 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
2.07	Does the Emergency Plan define the 'levels of emergency'?	A - levels of emergency defined		Moderate	It is recommended that the Emergency Plan includes clearly defined 'levels of emergency' to classify the emergencies which may occur and require consideration.	Author: Royal Life Saving Society - Australia Title: GSPO Ref: EM2 Publisher: RLSSA
2.09	Have appropriate Emergency Procedures been developed?	A - medical emergency (illness) B - medical emergency (in water) C - serious injury (out of water) D - serious injury (in water) E - fatal / non-fatal drowning F - water contamination G - fire / explosion / smoke H - bomb threat I - inappropriate behaviour J - suspect package K - personal threat L - gas leak / chemical spill M - electrocution N - power outage O - natural disaster		Moderate	It is recommended that an appropriate process to manage medical emergency (illness), medical emergency (in water), serious injury (out of water), serious injury (in water), fatal / non-fatal drowning, water contamination, fire / explosion / smoke, bomb threat, inappropriate behaviour, suspect package, personal threat, gas leak / chemical spill, electrocution, power outage, natural disaster incidences is developed and added to the facilities emergency management plan.	Author: Royal Life Saving Australia Title: GSPO Ref: EM2 Publisher: RLSSA
2.10	Have appropriate emergency colours been used for the Emergency Procedures?	A - personal threat - black B - fire and smoke - red C - medical emergency - blue D - internal emergency - yellow		Moderate	It is recommended that the correct colours codes are used to identify different emergencies. This includes personal threat - black, fire and smoke - red, medical emergency - blue, internal emergency - yellow, first aid and safety - green (and white), bomb threat - purple, evacuation - orange, external emergency - brown.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
		E - first aid and safety - green (and white) F - bomb threat - purple G - evacuation - orange H - external emergency - brown				Author: Royal Life Saving Society - Australia Title: GSPO Ref: EM4 Publisher: RLSSA
2.11	Have roles and responsibilities been defined for staff during an emergency?	A - roles defined B - responsibilities defined		High	It is recommended that the roles of all staff in the emergency control organisation are clearly defined. It is recommended that the responsibilities of all staff in the emergency control organisation are clearly defined.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM2 Publisher: RLSSA
2.12	Has an appropriate training program specific to emergency management been developed and implemented?	A - training program in place B - facility specific C - multi-year plan includes a variety of different exercises D - minimum annual evacuation E - training frequency documented F - stakeholder list documented G - responsible person(s) documented		High	It is recommended that an emergency management training program is in place. It is recommended that the emergency management training is facility specific. It is recommended that the emergency management training program is planned on a multi-year basis and includes a variety of different exercises. It is recommended that a facility evacuation is undertaken on a minimum annual basis. It is recommended that the frequency of emergency management training at the facility is documented. It is recommended that the stakeholders required to contribute to / attend the emergency	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM5 / EM2 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
					management training at the facility is documented and maintained. It is recommended that details of the responsible person(s) (for the planning, development, delivery, evaluation and review of the emergency management training) is documented.	
2.13	Is there evidence of the appropriate delivery of emergency training / exercises?	A - participant briefing B - scope, rules and safety precautions C - use of observers / evaluators D - participant debrief		High	It is recommended that the evidence of training planning / delivery includes information on the participant briefing, scope, rules and safety precautions, use of observers / evaluators, participant debrief.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM5 Publisher: RLSSA
2.14	Is information on the availability and location of emergency control equipment provided in the Emergency Plan?	A - communication equipment B - evacuation equipment C - warden equipment		High	It is recommended that information on communication equipment, evacuation equipment, warden equipment intended for use as part of an emergency response is detailed in the Emergency Management Plan.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM4 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
2.15	Is there an evacuation diagram containing appropriate information available?	A - persons location you are here B - facility name C - street address D - site boundaries E - main entry / exit F - alternative entrance(s) G - emergency access point/s H - north point indicator I - emergency vehicle access J - emergency equipment K – validity date		Critical	It is recommended that a evacuation diagram location / site map is provided which includes as a minimum information covering. - persons location you are here - facility name - street address - site boundaries - main entry / exit - alternative entrance(s) - emergency access point/s - north point indicator - emergency vehicle access - emergency equipment – validity date	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM4 Publisher: RLSSA
2.16	Is a list of current emergency contact numbers readily available?	A - the aquatic facility B - key facility personnel C - an after-hours contact D - local authorities E - statutory agencies F - alternative company offices G - water, gas and electricity suppliers H - contractors I - the media liaison		Critical	It is recommended that a list of emergency contact numbers is provided as a component of the Emergency Plan. This list should include as a minimum the aquatic facility, key facility personnel, an after-hours contact, local authorities, statutory agencies, alternative company offices, water, gas and electricity suppliers, contractors, the media liaison.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: EM4 Publisher: RLSSA
2.17	Is there evidence that the Emergency Plan has been distributed to applicable stakeholders?	A - facility staff B - contractors C - volunteers D - emergency planning committee members		Critical	It is recommended that the Emergency Plan is provided to facility staff, contractors, volunteers, emergency planning committee members and that evidence that this has occurred is documented and maintained.	Author: Standards Australia Title: AS3745-2010. Planning for Emergencies in Facilities Date: 2010 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
						Author: Royal Life Saving Australia Title: GSPO Ref: EM4 Publisher: RLSSA
2.19	Is emergency exit signs clear in any lighting conditions?	A - are visible at emergency exits B - are appropriately illuminated/reflective	No specific internal exit / emergency exit signage in place.	Critical	It is recommended that an emergency exit light is in place at the facility and. - are visible at emergency exits - are appropriately illuminated/reflective.	Author: Royal Life Saving Society - Australia Title: GSPO Ref: AS9 Publisher: RLSSA Author: Department of Health WA Title: Public Buildings Regulations Publisher: WA Government Author: Standards Australia Title: AS/NZS 2293 - Emergency evacuation lighting for buildings—Parts 1, 2 & 3: Date: 2018 Publisher: SAI Global

