



# AGENDA

## ORDINARY COUNCIL MEETING



**28 April 2021**

Commencing at 4pm in the  
Shire of Wyalkatchem Council Chambers  
27 Flint Street, Wyalkatchem

## **NOTICE OF COUNCIL MEETING**

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 15 April 2021 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting is available from the Shire Administration Office and on our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)

## **ORDER OF EVENTS**

**Thursday, 28 April 2021**

<b>3:00pm</b>	<b>Audit and Risk Management Committee Meeting</b>
<b>4:00pm</b>	<b>Ordinary Meeting of Council followed by Workshop and refreshments.</b>

I have reviewed this agenda and support each presented recommendation.

**Peter Klein**

**CHIEF EXECUTIVE OFFICER**

## **DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.*

## **DISCLOSURE OF INTEREST**

Under the *Local Government Act 1995*, section 5.65, Councillors must disclose any interest, perceived interest or any item affecting impartiality relating to any matter to be discussed during a meeting.

### Financial Interest:

Under the *Local Government Act 1995*, section 5.60A, a person is said to have a financial interest if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

### Proximity Interest:

Under the *Local Government Act 1995*, section 5.60B a person is said to have a proximity interest if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land, a proposed change to the zoning or use of land that adjoins the person's land, or a proposed development of land that adjoins the person's land.

### Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include kinship, friendship and membership of associations. If it is possible that your vote on a matter may not be perceived as impartial, you should disclose your interest.

### Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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**1. DECLARATION OF OPENING**

**2. PUBLIC QUESTION TIME**

- 2.1. Response to Public Questions Previously Taken on Notice**
- 2.2. Declaration of Public Question Time opened**
- 2.3. Declaration of Public Question Time closed**

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

- 3.1. Attendance**
- 3.2. Apologies**
- 3.3. Approved Leave of Absence**
- 3.4. Applications for Leave of Absence**

**4. OBITUARIES - Cr Rachel Nightingale**

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

- 5.1. Petitions**
- 5.2. Deputations**
- 5.3. Presentations - GILES PERRYMAN - WASTE MANAGEMENT**

**6. DECLARATIONS OF INTEREST**

- 6.1. Financial and Proximity Interest**
- 6.2. Impartiality Interests**

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Confirmation of Minutes**

**7.1.1. Ordinary Meeting of Council – 18 March 2021**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 March 2021 ([Attachment 7.1.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 March 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

**7.2. Receipt of Minutes**

**7.2.1. Special Audit and Risk Committee Meeting Minutes – 15 April 2021**

Minutes of the Special Audit Committee Meeting of Thursday 15 April 2021 (Attachment to be provided).

**OFFICER RECOMMENDATION:**

*That the minutes of the Special Audit Committee Meeting of Thursday 15 April 2021 (Attachment to be provided) be received by Council.*

**MATTERS ARISING FROM THE SPECIAL AUDIT COMMITTEE MEETING**

**7.1.1 Meeting with the Auditor and Management Letter**

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE RECOMMENDATION**

*That the Audit and Risk Management Committee:*

- 1. Accept the 2019/2020 Management Letter prepared by Office of Auditor General (Attachment 7.1.1.1) and accepts management comments and actions in relation to the audit outcomes (attachment 7.1.1.2.)*
- 2. That, in accordance with the s7.12A (4)(b) accepts the Report on Significant Matters for the financial year 30 June 2020 (Attachment 7.1.1.3).*
- 3. Advises Council that it has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*

*That the Audit and Risk Committee recommends that that Council;*

- 1. Accept the 2018/2019 Management Letter prepared by Office of Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.*
- 2. Accept and endorse the Report on Significant Matters for the financial year ended 30 June 2019.*
- 3. Acknowledge that the Audit and Risk Management Committee has met with the Auditors and has discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*

**7.1.2 Annual Report and Financial Statements**

**VOTING REQUIREMENT**

Absolute majority

**COMMITTEE RECOMMENDATION**

*That Audit and Risk Management Committee;*

- 1. Accept the Audit Report for the 2019/2020 financial year as provided for in attachment 7.1.2.1*
- 2. Accept the Annual Report and Financial Statements for the year ended 30 June 2020 year as provided for in attachment 7.1.2.2.*

*That the Audit and Risk Committee recommends that Council;*

1. *Accept the Audit Report for the 2019/2020 financial year.*
2. *Accept the Annual Report and Financial Statements for the year ended 30 June 2020.*
3. *Holds a General Meeting of Electors on the 20 May 2021 commencing at 6pm at the Shire of Wyalkatchem Council Chambers.*

**7.2.2. Northam District Operations Advisory Committee Meeting Minutes – 16 March 2021 (Draft)**

Minutes of the Northam District Operations Advisory Committee Meeting held on Tuesday 16 March 2021 - Draft ([Attachment 7.2.2](#)).

**OFFICER RECOMMENDATION:**

*That the minutes of the Northam District Operations Advisory Committee Meeting of Tuesday 16 March 2021 - Draft (Attachment 7.2.2) be received by Council.*

**7.2.3. NEWROC Executive Minutes – 23 February 2021**

Minutes of the NEWROC Executive Meeting held on Tuesday 30 March 2021 ([Attachment 7.2.3](#)).

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 30 March 2021 (Attachment 7.2.3) be received by Council.*

**7.2.4. NEWTRAVEL General Meeting Minutes – 25 February 2021**

Minutes of the NEWTRAVEL General Meeting held on Thursday 25 February 2021 ([Attachment 7.2.4](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWTRAVEL General Meeting held on Thursday 25 February 2021 (Attachment 7.2.4) be confirmed as a true and correct record.*

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**9.1. 14.1 MEDICAL SERVICES AGREEMENT RENEWAL**

## 10. REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – MARCH 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 April 2021
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.1 – Accounts for payment – March 2021</a>

### VOTING REQUIREMENT

Simple majority

### OFFICER'S RECOMMENDATION

*That Council endorse the following payments for the month of March 2021:*

- 1. Cheque 16889 payments in the Municipal Fund totalling \$240.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$250,604.40;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$36,103.24;*
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$90,520.62;*
- 5. Total payments for the month of March 2021 being \$377,468.26.*

### SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with his delegated authority and for Council to endorse the payments made for the prior month.

### BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, if a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- Recorded in the minutes of that meeting.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

### COMMENT

A payment listing for the month of March 2021 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$0.00.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16888	16889
Municipal & Trust	EFT	EFT1036	EFT1037
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

## STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations, S13.1*

## POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

## FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

#### **10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – FEBRUARY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 March 2021
Reporting Officer:	Tegan Maitland
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.2 – Credit Cards – February 2021</a>

#### **VOTING REQUIREMENT**

Simple majority

#### **OFFICER'S RECOMMENDATION**

*That Council, endorse the credit card payments made for the period 29 January to 26 February 2021, totalling \$471.88 (refer attachment 10.1.2).*

#### **BACKGROUND**

Council governance procedures require that Council endorse credit card payments at each ordinary council meeting.

The attached credit card payment report has been reviewed by the Manager of Corporate Services and CEO and no anomalies or matters requiring further explanation have been identified.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management s.6.4*

*Local Government (Financial Management) Regulations 1996, R34*

#### **POLICY IMPLICATIONS**

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

#### **FINANCIAL IMPLICATIONS**

Nil, reported expenditure is assessed by management as being consistent with the FY21 Annual Budget.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

This matter is consistent with the following Strategic Community Plan goal

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>



### 10.1.3 MONTHLY FINANCIAL REPORT – MARCH 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 April 2021
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.3 – Monthly Financial Report – March 2021</a>

#### VOTING REQUIREMENT

Simple majority

#### OFFICER'S RECOMMENDATION

*That Council accept the Statement of Financial Activity for the month ending 31<sup>st</sup> March 2021 as included in attachment 10.1.2.1, as presented and notes any material variances.*

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance of 10% or \$10,000 whichever is the greater.

#### COMMENT

The attached financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*.

The report includes;

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shires operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes are supporting documents to the Statements of Financial Activity for Councillor's information

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances': Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or investment accounts as at the reporting date.

Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.

Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 12 –Borrowings: This note shows the Shire’s current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

## STATUTORY ENVIRONMENT

*Local Government Act 1995, Part 6 – Financial Management S6.4*

*Local Government (Financial Management) Regulations, R34*

## POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

## FINANCIAL IMPLICATIONS

Nil – Monthly Statement of Financial Activity reporting on council’s current financial position

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

### Goal: Transparent, accountable and effective governance.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

#### 10.1.4. OVERDUE RATES AND CHARGES – MARCH 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 April 2021
Reporting Officer:	Louise Sequerah
Disclosure of Interest:	No interest to disclose
File Number:	25.08.01
Attachment Reference:	Confidential Attachment 9 - Recalcitrant Rates Debtors - As at 31 March 2021. <b>under separate cover</b>

#### VOTING REQUIREMENT

Simple majority

#### OFFICER'S RECOMMENDATION

*That the Council receives the report of Recalcitrant Rates Debtors as presented in the confidential attachment "9 - Recalcitrant Rates Debtors - As at 31 March 2021.pdf"*

#### SUMMARY

The Shire of Wyalkatchem recalcitrant rates debtors report as at 31 March 2021 details non-pensioner assessments not paying on an arrangement, with a previous year's balance of more than \$100.

#### BACKGROUND

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Whilst no active debt recovery appears to have occurred in prior years, the Shire does not have a significant outstanding debt for prior years on rates.

#### COMMENT

Active debt recovery in March 2021 has resulted in only three assessments that now have a debt older than two years. Due to the way in which the data was converted to our current software, we have no way of knowing what this debt comprises or when the debt was incurred.

As all avenues available to the Rates Officer has been exhausted, approval is now being sort from the CEO to send four assessment to the debt collectors for the recovery of rates and charges.

The remaining assessments will be handled in-house. However there may be a need in the future to also refer these assessments for debt recovery.

#### STATUTORY ENVIRONMENT

It is an offence for Council not to recovery outstanding rates and charges.

Local Government Act 1995.

- 6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge*  
*In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of*

*the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.*

### **POLICY IMPLICATIONS**

Policy 2.10 Revenue Collection.