3. QUALIFICATIONS & TRAINING

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
3.02	Is a structured induction process in place?	A - facility specific B - formally documented C - signed off by the inductee D - signed off by the inductor		High	It is recommended that the induction process is. - facility specific - formally documented - signed off by the inductee - signed off by the inductor	Author: Royal Life Saving Australia Title: GSPO Ref: SV9 Publisher: RLSSA
3.07	Is there evidence of a systematic approach to in-service training?	A – training calendar		Advisory	It is recommended that the facility develops an approach to in-service training which includes a training calendar.	Author: Royal Life Saving Australia Title: GSPO Ref: SV9 Publisher: RLSSA
3.08	Does the in-service training cover key lifeguard skills and competencies?	A - initiative assessments B - lifesaving skills C - resuscitation D - oxygen equipment E - first aid F - deep water recovery G - PR / customer care H - defibrillation I - spinal injury management J - fitness assessments K - depth tests		Advisory	It is recommended that the in-service training includes sessions which cover initiative assessments, lifesaving skills, resuscitation, oxygen equipment, first aid, deep water recovery, PR / customer care, defibrillation, spinal injury management, fitness assessments, depth tests.	Author: Royal Life Saving Australia Title: GSPO Ref: SV26 & SV9 Publisher: RLSSA Author: Royal Life Saving Australia Title: Lifeguarding - 6th Edition Date: 2016 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
3.09	Is there evidence that the in-service training is being delivered?	A – agenda / minutes B – attendance registers		Advisory	It is recommended that the facility develops an approach to in-service training which includes agenda / minutes, attendance registers.	Author: Royal Life Saving Australia Title: GSPO Ref: SV9 Publisher: RLSSA
3.24	Is there evidence that necessary staff undergo manual handling training?	A - documented training system		Advisory	It is recommended that a suitable process is developed to ensure that the necessary staff are trained in manual handling relevant to the facility specific features and equipment.	Author: Safe Work Australia Title: Code of Practice - How to manage work health and safety risks Date: May 2018