### **FINANCIAL IMPLICATIONS**

A budget of \$3,500 exists for Rates Debt Collection Expenses. Debt Recovery is an expensive exercise, with a Property Sale & Seizure Order costing \$5,000 per assessment. If active Debt Recovery is commenced, this budget may be exceeded. All expenses for debt recovery is on-charged to the ratepayer and held as an additional debt on the property.

A budget of \$0.00 exists for Provision for Doubtful Debts. Preliminary investigations has identified \$7,622.92 on assessment A63 will be unrecoverable due to the ratepayer being in jail and the property declared un-inhabitable.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"><li>Ensuring a well-informed Council makes good decisions for the community</li></ul>
		10.3	<ul style="list-style-type: none"><li>High quality corporate governance, accountability and compliance</li></ul>

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER REPORT – MARCH 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 April 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

### **VOTING REQUIREMENT**

Simple majority

### **OFFICER'S RECOMMENDATION**

*That Council accepts the Chief Executives Officer report for the month of March 2021.*

### **SUMMARY**

This report is prepared by the CEO to provide Council and the Wyalkatchem community with information about CEO activities and Council operations.

### **COMMENT**

Since the last report the CEO has attended the following meetings and events to progress community and Council's interests;

- Sandra Clohessy – Account Manager LGIS re various insurance matters
- Sheryl Wemm – Friends of the Cemetery
- Bobby Reilly – re Tidy Towns
- Joanne Eggleston & Shauna McQuade – LGIS HR Risk Consultant
- NEWROC Executive Meeting
- Clive Davies – re youth engagement

### **STATUTORY ENVIRONMENT**

There are no direct statutory implications in relation to this item.

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

These meetings and their actions delivers the Strategic Community Plan objective to be a responsive, ratepayer focussed organisation that demonstrates community inspired leadership.

**Goal 10 Transparent, accountable and effective governance and 12 Form strategic partnerships and advocate for the Community.**

Outcome No.	Action No.	Actions
<b>10 Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans
<b>12 Form strategic partnerships and advocate for the community</b>	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT - MARCH 2021**

Applicant:	Boss Health Group
Location:	Shire of Wyalkatchem
Date:	7 April 2021
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

**VOTING REQUIREMENT**

Simple majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Principal Environmental Health Officer Report for March 2021 as presented.*

**BACKGROUND**

The report will provide an insight into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on monthly basis.

**COMMENT**

The Principal Environmental Health Officer attends the Wyalkatchem office one day a month.

**HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of eleven (11) health, building and planning enquiries during the reporting period

.

**FOOD PREMISES INSPECTION**

Nil

**FOOD BUSINESS APPROVAL**

The PEHO received an application for registration of a food business in March to occasionally conduct food activities at Wyalkatchem Bowling Club and Wyalkatchem Recreational Centre. The application was approved and a Certificate of Registration of a food business has been issued.

**CONTACT REGISTER INSPECTIONS**

The PEHO inspected five (5) businesses in town for compliance with COVID-19 Contact Register Directions. From 5 December 2020, mandatory requirements specified in directions issued under the *Emergency Management Act 2005*, for specified businesses to implement and maintain a contact register of all persons who attend their business premises

**HOUSE UNFIT FOR HABITATION INSPECTION**

The PEHO conducted inspection of a dwelling house on 13 Piesse Street, for compliance with section 135 of the *Health (Miscellaneous Provisions) Act 1911*. The inspection found the dwelling to be in poor conditions but still habitable at the time of the inspection.

### RECYCLED WASTEWATER SAMPLING

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). No Samples were taken for March 2021 due to the very low water level at the Shire dam and the tennis club tank.

### SWIMMING POOL WATER SAMPLING

The swimming pool water sampling for March was undertaken and the test results met the required standards.

### STATUTORY ENVIRONMENT

*Food Act 2008,*

*Public Health Act 2016*

*Health (Aquatic Facilities) Regulations 2007*

### POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

### FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

### COMMUNITY & STRATEGIC OBJECTIVES

This initiative is consistent with the following Community Strategic Plan goals;

#### Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

#### Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.1	A Vibrant and activated public places	2.1.1	Enhance and upgrade the amenity of the shopping precinct



### 10.2.3. STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 April 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	<a href="#">Attachment 10.2.3. – Standards for CEO Recruitment, Performance and Termination Policy</a>

#### VOTING REQUIREMENT

Absolute majority

#### OFFICER'S RECOMMENDATION

*That Council adopt the Model Standards covering the recruitment and selection, performance review and termination of employment of local government CEO's (refer attachment 10.2.3.)*

#### BACKGROUND

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO's. These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

#### COMMENT

A local government must select a CEO in accordance with the principles of merit, equity and transparency and must avoid nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants.

Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro).

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 S 5.40*

*Local Government Legislation Amendment Act 2019*

#### POLICY IMPLICATIONS

New Standards for CEO Recruitment, Performance and Termination Policy.

#### FINANCIAL IMPLICATIONS

Nil

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

### Goal 10 Transparent, accountable and effective governance

Outcome No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance

#### 10.2.4. CODE OF CONDUCT REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 April 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	<a href="#">Attachment 10.2.4.1 – Current Code of Conduct Policy 2.1</a> <a href="#">Attachment 10.2.4.2 – Model Code of Conduct for elected members, committee members and candidates</a>

#### VOTING REQUIREMENT

Absolute Majority

#### OFFICER'S RECOMMENDATION

*That Council;*

- 1. Adopt the Model Code of Conduct for elected members, committee members and candidates as provided for in Attachment 10.2.4.2*
- 2. Adopt the template for Code of Conduct breaches, appendix 1 Attachment 10.2.4.2*

#### BACKGROUND

A review of the Local Government Act 1995 (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the Local Government Amendment Act 2019 (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The Model Code of Conduct Regulations 2021 (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

## COMMENT

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct Policy within three months of the Regulations coming into operation (by 3 May 2021).

Council's Current Code of Conduct Policy 2.1 (attachment 10.2.4.1) is no longer applicable and is to be removed from the Register of policies to be replaced with the Model Code of Conduct for elected members, committee members and candidates (attachment 10.2.4.2) and a separate Employee Code of Conduct.

The Employee Code of Conduct will be reviewed based on the template that WALGA is currently devising.

A template for Code of Conduct breaches has been provided by The Department of Local Government, Sport and Cultural Industries (DLGSC) (see appendix 1 Attachment 10.2.4.2).

## STATUTORY ENVIRONMENT

*Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies*

*Local Government (Administration) Amendment Regulations 2021*

*Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

*Local Government (Model Code of Conduct) Regulations 2021*

## POLICY IMPLICATIONS

Register of policies 2.1 Code of Conduct

## FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

### Goal 10 Transparent, accountable and effective governance

Outcome No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance

#### **10.2.5. AUTHORISATION OF COMPLAINTS OFFICER**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 April 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	<a href="#">Attachment 10.2.5 – DLGSCI Guidelines on the Model code of Conduct</a>

#### **VOTING REQUIREMENT**

Absolute majority

#### **OFFICER'S RECOMMENDATION**

*That Council appoints the following persons to receive complaints relating to Council Members, Committee Members and Candidates:*

- 1. Shire President; and*
- 2. Deputy Shire President (for complaints about the President).*

*Further, the template complaints form, provided by the Department of Local Government, Sport and Cultural Industries, be adopted as the approved form for receiving complaints.*

#### **BACKGROUND**

The Department of Local Government, Sport and Cultural Industries (DLGSCI) has produced Guidelines on the Model Code of Conduct for council members, committee members and candidates (attachment 10.2.5).

The guidelines indicate that local governments must authorise at least one person to receive complaints regarding members and candidates.

#### **COMMENT**

The Regulations state that the Local Government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints, but they do not specify who that person(s) will be.

The Complaints Officer could be:

- President,
- Deputy President (especially for complaints about the President),
- Chief Executive Officer, or
- External Consultant

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies*

*Local Government (Administration) Amendment Regulations 2021*

*Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

*Local Government (Model Code of Conduct) Regulations 2021*

### **POLICY IMPLICATIONS**

Model Code of Conduct for elected members, committee members and candidates.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

#### **Goal 10 Transparent, accountable and effective governance**

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance

#### 10.2.6. BUILDING ACT 2011 DELEGATIONS REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 April 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	<a href="#">Attachment 10.2.6.1 Current Delegations</a> <a href="#">Attachment 10.2.6.2 Revised Delegations</a>

#### VOTING REQUIREMENT

Absolute majority

#### OFFICER'S RECOMMENDATION

*That Council*

1. *Adopt the extension of the following sub - delegations to the Manager of Corporate services and Governance Executive Officer, as provided for in attachment 10.2.6.2, under the Building Act 2011.*
  - 2.1.1 C1- Grant a building permit and
  - 2.1.3 C5 - Grant an occupancy permit or building approval certificates.

#### BACKGROUND

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually. The last review was conducted on 21 February 2020.

#### COMMENT

The CEO recommends the review of Delegation C1 Building Act 2011, 2.1 Council to CEO / Employees; 2.1.1 - Grant a Building permit and 2.1.3 C5 - Grant an occupancy permit or building approval certificates.

The current delegations are from Council to the CEO dated 21 February 2019. (see Attachment 10.2.6.1)

The CEO at the time had exercised the right not to sub – delegate the functions of:

1. *Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].*
2. *Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22].*
3. *Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].*
4. *Authority to determine an application to extend time during which a building permit has effect [r.23].*
  - i. *Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]*
  - ii. *Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].*

*Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26]*

And

- 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].*
- 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].*
- 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].*

*Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].*

It is recommended that the delegation C1 and C5 under the Building Act 2011 be extended to include sub – delegated authority to the Manager of Corporate services and the Governance Executive Officer (Attachment 10.2.6.2).

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO*

*Local Government Act 1995 s5.43 – Limits on delegations to CEO*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

#### **Goal 10 Transparent, accountable and effective governance**

Outcome No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance



**10.2.7. COMMON SEAL FOR THE AGREEMENT FOR PROVISION OF SERVICES WITH THE COMMUNITY RESOURCE CENTRE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 April 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Nil

**VOTING REQUIREMENT**

Absolute majority

**OFFICER'S RECOMMENDATION**

*That Council appoint the Chief Executive Officer to affix the Shire's Common Seal to the adopted amended Community Resource Centre Service Agreement.*

**SUMMARY**

The Council has an agreement with the CRC essentially, for the provision of library and visitor information services.

Every 2 years during the Term, the range of services, CRC's performance and the contract price is to be reviewed. This review was undertaken by Stephen Tindale and Ally Bryant with the assistance of the CRC's Craig Cooper.

**BACKGROUND**

Council endorsed the amendments to the agreement at the ordinary Meeting of Council 17 December 2020.

**COUNCIL RESOLUTION:**

***(204/2020) Moved: Cr Nightingale***

***Seconded: Cr Holdsworth***

***That Council adopt the amendments to the Agreement for Provision of Services by the Wyalkatchem Community Resource Centre.***

***CARRIED 6/0***

**COMMENT**

The amended agreement was signed by the relevant parties on 8<sup>th</sup> April 2021.  
The document is best served with the application of the Common Seal.

Part 19.1 (2) of the Shire of Wyalkatchem Standing Orders states:

- (2) *The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.*

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

There are no policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

Nil

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Council desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Goal No.	Strategies		Actions
2	An active, engaged and social community	2.5	Provision of Library services
4	Increase visitors to the region.	4.3	Provide facilities to encourage tourist and resident visitation
		4.5	Encouraging visitors into the town centre

#### 10.2.8. POLICY AMENDMENT – COUNCIL VEHICLES ISSUED TO STAFF

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 April 2021
Reporting Officer:	Peter Klein – CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Nil

#### VOTING REQUIREMENT

Simple majority

#### OFFICER RECOMMENDATION

*The Policy 5.21 amendment detailing conditions for replacing executive vehicles and home garaging Shire vehicles by Leading Hands, be approved.*

#### BACKGROUND

The policy currently specifies that executive vehicles are replaced either after 2 years or 60,000kms or 4 years or 80,000kms.

Current practice also allows Leading Hands to home garage a Shire vehicle. However, this policy does not detail any conditions for this practice.

#### COMMENT

Neither of the options for replacing executive vehicles is currently delivering the lowest replacement cost to Council. It is proposed that the replacement of executive vehicles be reviewed annually to identify the lowest cost option.

The right for Leading Hands to home garage a vehicle is not written into the employment contracts of either of our Leading Hands. The right is historical and verbal.

This said, the right offers recognition for the higher duties performed by these two valued staff members and offers them a capacity to respond when called upon to perform out-of-hours duties.

It is recommended that the practice be allowed to continue subject to the existing policy being amended to read as follows

#### 5.21 - COUNCIL VEHICLES ISSUED TO STAFF

Responsible Department	Corporate Services
Former policy Reference	Nil
Resolution Number	OMC
Resolution Date	15 April 2021
Last Amendment Date	18 April 2019 – New Policy
Shire Related Documents	Nil
Related Legislation	Nil

## OBJECTIVE

To supply employees with a means of transportation in order that they may provide effective and efficient services.

## POLICY

No employee shall drive a Shire vehicle without a valid “C” class driver’s licence. Upon request, employees will produce their current driver’s licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All Shire vehicles are deemed to be ‘pool vehicles’ during normal business hours and are not exclusive in use to the respective assigned employees.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction. Smoking is banned in all Shire of Wyalkatchem vehicles.

The following conditions shall apply to staff that have vehicles issued to them by Council:-

- **Chief Executive Officer**

- Unrestricted use of the vehicle, in the South West Land Division of Western Australia or other use as approved by Council;
- No Shire logo
- Choice of colour
- Maximum value of vehicle \$65k (exc. GST) as per the annual budget.
- Replaced at a frequency that minimises net cost to Council which, is to be assessed annually and reported in each annual budget.

- **Manager of Works**

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the Chief Executive Officer provided for in the employee’s contract.
- No Shire logo
- No choice of colour
- Maximum value of vehicle \$55k (exc. GST) as per the annual budget.
- Replaced at a frequency that minimises net cost to Council which, is to be assessed annually and reported in each annual budget.
- ~~every 2 years or 60,000km~~

- **Manager Corporate Services**

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the Chief Executive Officer or provided for in the employee’s contract.
- No Shire logo

- No choice of colour
- Maximum value of vehicle \$40k (exc. GST) as per the annual budget
- Replaced at a frequency that minimises net cost to Council which, is to be assessed annually and reported in each annual budget.  
~~every 4 years or 80,000km~~

- **Leading Hand - Plant Operator & Leading Hand – Parks & Gardens**

- Leading Hands are entitled to home garage a Shire vehicle.
- Home garaging means driving the vehicle from the place of work to home and from home to the place of work, subject to home being within 10 kms of the Shire Offices.
- This right is explicitly granted as compensation for the Leading Hands being available to be called upon to work outside of normal working hours.
- All non-work related out-of-hours use of the vehicle is prohibited.
- Family members are not entitled to drive the vehicle at any time.
- The vehicle is a tool-of-trade and prior to taking periods of leave, including Personal Leave, the vehicle is to be left at, or returned to the Depot where it can be made available for use by other team members.

Any alterations to the above allowances will be taken to Council for approval. Maximum values may be considered as part of the budget consideration processed based on estimates and/or quotations for the proposed vehicle/s.

## POLICY IMPLICATIONS

This amendment delivers a more prescriptive policy that clarifies an existing grey area that could be the source of staff dispute and disengagement.

## FINANCIAL IMPLICATIONS

The tight definition of home garaging means that this amendment will have a minor financial effect on the Council. Please note this is a cost currently being incurred by Council.

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with Goal 11 from the Community Strategic Plan as it assists with staff retention and reward and facilitates out-of-hours services to community.

### Goal 10 Transparent, accountable and effective governance

Outcome No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance

### **10.3. WORKS AND SERVICES**

#### **10.3.1. OFFICERS REPORT – MANAGER OF WORKS – MARCH 2021**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	1 April 2021
Reporting Officer:	Keith Mills – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council accept the Manager of Work's report for the month of March 2021.*

#### **BACKGROUND**

To inform Council of the activities of the works and services team during the month of March 2021.

#### **COMMENT**

##### ***Road Crew***

- The Shire's 20/21 Regional Road Group program has commenced on the Cunderdin/Wyalkatchem Rd with culvert extensions being installed along with drain & backslope clearing/cleaning from SLK26.16 – 24.18.
- The Regional Road Group works program for the Tammin/Wyalkatchem Rd (Shoulder widening and Sealing SLK 13.61 – 16.36) has been changed to Shoulder widening and Sealing to these new sections SLK22.59-22.07 & SLK19.86-17.79 of the same road.  
After discussions with Rod Munns, he was in agreeance that the original section would require a lot more work and would be over budget, the new section requested already has the shoulders widened and would require less work to be within budget.

##### ***Parks / Town Services Crew***

- Town street verge - general maintenance.
- Shire Admin garden - general maintenance.
- Admin Park - mowing.
- Pioneer Park - raking and general maintenance.
- Town Hall garden - general maintenance.
- Railway Barracks - grounds maintenance.
- Repairs continuing with Oval Reticulation.
- Town Dam - pump moved back to the southern side after good rainfall.

### ***Buildings***

- Old Tennis Club has now been revamped into the Day Care Centre.
- Block behind Service Station has had the fence removed and area cleaned with the shed remaining.

### ***Waste Management***

- Weekly push up of deposited waste at Wyalkatchem's landfill.

### ***Vehicle/Plant***

- New Isuzu Crew Cab Truck will be arriving after Easter.

### ***Plant – Servicing and Repairs***

- Liebherr 550 loader – Hydraulic Hoist Ram is to be replaced.

### ***Aerodrome***

Weekly aerodrome and lighting inspection carried out.

### ***Private works***

- Nil

### ***General***

- Survey of the Eastern Channel has been completed by Zone 50 Survey from Kewdale.

### ***OSH***

#### **Incident Reports**

- Nil

### ***Staff***

- Diane McDonald has been appointed to the position of Gardening Leading Hand until 31/01/2022.
- John Truman has joined the Gardening crew on a casual basis.
- Dale Stone has returned to the Road Crew.

### **STATUTORY ENVIRONMENT**

There are no statutory environment implications in relation to this item.

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The list before Council is generally in accordance with the desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

**Goal 8: Our built environment responds to the accessibility and connectivity needs of all**

Outcome No.	Action No.	Actions
<b>8 Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
	8.2	Developing & planning community infrastructure to improve use & social interaction
	8.3	Implement Aged Friendly Plan
	8.4	Implement the Disability Access and Inclusion Plan (DAIP)



### 10.3.2. CAPITAL PROJECTS REPORT – MARCH 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 April 2021
Reporting Officers:	Ally Bryant (MCS) & Peter Klein (CEO).
Disclosure of Interest:	No interest to disclose
File Number:	12.05.02
Attachment Reference:	Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICERS' RECOMMENDATION

*That Council accept the Capital Projects report.*

#### BACKGROUND

During the budget process each year the council decides on capital projects that will be included in the scope of works for the next financial year.

The financial statements provide a monthly update on the expenditure of the budgeted capital works and this report is designed to give council a more detailed update of the expenditure and progress of the current projects.

#### COMMENT

As of 8 April, 12 of our 25 scheduled projects for 2020/2021 have been completed. The projects that are still to be completed are below.

#### LGRIC Funded Projects

**Child Care Centre** – All preparation works to the building and grounds has been completed and staff are working with the facilitator to complete purchases of furnishings and program equipment.

An application to the Education and Care Regulatory Unit seeking approval for the venue is being submitted and a request for enrolments has been sent to the local families. Target start date is Mid May 2021.

**Museum Storage and Display Shed** – NM Trailers Kellerberrin has been selected to supply and construct the new storage & display shed. Architectural plans are being finalised and are scheduled for submission to Council in the week beginning 12 April and these plans will be used to obtain building approval. Site works will begin before 7 May and are expected to take about two weeks.

Total project cost is \$83,380 (GST inclusive). Funds will be drawn from LRCI Phase 1 grant allocation (\$80,000) and will be topped-up by a \$10,000 grant from the Collgar Community Fund obtained by the Museum Association.