4. SUPERVISION

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
5.02	Has a risk assessment been completed to establish the pool supervision?	A - formal risk assessment B - facility name detailed C - documented review process		High	It is recommended that a facility specific risk assessment is developed to inform and underpin the supervision deployment during different periods of operation. It is recommended that the facility name is detailed in the document and that all content is specific to the facility. It is recommended that a documented review process is in place for the pool supervision risk assessment.	Author: Royal Life Saving Australia Title: GSPO Ref: SV3 Publisher: RLSSA Author: Health and Safety Executive. UK Title: Managing Health and Safety in Swimming Pool Date: 2008 Publisher: HSE Books Author: Royal Life Saving Australia Title: Lifeguarding - 6th Edition Date: 2016 Publisher: RLSSA
5.03	Does the supervision plan consider appropriate factors?	A - table of contents B - documented scope C - set of clear objectives D - date of preparation E - summary of arrangements for resourcing F - documented review process		High	It is recommended that a supervision / lifeguard deployment plan incorporating a - table of contents - documented scope - set of clear objectives - date of preparation - summary of arrangements for resourcing - documented review process	Author: Royal Life Saving Australia Title: GSPO Ref: SV3 / SV6 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
		G - name of the authorising person			- name of the authorising person is in place at the facility.	
5.04	Does the supervision plan contain practical deployment advice to pool supervisors?	A - key vantage positions B - areas of responsibility C - patrol routes D - patrol frequency E - supervision ratios		High	It is recommended that a supervision / lifeguard deployment plan incorporating key vantage positions, areas of responsibility, patrol routes, patrol frequency, supervision ratios is in place at the facility.	Author: Royal Life Saving Australia Title: GSPO Ref: SV3 / SV5 / SV6 Publisher: RLSSA Author: Royal Life Saving Australia Title: Lifeguarding - 6th Edition Date: 2016 Publisher: RLSSA
5.05	Does the pool supervision plan cover pre-operational procedures?	A - previous shift notes B - the daily schedule / bookings C - safety checks D - weather checks E - a task list		Moderate	It is recommended that a supervision / lifeguard deployment plan incorporating pre-operational procedures including previous shift notes, the daily schedule / bookings, safety checks, weather checks, a task list is in place at the facility.	Author: Royal Life Saving Australia Title: GSPO Ref: SV6 Publisher: RLSSA
5.07	Does the pool supervision plan consider additional barriers to supervision?	A - unavailability of staff B - staff fatigue, rosters and breaks C - distractions D - poor communications		High	It is recommended that a supervision / lifeguard deployment plan detailing the necessary considerations associated with unavailability of staff, staff fatigue, rosters and breaks, distractions, poor communications is in place at the facility.	Author: Royal Life Saving Australia Title: GSPO Ref: SV2 / SV4 / SP5 / FD2 Publisher: RLSSA
5.09	Does the pool supervision plan consider unique water spaces and activities?	G - inflatable equipment		High	It is recommended that additional consideration is given to the supervision of. - inflatable equipment This information should be formally incorporated into the supervision / lifeguard deployment plan.	Author: Royal Life Saving Australia Title: GSPO Ref: SV1 / SV2 / SV22 / SV26 / SV28 / SV29 / SV30 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
						Author: Standards Australia Title: AS3533.2-2009. Amusement Rides and Devices. Part 2. Operation and Maintenance. Date: 2017/2018 Publisher: SAI Global Author: Standards Australia Title: AS3533.4.5-2017. Amusement Rides and Devices. Part 4.5. Specific requirements - Waterbourne Inflatables. Date: 2017/2018 Publisher: SAI Global
5.10	Is pool supervision sufficient when off-deck activities are being undertaken?	A - changing room checks B - plant area checks C - pool testing D - first aid treatment		Critical	It is recommended that the supervision / lifeguard deployment plan ensures that the completion of - changing room checks - plant area checks - pool testing - first aid treatment does not impact the level of supervision being provided to the water spaces.	Author: Royal Life Saving Australia Title: GSPO Ref: SV2 / SV9 Publisher: RLSSA
5.11	Is there a system to ensure the supervision of changing areas?	A - min. 30-60min checks B - checks documented		High	It is recommended that the changing rooms are checked on a minimum 30 to 60-minute basis. It is recommended that the changing room checks are recorded.	Author: Royal Life Saving Australia Title: GSPO Ref: SV27 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
5.19	Is there evidence of appropriate daily equipment inspections?	A - rescue devices B - emergency sirens / alarms C - spinal board(s) / accessories D - radio equipment E - communication equipment		High	It is recommended that daily checks are undertaken and include. - rescue devices - emergency sirens / alarms - spinal board(s) / accessories - radio equipment - communication equipment.	Author: Royal Life Saving Australia Title: Lifeguarding - 5th Edition Date: 2016 Publisher: RLSSA
5.21	Is there public education supporting the parental supervision policy?	A - facility entrance B - changing areas (entry / exit) C - toddler pool area		High	It is recommended that appropriate parental supervision display materials are in place at the. - facility entrance - changing areas (entry / exit) - toddler pool area	Author: Royal Life Saving Australia Title: GSPO Ref: SV14 . SV15 Publisher: RLSSA
5.24	Are toddlers and learner's pools located away from deep-water pools or have appropriate barriers between adjacent shallow and deep-water areas?	B - appropriate signage is in place		High	It is recommended toddler's and learner's pools have. - appropriate signage is in place	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2.19 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: SP1 Publisher: RLSSA