**Town Beautification/Upgrades** – Community consultation has identified a list of possible main street improvements however, we consider that delivery of these improvements will exceed the available budget. The Council has therefore written to three landscape architects (RPM Project

Management, Ecoscape & Emerge Associates) seeking their assistance in production of designs, cost estimating and prioritising these improvements.

The improvements that the community has supported in principle are as follows;

1. Enhance the memorial wall
  - (a) Protect acknowledgement of our farming pioneers and tidy town organisers & time capsule
  - (b) Repair mosaics (replace or change)
2. Provide story boards around town showing history of earliest shop sites & other town features
3. Encourage people to gather/visit the memorial wall with tasteful shade and seating
4. Basic repair and repaint Railway Terrace shop fronts, subject to owners agreement – potentially provide paint and painting labour, to be confirmed.
5. Resurrect “hay” mural previously displayed at the Railway Terrace / Gamble Street corner. Touch-up other town murals, as necessary.
6. “Waterwise” Garden – Redevelop garden and explore seating, table/s & shade, subject to not blocking view of mural and site owner consent.
7. Ramps to improve access to shops, particularly at the eastern end of Railway Tce.
8. Renew existing pergola and BBQ, construct a nature playground inside a pleasant, low care area and link this east and west with a pathway/s.
9. Install solar lights to mark the path from the Caravan Park to the main street precinct.
10. Upgrade asphalt.
11. Consider creating an RV friendly zone (and dump station) in the vicinity of the existing toilet block.
12. Investigate installing a pedestrian footpath linking CRC to the east. Renew & install name plates for native plants along the Pioneer Trail Walkway.
13. Strategic placement of plants & landscaping.

Separate to the above, we will be establishing a Working Group to develop the stories and points of interest outlined by points 1 & 2 above.

We hope to contract the Landscape Gardener within the next two weeks.

This project has been allocated \$140,000 from the LRCI Phase 1 grant and is at risk of not being delivered by the (soft) 30 June 2021 deadline. An extension will be sought for delivery of this project.

#### **Stormwater upgrades;**

- (a) Flint / Gamble Street and Railway Tce / Gamble St - Shawmac has now completed a detailed design and has produced tender documentation. The following program for completion of these works is proposed;

	Action	Who	When	Comment
1	Finalise tender document	Shawmac	9-Apr-21	Complete
2	Confirmation of LRCI Phase 2 funding approval	Sophie @ IIP	16-Apr	Unofficially advised of approval 8 April 2021
3	Working Group endorsement	Working Group	11-Apr	
4	Release tender	PK	16-Apr	

5	Tender period		16 April to 7 May	Three week tender period
6	Tender review and selection	PK + AB		
7	Council approval	PK	20-May	
8	Contract execution		28-May	
9	Mobilisation	Contractor	14-Jun	
10	Scope of work delivery	Contractor	5-Jul	
11	Final report to Govt for payment		15-Jul-21	

- (b) Reconstruction of Eastern Channel - Two options are under consideration and these are to either build a new channel based on a new alignment or recondition the existing channel alignment.

Surveyors have surveyed both options and the Working Group is meeting on 11 April to assess the survey documentation and to determine a recommendation for the preferred option.

Funding status of these two projects is summarised in the following table.

	Eastern Channel Reconstruction	Gamble St Upgrades	
<b>Project cost</b>			
Construction	\$89,604	\$201,988.63	
Preliminaries (30%)	\$26,881	\$59,061.00	
Owners costs (25%)	\$29,121		
Contingency (20%)	\$29,121	\$39,157.44	
<b>Total (ex GST)</b>	<b>\$174,728</b>	<b>\$300,207.07</b>	
<b>Original cost estimate</b>	<b>\$144,453</b>	<b>\$148,866</b>	
<b>Original grant claim</b>	<b>\$100,000</b>	<b>\$100,000</b>	
<b>Original Shire allocation</b>	<b>\$44,453</b>	<b>\$48,866</b>	<b>\$93,319</b>
State Community Water Supply Grant	\$100,000	\$79,759	
LRCI Program Extension	\$0	\$226,756	
<b>Total Grant Funding</b>	<b>\$100,000</b>	<b>\$306,515</b>	
<b>New Shire Contribution</b>	<b>\$74,728</b>	<b>-\$6,308</b>	<b>\$68,420</b>
Extra shire contribution	\$30,275	-\$55,174	<b>-\$24,899</b>

## Roads

R2R Davies Road – Davies Rd works are completed and as at 8th April the project sits \$13,000 over budget.

**RRG Cunderdin-Wyalkatchem Road** – status is summarised in the following table;

SLK	Kms	Planned treatment	Budget	Status
26.16 – 24.18	1.98	Widen to 8m & stabilise new shoulders, apply 14mm shoulder seal, then 10mm finishing seal on shoulders only.	\$161,340	Boral appointed for sealing & PO raised for \$32,076. Total project expenses as at 8 April 2021 is \$103,383 (includes Boral PO). Stabiliser to be contracted. Target start date 7 May 2021. On track.
17.85-24.18	6.33	Recondition shoulders to achieve a minimum 10m carriageway in preparation for a future shoulder primerseal.	\$251,850	To be delivered with internal labour but start subject to clearing approvals (11 trees to be removed). A two week submissions period will complete on 16 April. Some culvert replacement already delivered. Delivery timeframe subject to clearing permit approval.

**RRG Tammin-Wyalkatchem Road** – status summarised in the following table (all \$ quoted ex GST);

SLK	Kms	Planned Treatment	Budget	Status
22.59 - 22.07	0.52	Widen to 8m & stabilise shoulders, apply 14mm shoulder seal and 10mm finishing seal over entire road.	\$172,921	Boral appointed for sealing & PO raised for \$97,254. Total project expenses as at 8 April 2021 is \$101,472 (includes Boral PO). Stabiliser to be contracted. Target start date 7 May 2021. On track.
19.86 - 17.79	2.07	As above		

**Council Funded Road Works** – After budget review, available funding for this project has been lowered to \$104,000. No work commenced

## Plant & Equipment

Crew Cab Tipper Truck Replacement – Truck was paid for on the 9th April and will be ready for collection this week.

## Other Infrastructure

Cemetery Improvements – Total expense to date including outstanding purchase orders is \$9,400 this being for 12 plaques and stands.

**Water Tank for Rec centre** – not commenced

### **Land & Buildings**

2a Slocum St – No Capital improvements currently commenced.

**Parks & Gardens storage Shed** – Quotes have been obtained for shed and concreting of floor. Shed construction due to Shire staff Labour will be over budget by approximately \$2,500.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

Nil

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

#### **Goal: Community and customer service focus**

Goal No.	Strategies		Actions
<b>Goal 11</b>	<b>Community and customer service focus</b>	11.1	<ul style="list-style-type: none"><li>• Effective communication and engagement with the community, including local groups and organisations</li></ul>
		11.2	<ul style="list-style-type: none"><li>• Providing high quality customer and community focused services and programs across the organisation</li></ul>

**11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**12.QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**13.URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

**14.MATTERS BEHIND CLOSED DOORS**

**14.1. AGREEMENT RENEWAL – GENERAL PRACTITIONER SERVICES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 April 2021
Reporting Officer:	Peter Klein – Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Attachment – 14.1 Medical Services Agreement Renewal (Confidential)

**VOTING REQUIREMENT**

Absolute majority

**OFFICER’S RECOMMENDATION**

*That Council resolve the following*

- 1. Subject to there being no material change to the attached draft replacement GP Agreement, the Council endorse the agreement between the Shire of Wyalkatchem and Dr Emmanuel Olamidele AWOGUN for the provision of general practitioner (medical services) by Dr Awogun for a period of three years, commencing 2 February 2021; and*
- 2. Authorise the affixing of the Common Seal and execution of the agreement by the Shire President and the Chief Executive Officer in accordance with clause 9.49A (2) & (3).*

**OFFICER’S RECOMMENDATION**

*That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:*

- a matter affecting an employee or employees;*
- the personal affairs of a person and*
- matters of a contract which may be entered into, by the local government*

### **POLICY IMPLICATIONS**

There is no direct policy relevant to this matter.

### **FINANCIAL IMPLICATIONS**

The delivery of health services requires a commitment of up to \$160,000 in medical practice support in each calendar year. In addition, housing and motor vehicle resources are required. This agreement also provides approximately \$3,000 in funding to apply for accreditation renewal by the RACGP's. There is partial reimbursement of expenses by the Shire of Koorda.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally promotes the delivery of the following Strategic Community Plan objectives

Goal No.	Strategies		Actions
Goal 1	A safe & healthy community	10.1	<ul style="list-style-type: none"><li>• Support &amp; advocate for appropriate and accessible health services</li><li>• Improving the community emergency readiness</li></ul>

### **OFFICER'S RECOMMENDATION**

*That Council resumes Standing Orders and move out from behind closed doors.*

## **15.INFORMATION BULLETIN**

### **15.1. Information Bulletin**

The information bulletin has been provided as an attachment ([Attachment 15.1](#))

### **15.2. Business Arising from the Information Bulletin**

## **16.CLOSURE OF THE MEETING**





# SHIRE OF WYALKATCHEM



*Stay Safe*

**April 2021**

## **ATTACHMENTS**

# ATTACHMENTS APRIL 2021

1. 7.1.1 Unconfirmed Ordinary Meeting of Council Minutes – March 2021
2. 7.2.1 [Special Audit and Risk Committee Meeting – April 2021 – to be provided](#)
3. 7.2.2 Northam DOAC Meeting 16 March 2021
4. 7.2.3 NEWROC Executive Meeting Minutes – March 2021
5. 7.2.4 NEWTRAVEL General Meeting Minutes – February 2021
6. 10.1.1 Accounts for payment – March 2021
7. 10.1.2 Accounts for payment – Credit Cards February 2021
8. 10.1.3 Monthly Financial Report – March 2021
9. 10.1.4 [Confidential Recalcitrant Rates - provided under separate cover](#)
10. 10.2.3.1 SOW Adopted Standards for CEO Recruitment, Performance and Termination Policy
11. 10.2.4.1 SOW Adopted Code of Conduct – Policy 4.1
12. 10.2.4.2 SOW Model Code of Conduct for elected members, committee members and candidates Policy
13. 10.2.5 DLGSCI Model Code of Conduct Guidelines
14. 10.2.6.1 Current adopted delegations 2.1.1 and 2.1.3
15. 10.2.6.2 Revised delegations 2.1.1 and 2.1.3
16. 14.1 [Confidential Medical service agreement - provided under separate cover](#)
17. 15.1 Information Bulletin – Status Report



**MINUTES  
OF THE  
ORDINARY MEETING  
OF COUNCIL  
HELD ON  
THURSDAY, 18 MARCH 2021**

**Council Chambers  
Honour Avenue  
Wyalkatchem**

**Commencement: 4:00pm**

**Closure: 5:52pm**


**Preface**

When the Chief Executive Officer approved these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

**Unconfirmed Minutes**

These minutes were approved for distribution on 19 March 2021.

A handwritten signature in black ink, appearing to be 'Peter Klein', written over a horizontal line.

Peter Klein

**Chief Executive Officer**

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.*

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 4:00pm.

**2. PUBLIC QUESTION TIME**

**2.1. Response to Public Questions Previously Taken on Notice**

Nil

**2.2. Declaration of Public Question Time opened**

Public Question Time opened at 4:00pm.

**2.3. Declaration of Public Question Time closed**

Public question Time closed at 4:00pm.

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Owen Garner	Deputy

Cr. Emma Holdsworth  
Cr. Stephen Gamble  
Cr. Mischa Stratford  
Cr. Rachel Nightingale

Staff:	Peter Klein	Chief Executive Officer
	Ally Bryant	Manager of Corporate Services
	Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Staff	Keith Mills	Manager of Works
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**3.4. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

Nil

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**5.1. Petitions**

Nil

**5.2. Deputations**

Nil

**5.3. Presentations**

Nil

**6. DECLARATIONS OF INTEREST**

**6.1. Financial and Proximity Interest**

Nil

**6.2. Impartiality Interests**

Nil

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Confirmation of Minutes**

**7.1.1. Ordinary Meeting of Council – 18 February 2021**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 February 2021 (Attachment 7.1.1)

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 February 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

**COUNCIL RESOLUTION:**

**(238/2021) Moved: Cr Nightingale                      Seconded: Cr Holdsworth**

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 February 2021 (Attachment 7.1.1) be confirmed as a true and correct record.***

**CARRIED 6/0**

**7.2. Receipt of Minutes**

**7.2.1. Audit and Risk Committee Meeting Minutes – 18 March 2021**

Minutes of the Audit Committee Meeting of Thursday 18 March 2021 (Attachment was provided).

**OFFICER RECOMMENDATION:**

*That the minutes of the Audit Committee Meeting of Thursday 18 March 2021 (Attachment was provided) be received by Council.*



**COUNCIL RESOLUTION:**

**(239/2021) Moved: Cr Nightingale**

**Seconded: Cr Stratford**

***That the minutes of the Audit Committee Meeting of Thursday 18 March 2021 (Attachment was provided) be received by Council.***

**CARRIED 6/0**

**MATTERS ARISING**

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE RECOMMENDATION**

*That Council:*

1. *Accepts the 2020 Compliance Audit Return for the period 1 January 2020 to 31 December 2020.*
2. *Notes the areas of non-compliance within the 2020 Compliance Audit Return and accepts the 2020 Compliance Audit Return Management Action Plan.*
3. *Submit a certified copy of the 2020 Compliance Audit Return to the Director General of the Department of Local Government, Sport and Cultural Industries by 31 March 2021.*

**COUNCIL RESOLUTION:**

**(240/2021) Moved: Cr Stratford**

**Seconded: Cr Gamble**

***That Council:***

1. ***Accepts the 2020 Compliance Audit Return for the period 1 January 2020 to 31 December 2020.***
2. ***Notes the areas of non-compliance within the 2020 Compliance Audit Return and accepts the 2020 Compliance Audit Return Management Action Plan.***
3. ***Submit a certified copy of the 2020 Compliance Audit Return to the Director General of the Department of Local Government, Sport and Cultural Industries by 31 March 2021.***

**CARRIED 6/0**

**7.2.2. Local Emergency Management Committee Meeting (LEMC) – 4 March 2021**

Minutes of the Local Emergency Management Committee Meeting (LEMC) of Thursday 4 March 2021 (Attachment 7.2.2.1).

**OFFICER RECOMMENDATION:**

*That the minutes of the Minutes of the Local Emergency Management Committee Meeting (LEMC) of Thursday 4 March 2021 (Attachment 7.2.2.1) be received by Council.*

**COUNCIL RESOLUTION:**

**(241/2021) Moved: Cr Holdsworth**

**Seconded: Cr Garner**

***That the minutes of the Minutes of the Local Emergency Management Committee Meeting (LEMC) of Thursday 4 March 2021 (Attachment 7.2.2.1) be received by Council.***

**CARRIED 6/0**

**MATTERS ARISING**

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE RECOMMENDATION**

*That the Wyalkatchem Local Emergency Management Committee recommends that Council;*

*Adopts the endorsed LEMC Terms of Reference (Attachment 7.2.2.1)*

**COUNCIL RESOLUTION:**

**(242/2021) Moved: Cr Holdsworth**

**Seconded: Cr Garner**

***That the Wyalkatchem Local Emergency Management Committee recommends that Council;***

***Adopts the endorsed LEMC Terms of Reference (Attachment 7.2.2.1)***

**CARRIED 6/0**

**7.2.3. NEWROC Council Minutes – 23 February 2021**

Minutes of the NEWROC Council Meeting held on Tuesday 23 February 2021 (Attachment 7.2.3.)

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 23 February 2021 (Attachment 7.2.3) be received by Council.*

**COUNCIL RESOLUTION:**

**(243/2021) Moved: Cr Gamble**

**Seconded: Cr Stratford**

***That the minutes of the NEWROC Executive Meeting of Tuesday 23 February 2021 (Attachment 7.2.3) be received by Council.***

**CARRIED 6/0**

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Davies thanked the Shire staff and everyone involved in the Streetscape Consultation sessions, and the Community Awards event. The Awards had a great attendance and the two consultations sessions were positive and well attended.

Cr Davies commented on the State Elections on Saturday, and congratulated our Local Member and WA Nationals leader Mia Davies on being re-elected.

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**9.1. Item 14.1 CBFCO ALLOWANCE**

## **10.REPORTS**

### **10.1. CORPORATE AND COMMUNITY SERVICES**

#### **10.1.1. ACCOUNTS FOR PAYMENT – FEBRUARY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 March 2021
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – February 2021

### **OFFICER'S RECOMMENDATION**

*That Council endorse the following payments for the month of February 2021:*

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$183,837.65;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$36,013.06;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$39,366.72;*
- 4. Total payments for the month of December 2020 being \$259,217.43.*

### **BACKGROUND**

Under the *Local Government (Financial Management) Regulations 1996, s13(1)*, a monthly list of accounts paid by the CEO from the Municipal and Trust Fund via cheque, Electronic Funds Transfer (EFT) and Direct Debit, is to be presented to Council.

The balance of creditors is \$5,481.13.

The following table shows the last cheque and EFT numbers listed in the February report and shows that no sequential payment numbers have been missed.

<b>Bank Account</b>	<b>Payment Type</b>	<b>Last Number (Feb report)</b>	<b>First Number (March report)</b>
Municipal	Cheque	16888	No Payment
Municipal & Trust	EFT	EFT978	EFT979
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations, S13.1*

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

This matter satisfies the following Strategic Community Plan goal.

Goal No.	Strategies		Actions
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION:

**(244/2021) Moved: Cr Stratford**

**Seconded: Cr Holdsworth**

**That Council endorse the following payments for the month of February 2021:**

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$183,837.65;**
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$36,013.06;**
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$39,366.72;**
- 4. Total payments for the month of December 2020 being \$259,217.43.**

**CARRIED 6/0**

#### **10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JANUARY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 March 2021
Reporting Officer:	Tegan Maitland
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – January 202

#### **OFFICER’S RECOMMENDATION**

*That Council, endorse the credit card payments made for the period 30 December to 28 January 2021, totalling \$154.00 (refer attachment 10.1.2).*

#### **BACKGROUND**

Council governance procedures require that Council endorse credit card payments at each ordinary council meeting.

The attached credit card payment report has been reviewed by the Manager of Corporate Services and CEO and no anomalies or matters requiring further explanation have been identified.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management s.6.4*  
*Local Government (Financial Management) Regulations 1996, R34*

#### **POLICY IMPLICATIONS**

Policy Number 2.1 – Purchasing Policy.  
Policy Number 2.3 – Credit Card Policy.

#### **FINANCIAL IMPLICATIONS**

Nil, reported expenditure is assessed by management as being consistent with the FY21 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

This matter is consistent with the following Strategic Community Plan goal;

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	• Ensuring a well-informed Council makes good decisions for the community
		10.2	• Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	• High quality corporate governance, accountability and compliance
		10.4	• Maintaining Integrated Strategic and Operational plans

## VOTING REQUIREMENT

Simple Majority

### **COUNCIL RESOLUTION:**

***(245/2021) Moved: Cr Gamble***

***Seconded: Cr Holdsworth***

***That Council, endorse the credit card payments made for the period 30 December to 28 January 2021, totalling \$154.00 (refer attachment 10.1.2).***

***CARRIED 6/0***

### 10.1.3 MONTHLY FINANCIAL REPORT – FEBRUARY 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 March 2021
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report – February 2021

#### OFFICER'S RECOMMENDATION

*That Council accepts the Statement of Financial Activity for the month ending 28th February 2021 (refer attachment 10.1.3).*

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires the preparation of a monthly statement of financial activity that reports actual income & expenditure against budget.

A material variation is said to occur where the variance against budget is 10% or \$10,000, whichever is the greater.

#### COMMENT

The attached report includes;

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes are supporting documents to the Statements of Financial Activity for Councillor's information

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.



Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 5 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 7 – Non-Operating Grants and Contributions Received: This note provides information on non-operating grants received.