6. FIRST AID

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
6.01	Are report forms capable of recording details for all potential accident and incident occurrences?	B - major accidents		High	It is recommended that a document to record the details of. - major accidents is developed and available at the facility.	Author: Standards Australia Title: AS1885.1-1990 Workplace Injury and Disease Recording Standard Date: 1990 Publisher: SAI Global Author: Safe Work Australia Title: Code of Practice: First Aid in the Workplace Date: 2019 Publisher: Safe Work Australia
6.02	For patron accidents and incidences, do report forms request necessary information?	B - injured person's gender C - injured persons date of birth H - bodily location of injury I - Name of parent / guardian if under the age of 16 years		High	It is recommended that a section requesting the information of the. - injured person's gender - injured persons date of birth - bodily location of injury - Name of parent / guardian if under the age of 16 years is developed and added to the accident and incident report forms at the facility.	Author: Standards Australia Title: AS1885.1-1990 Workplace Injury and Disease Recording Standard Date: 1990 Publisher: SAI Global
6.03	For employee accidents and incidences, do report forms request necessary additional information?	A - shift arrangements B - occupation / job title C - training provisions D -rehabilitation status		High	It is recommended that a section requesting the information on the employees. - shift arrangements - occupation / job title - training provisions -rehabilitation status is developed and added to the accident and incident report forms at the facility.	Author: Standards Australia Title: AS1885.1-1990 Workplace Injury and Disease Recording Standard Date: 1990 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
6.04	Does the incident reporting process cover notifiable incidences?	A - definition of notifiable B - internal contact details C - WorkSafe notification		High	It is recommended that the incident reporting process include information on what is defined as a notifiable incident. It is recommended that the incident reporting process include the contact details for the appropriate persons that need to be contact in the event of a notifiable incident. It is recommended that the incident reporting process include the need to contact WorkSafe following a notifiable incident.	Author: DMIRS Title: Interpretive guideline - Incident notification. Publisher: WA Government
6.05	Are investigations, corrective actions and preventative actions completed and documented?	A - investigations B - corrective actions C - preventative actions		High	It is recommended that the incident reporting process includes an investigation / follow up component. It is recommended that the incident reporting process includes the completion of corrective actions. It is recommended that the incident reporting process includes the completion of future preventative actions.	Author: Standards Australia Title: AS/NZS ISO 45001:2018 OHS Management Systems Date: 1990 Publisher: SAI Global
6.06	Are accident and incident report forms regularly summarised and reviewed?	A - system in place B - min. annual frequency		High	It is recommended that a system that enables a review of the accident and incident occurrences is developed and implemented at the facility. It is recommended that the summary and review process is completed on a regular and systematic basis (minimum annually).	Author: Standards Australia Title: AS1885.1-1990 Workplace Injury and Disease Recording Standard Date: 1990 Publisher: SAI Global Author: Safe Work Australia Title: Code of Practice: First Aid in the Workplace Date: 2019 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
6.10	Does the first aid area have appropriate general provisions?	C - cupboard storage K - two (2) litre bowl / bucket L - Resuscitation notice/chart		High	It is recommended that the first aid area has appropriate provisions including a. - cupboard storage - two (2) litre bowl / bucket - Resuscitation notice/chart	Author: Royal Life Saving Australia Title: GSPO Ref: SE8 Publisher: RLSSA Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2.22 & 2.23 Publisher: WA Government
6.12	Does the first aid area contain the additional equipment required for an aquatic facility?	A - safety data sheets B - torch (pocket) C - disposable cups		Moderate	It is recommended that the first aid area includes the storage of. - safety data sheets - torch (pocket) - disposable cups	Author: Safe Work Australia Title: Code of Practice: First Aid in the Workplace Date: 2019 Publisher: Safe Work Australia Author: Royal Life Saving Australia Title: GSPO Ref: SE4 Publisher: RLSSA Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
6.18	Is oxygen equipment provided with appropriate additional items?	D - a spare cylinder / second unit		Critical	It is recommended that. - a spare cylinder / second unit is made available at the facility.	Author: Royal Life Saving Australia Title: GSPO Ref: SE5 Publisher: RLSSA
6.23	Is the automatic defibrillator/s appropriately stored?	A - visible (sign or unit) C - clearly signed		Critical	It is recommended that automatic defibrillator remains. - visible (sign or unit) - clearly signed	Author: Safe Work Australia Title: Code of Practice: First Aid in the Workplace Date: 2019 Publisher: Safe Work Australia Author: Royal Life Saving Australia Title: GSPO Ref: SE6 Publisher: RLSSA
6.24	Is the automatic defibrillator appropriately maintained?	A - system in place B - battery / operation checked C - spares checked D - checks documented		Critical	It is recommended that a system which enables the defibrillator to be appropriately maintained is developed and implemented at the facility. It is recommended that the defibrillator battery charge is checked on a regular basis. It is recommended that the defibrillator spare equipment items are checked on a regular basis. It is recommended that the checks and equipment are formally documented.	Author: Royal Life Saving Australia Title: GSPO Ref: SE6 Publisher: RLSSA