Note 8 – Operating Grants and Contributions Received: This note provides information on operating grants received.

Note 9 – Rate Revenue: This note provides details of rates levied during the year.

Note 10 – Receivables: This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 11 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 12 – Borrowings: This note shows the Shire's current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management S6.4*

*Local Government (Financial Management) Regulations, R34*

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

Nil – Monthly Statement of Financial Activity reporting on council's current financial position

#### **COMMUNITY & STRATEGIC OBJECTIVES**

This matter is consistent with the following Strategic Community Plan goal;

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION:**

**(246/2021) Moved: Cr Nightingale**

**Seconded: Cr Garner**

***That Council accepts the Statement of Financial Activity for the month ending 28th February 2021 (refer attachment 10.1.3).***

***CARRIED 6/0***

### **10.1.3. TEMPORARY WAIVER OF HIRE FEES FOR THE TOWN HALL**

Applicant:	Gabrielle Quade
Location:	Shire of Wyalkatchem
Date:	10 <sup>th</sup> March 2021
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	10.1.3 Temporary Waiver of hire fees for the Town Hall

#### **OFFICER'S RECOMMENDATION**

*That Council endorse the Town Hall hire fee being waived to support the establishment of a Wyalkatchem Dance School based on one afternoon/week for an initial period of 12 months.*

#### **BACKGROUND**

This is a community initiative being driven locally and if successful, will offer organised after-school activity to local children. The dance teacher will likely travel into town which has the potential to escalate attendance costs.

The concession is requested as a means to reduce the cost of attendance, maximise enrolments and secure a sustainable service.

The published Town Hall hire fee is \$55/ day or \$7.50/ hour.

The building is suitable for the intended use.

#### **COMMENT**

The Council has previously leased/licensed property to businesses supplying health and community services including, physiotherapy, hairdressing and veterinary services. Dance classes will be provided on a 'for profit' basis.

If the dance school goes ahead, a formal access/license agreement will be negotiated with the provider that deals with commercial matters including the consumption of power, cleaning costs, our respective liabilities, insurance responsibilities, agreement term and term review.

#### **STATUTORY ENVIRONMENT**

*Under the Local Government Act 1995, section 3.58, a disposition of property includes a lease or a licence of a local government building.*

Under Section 3.58 (3) local governments must issue a public notice of a proposed license which describes the property concerned and invites submissions within two weeks after the notice is given.

The applicant is required to have appropriate insurance. There is no perceived increased risk to the building, facility or visitors beyond the normal risk profile of the facility

#### **POLICY IMPLICATIONS**

Council has no policies in respect to this matter.

## FINANCIAL IMPLICATIONS

The Town Hall is currently cleaned regardless of usage with 1½ hours allocated to the task each week. Any additional cleaning as a result of the dance school is not expected to be material.

Additional power consumptions is also not expected to be material.

## COMMUNITY & STRATEGIC OBJECTIVES

The initiative is consistent with the following goals;

Outcome No.	Outcome	Action No.	Actions
Goal 2	An active, engaged and social community	2.3	Provide community venues, & open spaces that facilitate opportunities for the community to connect
		2.4	Partner with key stakeholders to achieve an increase in active participation for all ages
Outcome No.	Outcome	Action No.	Actions
Goal 7	We have vibrant, active public open spaces and buildings with high levels of utilisation and functionality	7.1	Improve asset management practices in a manner that optimises life and function

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION:

**(247/2021) Moved: Cr Nightingale**

**Seconded: Cr Garner**

***That Council endorse the Town Hall hire fee being waived to support the establishment of a Wyalkatchem Dance School based on one afternoon/week for an initial period of 12 months.***

**CARRIED 6/0**

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER REPORT – FEBRUARY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 March 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

### **OFFICER'S RECOMMENDATION**

*That Council accepts the Chief Executives Officer report for the month of February 2021.*

### **COMMENT**

Since the last report the CEO has attended the following meetings and events to progress community and Council's interests;

- Owen Garner, Steve Gamble, Darrel Stratford re stormwater catchment upgrade;
- Jan Trenorden re road safety observation
- Interviews re family day care educator services
- Creative Spaces re improving Wyalkatchem street scape
- Senior Leisure Group at CRC offices
- Cliff Simpson – Federal Road Black Spot Program
- Hugo Cisneros – MRWA re road upgrade design
- WALGA – Eastern Zone meeting, Kellerberrin
- NEWROC Council meeting – Trayning
- Local Emergency Management Committee meeting
- WNE Regional Road Group meeting (Zoom)
- Sandra Clohessy – Account Manager LGIS
- Stephanie Brown re Family Day Care services (former tennis club)
- Paul Trenorden, Ella Furniss & Variety Club members re potential visit.

### **STATUTORY ENVIRONMENT**

There are no direct statutory implications in relation to this item.

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

This initiative is consistent with the following Community Strategic Plan goals;

**Goal 10 Transparent, accountable and effective governance and 12 Form strategic partnerships and advocate for the Community.**

Outcome No.	Action No.	Actions
<b>10 Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans
<b>12 Form strategic partnerships and advocate for the community</b>	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION:**

***(248/2021) Moved: Cr Stratford***

***Seconded: Cr Garner***

***That Council accepts the Chief Executives Officer report for the month of February 2021.***

***CARRIED 6/0***

### **10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 <sup>th</sup> March 2021
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

#### **OFFICER'S RECOMMENDATION**

*That Council accept the Principal Environmental Health Officer Report for January and February 2021 as presented.*

#### **BACKGROUND**

The report will provide an insights into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on Monthly basis.

#### **COMMENT**

The Principal Environmental Health Officer attends the Wyalkatchem office one day a month. The following meetings and events were attended in January through to February 2021:

- Environmental Health COVID Event webinar
- WALGA Regional Building Surveyor Group Meeting, 16 February 2021
- Meeting with Wyalkatchem General Store Manager regarding building extension work.
- Meeting Eric Robb from Robb Civil Consultants regarding Drainage work.

#### **HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of eighteen (18) health, building and planning enquiries completed in January through to February 2021.

#### **FOOD PREMISES INSPECTION**

The below food business was inspected for food safety standards in January and February:

- Wyalkatchem General Store
- Wylie News & Lotteries

The inspections returned good results.

#### **FIREBREAKS INSPECTIONS**

In February, the PEHO inspected eight (8) dwelling houses in town for compliance with the provisions of the *Bush Fires Act 1954*.

#### **RECYCLED WASTEWATER SAMPLING**

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). No Samples were taken for February due to the very low water level at the Shire dam. However, the laboratory results of the water sample taken from the Shire storage dam outlet for January 2021 met the required standards.

### **SWIMMING POOL WATER SAMPLING**

The swimming pool water sampling for January 2021 was undertaken and the results came back unsatisfactory. Wyalkatchem swimming pool was closed following a request from Department of Health (WA). The pool was cleaned, super chlorinated and resampled. The resampling test results came back satisfactory. February microbiological test results met the required standards.

### **SHIRE OF WYALKATCHEM ASBESTOS MANAGEMENT PLAN**

PEHO is currently reviewing the Shire of Wyalkatchem Asbestos Management Plan. The plan was developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials (ACM) in Shire owned or controlled buildings and workplaces (inclusive of dwellings provided to Shire Staff and Contractors).

### **STATUTORY ENVIRONMENT**

*Food Act 2008,*

*Public Health Act 2016*

*Health (Aquatic Facilities) Regulations 2007*

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

This initiative is consistent with the following Community Strategic Plan goals;

#### **Objective: Healthy, Strong and connected communities**

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

#### **Objective: A prosperous and dynamic district**

Outcome No.	Outcome	Action No.	Actions
2.1	A Vibrant and activated public places	2.1.1	Enhance and upgrade the amenity of the shopping precinct

### **VOTING REQUIREMENT**

Simple Majority



**COUNCIL RESOLUTION:**

***(249/2021) Moved: Cr Stratford***

***Seconded: Cr Gamble***

***That Council accept the Principal Environmental Health Officer Report for January and February 2021 as presented.***

***CARRIED 6/0***

### **10.3. WORKS AND SERVICES**

#### **10.3.1. CAPITAL PROJECTS REPORT – FEBRUARY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 March 2021
Reporting Officer:	Ally Bryant, Manager of Corporate Services.
Disclosure of Interest:	No interest to disclose
File Number:	12.05.02
Attachment Reference:	Nil

#### **OFFICER'S RECOMMENDATION**

*That Council accept the Capital Projects report for the month of February 2021.*

#### **BACKGROUND**

During the budget process each year the council decides on capital projects that will be included in the scope of works for the next financial year. This report is designed to give council a more detailed update of the expenditure and progress of the current projects.

#### **COMMENT**

As of March 8<sup>th</sup>, 11 of our 25 scheduled projects for 2020/2021 have been completed. The projects that are still to be started or completed are as follows.

#### **LGRIC Funded Projects**

**Child Care Centre** – Building Maintenance Officer has commenced works required to bring building to a satisfactory level to facilitate a Family Day Care service. New flooring (floating floor) is currently being laid and the outside fence is being replaced with suitable wire fencing.

**Museum Storage and Display Shed** – Three quotes for this work have been received and NM Trailers Kellerberrin has been selected as the preferred supplier. Contracting is being finalised and the works are expected to be complete by 30 June 2021.

**Town Beautification/Upgrades** – Community consultation is being conducted at the Town Hall on the 9<sup>th</sup> March 2021. Individual engagement with shop owners is also planned to supplement community feedback.

**Flint and Gamble water redirection** – Shawmac has been contracted to complete a detailed design and to prepare tender documentation. This design and documentation is expected to be provided by Friday 12 March 2021.

**Reconstruction of Eastern Channel** – Two options are under consideration and these are to either build a new channel based on a new alignment or recondition the existing channel alignment. Surveyors have been engaged to survey both options and subsequent survey data will inform the relative cost of each option. Working group to reconvene once this data is available.

### **Roads**

R2R Davies Road – Davies Rd works are completed and we are just waiting on last invoices to finalise the job. As at 8/3/21 the total project cost, including outstanding purchase orders, is \$214,068 which is sitting at \$34,000 over budget.