7. PLANT & CHEMICAL AREAS

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.02	Is 'Hazchem' signage displayed?	A - all road and rail entrances B - facility entry point/s		Critical	It is recommended that Hazchem signage is displayed at road and/or rail entrances to the facility / site. It is recommended that Hazchem signage is displayed at the facility entry point/s.	Author: DMIRS Title: Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 Date: 2007 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: AS13 Publisher: RLSSA Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia
7.03	Are individual chemical storage locations clearly labelled?	A - labelled / signed B - chemical names visible	Locations requiring labels, acid storage areas.	Critical	It is recommended that all chemicals stored within plant and chemical areas are suitably signed / labelled. This will ensure that the substances contained can be easily and immediately identified. It is recommended that the names of the chemicals being stored are displayed via the container labelling or appropriate signage.	Author: Royal Life Saving Australia Title: GSPO Ref: AS13 Publisher: RLSSA Author: Safe Work Australia Title: Code of Practice: Labelling of Workplace Hazardous Chemicals Date: 2012 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.05	Are dry chemicals appropriately stored?	A - in spill containers		Critical	It is recommended that all dry chemicals are suitably stored and kept. - in spill containers.	Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: SE11 Publisher: RLSSA
7.08	Are SDS documents available?	C - dated within 5 years	Current Calcium Hypochlorite, Sodium Bisulphate SDS documentation out of date.	Critical	It is recommended that all SDS documentation is. - dated within 5 years	Author: Safe Work Australia Title: Code of Practice for the Storage and Handling of Dangerous Goods Date: 2013 Publisher: Safe Work Australia Author: Safe Work Australia Title: Hazardous Chemicals Register - Factsheet Date: 2012 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.09	Are copies of SDS document appropriately located?	A - chemical storage areas B - a central / remote location		Critical	It is recommended that copies of the relevant SDS documentation are stored at. - chemical storage areas - a central / remote location	Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global Author: Safe Work Australia Title: Hazardous Chemicals Register - Factsheet Date: 2012 Publisher: Safe Work Australia
7.10	Is an appropriate substance register available?	A - covers all chemical B - remains current		High	It is recommended that an appropriate substances register is in place at the facility which. - covers all chemical - remains current.	Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Safe Work Australia Title: Hazardous Chemicals Register - Factsheet Date: 2012 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.12	Is appropriate PPE provided?	A - body protection B - foot protection C - eye protection D- face protection F - mouth protection (dust mask) G - breathing protection (respiratory mask)	Westonia pool has minimal PPE stored onsite.	Critical	It is recommended that the PPE available for use at the facility includes. - body protection - foot protection - eye protection - face protection - mouth protection (dust mask) - breathing protection (respiratory mask)	Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Title: Code of Practice - Preparation of Safety Data Sheets for Hazardous Chemicals Author: Royal Life Saving Australia Title: GSPO Ref: AS11 Publisher: RLSSA
7.13	Is signage in place reflecting the available PPE?	A - reflect available PPE B - reflect required PPE		High	It is recommended that signage is displayed which reflects all of the PPE equipment which is available at the facility. It is recommended that signage is displayed which reflects all of the PPE equipment which is required at the facility (based on the chemical that are stored).	Author: Royal Life Saving Australia Title: GSPO Ref: AS11 / SE10 Publisher: RLSSA Author: Standards Australia Title: AS1319-1994. Safety signs for the occupational environment Date: 1994 – Reconfirmed 2018 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.14	Is clean up equipment available for chemical spills and leaks?	A - absorbent B - sweep C - shovel D - chemical resistant bin		High	It is recommended that a suitable spill kit is readily available at the facility to ensure spills and leaks can be readily clean up.	Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global Author: Standards Australia Title: AS3780-2008. The storage and handling of corrosive substances Date: 2008 Publisher: SAI Global Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Royal Life Saving Australia Title: GSPO Ref: SE11 Publisher: RLSSA
7.15	Are emergency shower provisions reflective of the chemicals stored?	D - regular testing		Critical	It is recommended that the emergency shower undergoes documented regular testing.	Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global Author: Standards Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
						Title: AS3780-2008. The storage and handling of corrosive substances Date: 2008 Publisher: SAI Global Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Royal Life Saving Australia Title: GSPO Ref: SE4 Publisher: RLSSA
7.16	Are emergency eye wash provisions reflective of the chemicals stored?	D - regular testing / in date		Critical	It is recommended that the emergency eye wash undergoes documented regular testing.	Author: Standards Australia Title: AS4326-2008. The storage and handling of oxidizing agents Date: 2008 Publisher: SAI Global Author: Standards Australia Title: AS3780-2008. The storage and handling of corrosive substances Date: 2008 Publisher: SAI Global Author: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
						Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia Author: Royal Life Saving Australia Title: GSPO Ref: SE4 Publisher: RLSSA
7.17	Are chemical lines, pipes and injectors clearly labelled?	A - pipes labelled B - chemical lines labelled C - chemical injectors labelled	Injectors requiring labels, chlorine, Acid Injection points Lines requiring labels: (Insert): chlorine, Acid Lines Pipes requiring labels, chlorine, Acid Labelling.	High	It is recommended that all pipe work at the facility is labelled to enable the content to be easily and quickly identified. It is recommended that all chemical lines at the facility are labelled to enable the content to be easily and quickly identified. It is recommended that all chemical injection point at the facility is labelled to enable the content to be easily and quickly identified.	Author: Standards Australia Title: AS1345-1995. Identification of the contents of pipes, conduits and ducts Date: 1995 Publisher: SAI Global Author: Safe Work Australia Title: Code of Practice: Managing Risks of Hazardous Chemicals in the workplace Date: 2020 Publisher: Safe Work Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.28	Is pipe work clearly identified to indicate flow direction and contents of pipe?	A - pipes/conduits are identified/labelled B - pipe marker indicates pipe contents C - pipe contents words are in black/white D - pipe has directional flow arrows present E - vessels are labelled with model/make/filter area pressure/rating & flow rates		High	It is recommended that the. - pipes/conduits are identified/labelled - pipe marker indicates pipe contents - pipe contents words are in black/white - pipe has directional flow arrows present - vessels are labelled with model/make/filter area pressure/rating & flow rates	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 3.3.4 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: SP2 Publisher: RLSSA Author: Standards Australia Title: AS1345-1995. Identification of the contents of pipes, conduits and ducts Date: 1995 Publisher: SAI Global
7.29	Are dosing pumps interlocked with the main pool pump or controlled by a flow switch?	A - dosing pump(s) are interlocked with main pool pump or have a flow switch installed	No flow switch interlock testing procedures could be validated at time of assessment.	Critical	It is recommended that dosing pumps are interlocked with the main pool pump or controlled by a flow switch?	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 3.4.2 Publisher: WA Government