RRG Cunderdin – Wyalkatchem Road – Job delayed by clearing approvals. Some initial culvert replacement underway by the Council's road team.

RRG Tammin – Wyalkatchem Road – Job not commenced.

Council Funded Road Works – After budget review, available funding for this project has been lowered to \$104,000. No work commenced.

### **Plant & Equipment**

Crew Cab Tipper Truck Replacement – Last update was that it would be available in February. Manager of Corporate Services to look into due to absence of the Manager of Works.

### **Other Infrastructure**

Cemetery Improvements – Total expense to date including outstanding purchase orders is \$9,400 this being for 12 plaques and stands.

Water Tank for Rec centre – not commenced.

### **Land & Buildings**

2a Slocum St – No Capital improvements currently commenced.

Parks & Gardens storage shed – Quotes have been obtained for shed and concreting of floor. Construction not yet commenced.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

## **FINANCIAL IMPLICATIONS**

Nil

## **COMMUNITY & STRATEGIC OBJECTIVES**

This initiative is consistent with the following Community Strategic Plan goals;

**Goal: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"><li>Effective communication and engagement with the community, including local groups and organisations</li></ul>
		11.2	<ul style="list-style-type: none"><li>Providing high quality customer and community focused services and programs across the organisation</li></ul>

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION:**

***(250/2021) Moved: Cr Holdsworth***

***Seconded: Cr Stratford***

***That Council accept the Capital Projects report for the month of February 2021.***

***CARRIED 6/0***

*Cr Holdsworth left the meeting at 5:17pm*

*Cr Holdsworth returned to the meeting at 5:19pm*

**11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**13.URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Nil

**14.MATTERS BEHIND CLOSED DOORS**

**OFFICER'S RECOMMENDATION**

*That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:*

- a matter affecting an employee or employees;*
- the personal affairs of a person and*
- matters of a contract which may be entered into, by the local government*

**COUNCIL RESOLUTION:**

**(251/2021) Moved: Cr Garner                      Seconded: Cr Nightingale**

***That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:***

- a matter affecting an employee or employees;***
- the personal affairs of a person and***
- matters of a contract which may be entered into, by the local government***

**CARRIED 6/0**

**14.1. CBFCO ALLOWANCE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 March 2021
Reporting Officer:	Peter Klein – Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.02.01
Attachment Reference:	Nil

**REASON FOR CONFIDENTIALITY**

The report is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

**SUMMARY**

That Council considers the CBFCO receive an allowance. The CBFCO has a substantial set of duties and plays a critical role in ensuring the Shire of Wyalkatchem meets its obligations under the *Bush Fire Act and Regulations 1954*.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

There are no material financial implications.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

This initiative is consistent with the following Community Strategic Plan goals;

Goal No.	Strategies		Actions
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		10.4	Maintaining Integrated Strategic and Operational plans

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council resumes Standing Orders and move out from behind closed doors.*

#### **COUNCIL RESOLUTION:**

***(252/2021) Moved: Cr Garner***

***Seconded: Cr Holdsworth***

***That Council resumes Standing Orders and move out from behind closed doors.***

***CARRIED 6/0***

#### **COUNCIL RESOLUTION:**

***(253/2021) Moved: Cr Garner***

***Seconded: Cr Stratford***

***That Council agrees to return the recommendation for item 14.1 for further consideration.***

***CARRIED 6/0***

## **15.INFORMATION BULLETIN**

### **15.1. Information Bulletin**

The information bulletin has been provided as an attachment (Attachment 15.1 – Status Report March 2021 hard copy)

### **15.2. Business Arising from the Information Bulletin**

Nil

## **16.CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:52pm.





# NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

## MINUTES DRAFT

Tuesday 16<sup>th</sup> March 2021 @ 0830hrs

Chairman: Wayne Collins

### 1. Record of Attendance – Committee Members

Wayne Collins	CHAIR/ CBFCO	Shire of York
Ross Lane	CBFCO	Shire of Wongan Hills/ Ballidu
Phil Hay	Acting Executive Officer/ District Officer Avon	DFES
Andrae Moore	Minutes Secretary	DFES
Lindsay White	CBFCO	Shire of Goomalling
Bill Cleland	CBFCO	Shire of Beverley
Brendon Rutter	CESM	Shire of Northam
Craig Stewart	CBFCO	Shire of Toodyay
Nigel Gelmi	CBFCO	Shire of Quairading
Troy Granville	CESM	Shires of Beverley and York
Neil Diamond	DCFBFCO	Shire of Northam
Paul Milstead	CBFCO	Shire of Dowerin
Nigel Gelmi	CBFCO	Shire of Quairading
Gary Butcher	CBFCO	Shire of Dalwallinu
George Storer	CBFCO	Shire of Koorda
Ashley Burges	CBFCO	Shire of Cunderdin
<b>Invited Members</b>		
Paul Ryan	Assistant Commissioner - Country Operations North	DFES
Mark Bowen	Superintendent – Rural Fire Division	DFES
Antony Sadler	Superintendent – Goldfields Midlands	DFES
Graeme Keals		DBCA
Rob Towers		DBCA
Alex Esprey		AVBFB
<b>Other Attendees</b>		
Sharon Cocking	Training Support Officer	DFES
Justin Corrigan	AO Lower Wheatbelt	DFES
Tracy McBride	Volunteer Management Support Officer	DFES
Daniel Hendriksen	AO Upper Wheatbelt	DFES

### Apologies

Darrel Krammer	DO Northam	DFES
Simon Bell	CESM	Shire of Cunderdin and Quairading
Stephen Gollan	CEO	Shire of Beverley
Jeremy Willis	A/DO Northam	DFES
Chris Marris	CBFCO	Shire of Northam
Chris Lindell		Shire of York
Suzie Haslehurst		Shire of Toodyay
Dave Gossage	President	AVBFB
Michael Pasotti		DBCA
Robert Koch	CESM	Shires of Toodyay and Goomalling





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The meeting was declared open at 0817hrs by Wayne Collins – Chairperson

Ross welcomed everyone to the meeting, special welcome to Assistant Commissioner Paul Ryan, Superintendent Mark Bowen and Superintendent Antony Sadler

### **2. Confirmation of Previous Minutes**

That the minutes of the meeting held on 8<sup>th</sup> September 2020 be confirmed as a true and accurate record.

**Moved:** Craig Stewart

**Seconded:** Lindsay White

**All in Favour**

### **3. Business Arising**

-Craig Stewart wanted to thank everyone for the increase in turnout to today's meeting after his letter last meeting. Wayne Collins thanked Craig for his letter.

### **4. Action List**

NIL

### **5. Correspondence**

#### 5.1 Correspondence In

- Letter from Craig Stewart to all Northam DOAC members. Reminding them it was their meeting and without attendance at meetings, there was no reason to hold them. Please make more of an effort to attend.

- BOC Communique from representative, Craig Stewart

#### 5.2 Correspondence Out

### **6. Matters arising from Correspondence –**

NIL

### **7. Submitted Agenda Items**

#### **7.1 Relationship between Area/District Officer and Local Government Brigades -Gary Butcher**

- Hannah Jolly from the Shire of Dalwallinu, wanted to know what the expected relationship between AO/Dos and the shire should be?

Phil Hay answered. The AOs and DOs are the link between the local governments and DFES. They should be talking to Chiefs and the shires and



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helping where the shire requires the assistance. It is different for each shire depending on their size and the capabilities they each have internally.

George Storer – The shire leaves everything to him and if he needs help, he organises the contact with DFES. He is in a small shire though.

Larger shires, such as Toodyay, York etc need greater contact because they are larger, hence they have CESMs.

DFES are here to support the shires in what they need, not dictate how they do their Emergency Management.

Ant Sadler – There are clear expectations of the AOs and DOs. We need to work together with Local Governments so relationships are extremely important. The RDC 1800 number is always the first call during an incident and always there to assist with Incidents questions and queries.

-Shires just need to ask if they require some guidance.

ACTION: Phil Hay to organise another meeting with Hannah Jolly to answer any other questions she has.

Lindsay White noted that having a CESM (Rob Koch) has been extremely helpful. He is great backup and assistance.

### 7.2 Training Records – Matching between DFES and Shire OHS requirements - Recognition of Prior Learning – Gary Butcher

- New OHS requirements at the shire have come in and it explains what is required of the shire for all people under their control, including volunteers. Some Dalwallinu volunteers have been fighting fires for many years but have not had formal training – What happens if something were to happen on a fireground and they didn't show any fire training on their records? Hanna Jolly requested the current training records for the Dalwallinu brigades and they don't look good. Some people's records seem to have disappeared. They did the training but aren't showing. Gary understood some had expired but there was no record of it. Some members didn't show at all. - Chief's included.

Ant Sadler – The new OHS law that came into effect in December has that Volunteers are now treated the same as paid staff.

- To be clear, volunteers on a fireground will always be covered if they are working under instruction and in good faith. We need to ensure our volunteers and staff are safe and can return to their families at the end of the day.

DFES is doing everything it can to help with this by providing training and appropriate PPC. Ant asked that CBFCOs possibly need to encourage the volunteers to participate in training where possible and wear correct PPC that is provided.

- Bushfire Centre of Excellence (BCoE) is also changing the way training can be delivered so that is more practical for farmers.

Sharon Cocking – We understand the system doesn't show records well.

eAcademy doesn't show everything but the historical training records can be accessed through the old TRAIN system. The request needs to be put through to access these. We can then see when people are due to do refreshers and



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upgrades and we can also conduct Recognition of Current Competency for volunteers.

- Sharon is happy to speak with Hannah Jolly in Dalwallinu to go through the historical records and see what the shire requires.

- Dalwallinu use a WhatsApp group for their members. This means people can see when and where there is a fire and let people know they are attending. They aren't ones into the formality of BFBs and DFES. It is hard to get them to do training.

- BCoE is aware of this and has created an awareness course for this reason. It will be having a trial in Quairading in the coming months and then should be available to volunteers. This is looking to be available online soon too.

Ross Lane asked how this course has been developed. – Phil hay answered that is has been put together in consultation with some regional areas. It has already been trialled in the Great Southern Region and soon in Quairading.