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
7.45	Are maintenance reports and/or logs maintained by pool management for works completed on chlorine equipment?	A - procedural documentation and reports are appropriate, maintained and accessible B - a full system check is conducted after works are completed and before the plant is returned to service	No specific completed maintenance logs sighted onsite at time of assessment.	High	It is recommended that. - procedural documentation and reports are appropriate, maintained and accessible - a full system check is conducted after works are completed and before the plant is returned to service	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 7 Publisher: WA Government Author: Standards Australia Title: AS2927 The storage and handling of liquified chlorine gas Date: 2019 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: AM6 Publisher: RLSSA

9. CHANGING FACILITIES

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
9.03	Do changing facilities display appropriate hygiene signage?	A - swimming attire B - illness / disease prohibitions C - gastroenteritis prohibitions D - shower before use		Advisory	It is recommended that hygiene signage is displayed including the requirement for patrons to wear the appropriate swimming attire. It is recommended that hygiene signage is displayed including an access prohibition for patrons who have a communicable illness or disease. It is recommended that hygiene signage is displayed including an access prohibition for patrons who have experienced (or are currently experiencing) signs and symptoms of Gastroenteritis. It is recommended that hygiene signage is displayed including the requirement for patrons to shower before use.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Appendix 2 Publisher: WA Government Author: Dept Health, Govt of WA Title: Pseudomonas aeruginosa in swimming pools and spas Ref: Risk Management Publisher: WA Government
9.07	Do accessible changing facilities display appropriate hygiene signage?	A - swimming attire B - illness / disease prohibitions C - gastroenteritis prohibitions D - shower before use	No specific placement of hygiene requirement signage in place at entry point to change room entry point areas.	Advisory	It is recommended that hygiene signage is displayed including the requirement for patrons to wear the appropriate swimming attire. It is recommended that hygiene signage is displayed including an access prohibition for patrons who have a communicable illness or disease. It is recommended that hygiene signage is displayed including an access prohibition for patrons who have experienced (or are currently experiencing) signs and symptoms of Gastroenteritis.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Appendix 2 Publisher: WA Government Author: Dept Health, Govt of WA Title: Pseudomonas aeruginosa in swimming pools and spas Ref: Risk Management Publisher: WA Government

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
					It is recommended that hygiene signage is displayed including the requirement for patrons to shower before use.	
9.08	Are accessible changing facilities provided with a 'call for assistance' alarm?	A - audible alarm B - visible alarm		Critical	It is recommended that accessible changing facilities are provided with an audible alarm. It is recommended that accessible changing facilities are provided with a visible alarm.	Author: Standards Australia Title: AS 1428-1992 / Design for access and mobility Part 2: Enhance and additional requirements - buildings and facilities / Section 15 Sanitary Facilities

10. LAP & LANE POOLS

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
10.05	Is appropriate 'shallow' and / or 'deep' water signage displayed?	E - clear, legible and consistent		Critical	It is recommended that all Shallow Water warning signage is provided in a clear, legible and consistent manner.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: AS1 / AS4 Publisher: RLSSA Author: Standards Australia Title: AS2416.3-2010 Water Safety Signs and Beach Safety Flags Date: 2010 Publisher: SAI Global
10.07	Is appropriate pool 'terms and conditions' signage displayed?	A - signage in place B - visible from pool / entry	No specific pool entry rules, behavioural signage in place.	Moderate	It is recommended that signage on appropriate pool behaviour is displayed. It is recommended that signage on appropriate bather behaviour is displayed within close proximity of water spaces, so that it is easily visible to the facility patrons.	Author: Royal Life Saving Australia Title: GSPO Ref: AS1 / AS4 Publisher: RLSSA Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
10.19	If the pool is outside, is sun protection provided over dry areas?	A - seating area B - concourses spaces C - slip, slop, slap, seek, slide	No specific placement of slip, slop, slap, seek, slide cancer council messaging in place.	Advisory	It is recommended that a Cancer Council Slip, Slop, Slap, Seek, Slide sign is provided to educate facility users.	Author: Safe Work Australia Title: Working in the Sun Ref: www.safeworkaustralia.gov.au Publisher: Safe Work Australia
10.22	Are central lap lane floor markings appropriate?	A - contrasting colour B - ends 2.0m from either end C - marked with a distinctive cross D - central to the lane		Moderate	It is recommended that central contrasting floor markings are in place when lap lane swimming takes place. It is recommended that floor lines end 2.0m from either end of the pool. It is recommended that floor lines end with a distinctive cross line. It is recommended that central line markings are central to the lane.	Author: Royal Life Saving Australia Title: GSPO Ref: SP7 Publisher: RLSSA
10.23	Are central lap lane (end) wall markings appropriate?	A - contrasting colour B - from pool edge to pool floor C - cross 300mm beneath the surface D - central		Moderate	It is recommended that central contrasting wall markings are in place when lap lane swimming takes place. It is recommended that the wall marking extends without interruption from the pool edge to the pool floor. It is recommended that the wall line should have a cross line in place 300mm beneath the water surface. It is recommended that wall line markings are central to the lane.	Author: Royal Life Saving Australia Title: GSPO Ref: SP7 Publisher: RLSSA

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
10.33	Are aquatic facilities without lighting provided with signage at all access points stating, no use of facility allowed after dark?	A - signage stating no use of facility allowed after dark at all access points		Critical	It is recommended that if a facility has specific placement of NO USE OF FACILITY AFTER DARK signage in place if not intended for use after daylight hours.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government
10.38	Is there evidence to suggest that pool lighting meets the Australian Standard?	A - 150 lux for recreational use	No updated lighting test logs sighted or could be validated onsite at time of assessment.	Critical	It is recommended that lighting levels exceed 150 Lux lumens. Facility does have lighting structures in place	Author: Standards Australia Title: AS 2560.2.:2021 Sport lighting – specific sport applications- aquatic sports Date: 2021 Publisher: SAI Global Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: FD5 Publisher: RLSSA

11. LEISURE POOLS

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
11.04	Are appropriate depth markers displayed?	C - visible from water spaces		Critical	It is recommended that water depth markers are. - visible from main pool bulkhead ends.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: AS1 / AS2 / AS4 Publisher: RLSSA
11.05	Is appropriate 'shallow' and / or 'deep' water signage displayed?	E - clear, legible and consistent	Current Shallow Water warning symbol signage has faded and requires remarking.	Critical	It is recommended that the signage is provided in a clear, legible and consistent manner.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: AS2 / AS4 Publisher: RLSSA Author: Standards Australia Title: AS2416.3-2010 Water Safety Signs and Beach Safety Flags Date: 2010 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
11.07	Is appropriate pool 'terms and conditions' signage displayed?	A - signage in place B - visible from pool / entry		Moderate	It is recommended that signage on appropriate pool behaviour is displayed. It is recommended that signage on appropriate bathers behaviour is displayed within close proximity of water spaces, so that it is easily visible to the facility patrons.	Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: AS1 Publisher: RLSSA
11.19	If the pool is outside, is sun protection provided over dry areas?	C - slip, slop, slap, seek, slide	No specific placement of slip, slop, slap, seek, slide cancer council messaging around internal toddler pool areas.	Advisory	It is recommended that a Cancer Council Slip, Slop, Slap, Seek, Slide sign is provided to educate facility users.	Author: Safe Work Australia Title: Working in the sun Ref: www.safeworkaustralia.gov.au Publisher: Safe Work Australia
11.26	Is there evidence to suggest that pool lighting meets the Australian Standard?	A -150 lux for recreational use D -'no use after dark' signage in place for non-lighted outdoor pools	No updated lighting test logs sighted or could be validated onsite at time of assessment.	Critical	It is recommended that lighting levels exceed 150 Lux lumens. It is recommended that 'no use after dark' signage is installed for outdoor pools which are not sufficiently lit or not intended for use after daylight hours.	Author: Standards Australia Title: AS 2560.2.:2021 Sport lighting – specific sport applications- aquatic sports Date: 2021 Publisher: SAI Global Author: Dept Health, Govt of WA Title: Code of Practice Ref: Section 2 Publisher: WA Government Author: Royal Life Saving Australia Title: GSPO Ref: FD5 Publisher: RLSSA

12. NFLATABLE EQUIPMENT

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
17.01	Is the inflatable (WBI) considered through a formal risk assessment?	A - formal risk assessment B - facility name detailed C - documented review process	self-sealed inflatable device units can be in use at the facility in consultation with facility management. Minimal updated inflatable use information sighted onsite at time of assessment.	Critical	It is recommended that the inflatable equipment is covered through a documented risk assessment. It is recommended that the facility name is detailed in the document and that all content is specific to the facility. It is recommended that a documented review process is in place.	Author: Standards Australia Title: AS3533.4.5-2017. Amusement Rides and Devices. Part 4.5. Specific requirements - Waterbourne Inflatables Date: 2017 Publisher: SAI Global Author: Standards Australia Title: AS3533.2-2009. Amusement Rides and Devices. Part 2. Operation and Maintenance Date: 2009 Publisher: SAI Global Author: Royal Life Saving Australia Title: GSPO Ref: SV22 Publisher: RLSSA
17.02	Is general product information available for the inflatable?	A - manufacturers guidelines B - conformance report		Critical	It is recommended that the manufacturers guidelines / operations manual is available at the facility to underpin the operation of the inflatable equipment. It is recommended that a conformance report is provided with the inflatable equipment to indicate device conformance.	Author: Standards Australia Title: AS3533.4.5-2017. Amusement Rides and Devices. Part 4.5. Specific requirements - Waterbourne Inflatables Date: 2017 Publisher: SAI Global

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
17.03	Are staff trained in the operation of the inflatable?	A - induction / in-service provisions B - training records completed		Critical	It is recommended that the facility staff are trained in the operation of the inflatable equipment. It is recommended that the facility document the completion of all training that is completed.	Author: Standards Australia Title: AS3533.2-2009. Amusement Rides and Devices. Part 2. Operation and Maintenance. Date: 2009 Publisher: SAI Global
17.04	Is a documented pre-use inspection process in place for the inflatable?	A - inspection process B - competent person C - records available		Critical	It is recommended that a pre-use inspection process is developed and implemented at the facility. It is recommended that the inspections are only completed by staff that are suitably competent. It is recommended that inspections are documented and that records are available.	Author: Standards Australia Title: AS3533.4.5-2017. Amusement Rides and Devices. Part 4.5. Specific requirements - Waterbourne Inflatables Date: 2017 Publisher: SAI Global Author: Standards Australia Title: AS3533.2-2009. Amusement Rides and Devices. Part 2. Operation and Maintenance Date: 2009 Publisher: SAI Global
17.05	Is a documented annual inspection undertaken on the inflatable?	A - inspection completed B - competent person C - records available		Critical	It is recommended that an annual inspection is undertaken on the inflatable equipment. It is recommended that annual inspections are completed by a competent person or persons. It is recommended that annual inspections are documented and that records remain available.	Author: Standards Australia Title: AS3533.4.5-2017. Amusement Rides and Devices. Part 4.5. Specific requirements - Waterbourne Inflatables Date: 2017 Publisher: SAI Global Author: Standards Australia

Question No.	Assessment Question	Faults Identified	Assessors Comments	Risk Rating	Recommendations	Specific Reference
						Title: AS3533.2-2009. Amusement Rides and Devices. Part 2. Operation and Maintenance. Date: 2009 Publisher: SAI Global Author: Standards Australia Title: AS3533.3-2003. Amusement Rides and Devices. Part 3. In-service Inspections. Date: 2003 Publisher: SAI Global



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9.3 WORKS AND SERVICES

9.3.1 CLOSURE OF A SECTION OF KAOLIN STREET - FESTIVAL

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	T3.1.5	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

 Purpose of the Report

☒ Executive Decision ☐ Legislative Requirement

The purpose of this report is for the Council to resolve to temporarily close a section of Kaolin Street to the public for the purposes of festival activities.

 Background

Council would be aware that the Wessy on the Green event is being held on Saturday 5 April 2025. As part of the festivities will be a show and shine of muscle and vintage cars.

It has been proposed that when the vehicles leave the arena in a cavalcade a couple of the drag cars will put on a show. There will be a requirement to close a section of Kaolin Street between Diorite St and Pyrites Street for this to happen.

 Comment

Council has the ability under S3.50 of the Local Government Act to temporarily close a section of road for any purpose.

 Statutory Environment

S 3.50 Local Government Act

 Policy Implications

Nil

 Strategic Implications

Nil

 Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the Council resolve under S 3.50 of the Local Government Act to temporarily close a section of Kaolin Street to the public for the purposes of festival activities being held on Saturday 5th April 2025.

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

Nil

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

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

12. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday schedule 17th April 2025 commencing at 4.00pm.

13. MEETING CLOSURE

There being no further business the Shire President, Cr Mark Crees declared the meeting closed at pm