Craig Stewart also mentioned that the Shire of Toodyay use Standard Operating Procedures (SOPs). These have been very helpful as it clearly states, in writing, to the volunteers what is expected of them.

- The BOC are also looking into spontaneous volunteers.

7.3 Bushfire Centre of Excellence/Rural Fire division – Supt Mark Bowen  
Mark presented on the work of the Rural Fire Division and mitigation works throughout the state and with DBCA – Presentation attached.

- MAF Grants are for Crown Land within a Local Government. Cannot be used for Private land or local reserves.

- \$23,266,454 of MAF Funding has been allocated to Local Governments since 2017.

- Local governments need to have a Bushfire Risk Management Plan to access this funding. 46 out of the 139 Local Governments in WA have this and there are others working on them currently. Plans must be OBRM endorsed.

- The funding is to be used on Extreme, Very High and High-risk areas of Crown land within a Local Government.

- Funding is very competitive.

- Next round opens March 17<sup>th</sup> 2021, for allocation in May 2021

- Mark said that the Regional AOs and DOs can assist with conducting risk ratings in a shire if you require assistance and help put plans together. They have the ability to assist with identifying any rare flora and fauna and any indigenous sites in the area also.

- Mark asked if they discuss mitigation at any of their BFAC meetings -He suggested it become a standard agenda item. They need to look at what risks there are to assets within your town boundaries etc. Issues can then be raised up through LEMCs to DEMC.

Also take advantage of the 2 BOC representatives on the DOAC to raise things through them.

Neil Diamond – Question the timing of UCL burns and the process going forward? A UCL burn happened recently and the local Leadership team disagreed with the burn going



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ahead due to weather leading up to it. There was then no communication back from DFES about this. The fire went ahead.

Phil Hay answered that the burn in question, there was consultation with the chief and he is certain the chief had no objection to the burn going ahead. A burn will not take place if the conditions are not correct for it.

Phil said to be assured that if a burn doesn't meet the parameters, it will not go ahead. Consultation with Chiefs will always happen regarding a burn in their area. This burn had contractors and appliances at it for 4 days after the burn 24/7 to ensure it was all safe.

Mark discussed the roles of CBFCOS, DCBFCO, Brigades, Contractors and WALGA in mitigation. He said to try to get your local contractors onto the DFES contractors list as then we can use them for mitigation as well as incidents.

Ant Sadler – Ant asked if the cost of mitigation administration could be funded by MAF. Mark said they had just been audited and there are some changes coming. They are looking into a variety of things which includes this.

Mark briefly spoke about information on Australian Fire Danger Rating System that will be used from June 2022

- Some new courses in pilot stage or just released include
  - 'Assist with planned Burns Awareness' course – will have Volunteer and local level Trainer/Assessors
  - 'Fire Weather 1' course – Will be delivered by BCoE – Looking to have Regional Champions that might be able to instruct.
  - 'Tree Hazard Assessors – Awareness' course – Will have Volunteer and local Trainer/Assessors

### 8. Local Government Reports

#### Shire of York – Wayne Collins

- Busy Year.
- Nasty fire in January to the West of York – Were very lucky to have contained it. Was great to have a meeting with Supt Sadler and a couple of other FCOs to talk about the response. Became evident that there is a lack in training in the shire.
- Permits online has been used now for 2 years – seems to be working well.
- Hopefully a new truck for Malbelling very soon.

#### Shire of Beverley – Bill Cleland

- Busy Harvest season - Around 6 fires
- 400 Hectare fire in January – Great support from other shires and thank you for quick response, even from 2 or 3 shires away

#### Shire of Cunderdin – Ash Burges

- Reasonable season – Attended fires outside of the shire including Wooroloo, Wundowie and York



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- Waiting on a new truck for Ngatterting.
- Wanted to remark on York fire as he was one of the first on scene and there was very little coordination – no one knew they were there, poorly managed. Had to organise things themselves. Communications was very hard out there. It seemed channels were not being monitored once the IC went into York. They had the SW flank under control but ran out of water. There was no coordination and it got away from them again. Once coordination was established it got much better on the ground too.
- Wanted to remark on the Wundowie Fire – They were given a sector by the sector commander and that was the last they heard from anyone in over 4 hrs. There was no communication about a standpipe being closed. They ended up driving around trying to find something to do. No communications. There were areas that were unsafe – having the water truck right on the corner of GE Hwy and Inkpen road was unsafe and He actually moved it himself back down Inkpen road to ensure safety. They also weren't called till 12hrs after the fire started. Maybe they could have been called earlier. More notification so that they could have had volunteers rest a bit before going in.

### Shire of Dalwallinu – Gary Butcher

- Currently using a WhatsApp group for his brigades – works well to be able to see who is responding to incidents etc
  - Have 90% of members with correct PPC
  - Using channel 5 on their fire ground is making things easier
  - Have a had a few power pole fires this year. Do we get more of these than the Metro area? Does it take longer to get fixed out here? Telstra Towers are going down and the battery back up is not good enough for this. Dalwallinu was without communications for 3 days, no internet, no mobiles etc. George Storer answered that this has been raised in other groups earlier and is being looked into.
- Ant Sadler answered that is a very big issue across the state and it has been taken by our DEMC to the SEMC level. DFES held a workshop with Telstra in October. There is a huge push and funding has now been released to upgrade battery back up systems. We are seeing progress in this area in the last 12 months.
- Paul Ryan noted there is a national program to do with this. A 'Standard Program' has been developed. There is a Satellite system of communication being developed for use at Emergency Evacuation centres etc.

The link for more information about this is

<https://www.communications.gov.au/what-we-do/phone/communications-emergencies/what-government-doing-strengthen-telecommunications-resilience>

### Shire of Dowerin – Paul Milstead

- Very Quiet Season - 2 minor fires
- North of town has had good season crops, South are not so good



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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- Received a new appliance but it is too big for the shed. Working with Daniel Hendriksen to help with funding for a new shed.
- Having an increase in memberships. Some have doubled.

### Shire of Koorda – George Storer

- New appliance coming
- Quiet season – 3 fires
- Brigade membership growing again
- Have thanked our volunteers that attended the Wooroloo Fire.

### Shire of Quairading – Nigel Gemli

- Very quiet – no harvest fires
- Helped with out of shire – Wundowie fire
- A/CESM Adam Duncan did well while Simon was away.
- Now in Permit Fire now.

### Shire of Goomalling – Lindsay White

- Quiet locally.
- Attended Wundowie and the Red Gully Fires  
Calling HVMB is becoming harder. – They have a big area with vastly different readings from one side to the other.
- Doing their own trial and installing Automated Weather Stations around the shire – they give reading every 10mins and has the FDI built into them.

### Shire of Toodyay – Craig Stewart

- Have updated the Standard Operations Procedures (SOPs) in the shire. This puts everything on paper and very clear for the volunteers around expectations, training, use of equipment etc. Highly recommend other shires to use SOPs One of the new SOPs this year is for the use of Drones. We used one for a level 1 fire – was very useful.
- Provided out of shire support.
- Craig attended a debrief on the shift lengths and strike teams with DFES. There was positive feedback to DFES on shorter shift times for 'Drive in Drive Out' deployments. Will be well received, if it happens more often.
- Having issues with corporate owned land – landowners didn't want to do anything – Have been lobbying the shire to introduce local law to sanction such uncooperative behaviour.
- 12.2s are not holding the correct amount of water – more like a 10.2
- New replacement station being built. CESM did a great job organising funding, planning etc.
- Assisted Western power to do some line reenergisations for some emergency jobs 30/12 \_ this has also been raised at the BOC level
- Water Corporation also asked for assistance – declined that request
- Toodyay is now in its restricted season.





## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### Shire of Wongan Hills/ Ballidu – Ross Lane

- HVMB are getting harder to do
  - Quieter year – 6 fires – 1 large one
  - DFES looked at 150hectare before xmas – and helped us with funding for mitigation and fire breaks.
  - A mitigation burn around the Wongan Hills townsite was cancelled. Looking at it again after land tenure is completed. 3000 hectares to the North and east of town it borders school, hospital and other vital infrastructure.
  - Have put a Semi Water tanker at Ballidu – this seems t have solved the water supply issue there. Still a work in progress. This was funded by rate payers.
  - At the last Council meeting, with BFAC support, we have banned the use of trailers at fires. Some were not licensed or roadworthy. – we are expecting kick back on this.
  - Local people have been asking why we don't bring in the army to assist during large events. Surely, they would have the ability to assist.
- Paul Ryan answered that the Australian Defence Force in WA does not have resources for fighting fires. They can't do it.

### Shire of Northam – Neil Diamond

- Busy Season
- Wundowie fire - Thanks all those that came from other shire to assist and for your quick response. Greatly appreciated.
- Beechina Fire – just outside the shire boundary but happy to assist them.
  - For all of our fires, the support from the north, south and west has been great but there seems to be little opportunity for us to go to assist in the west (Metro region)
  - The Wooroloo fires didn't call Northam Shire crews till 6 or so hours after the fire started. We have crews that could have been onsite in less than 30mins but were not called early on.
  - Communications – we are doing lots of training about this including Technology, Comms usage etc.
  - He understands the process when a fire goes from Shire to DFES but doesn't think it always goes too well.
  - BFAC meeting tonight – going to be looking at trying to get all the Northam BFBs to be moved to DFES control instead of shires control. It is being discussed through the BFB networks now.
  - Northam considers the Chief role to be too much for a volunteer to do and is looking to see about it becoming a paid position in the Shire.

### Shire of Wyalkatchem -

NO MEMBER PRESENT TO REPORT

## 9. Tabled Reports/Information from invited members

### Department of Biodiversity, Conservation and Attractions – Graeme Keals

#### • Burning –



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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- Plan to continue the Wongan Hills burn. Stopped lighting last year due to strong winds.
- Plan to commence the Mollerin Nature Reserve burn.
- **Fire Access Tracks**
  - 14km of track upgraded planned in the Wongan Hills reserves. This will complete the proposed track upgrade program for Wongan Hills. The plan is that the tracks will then be programmed for a maintenance grade every 4 – 5 years.
  - Remlap UCL – Plan 22 km of upgrade and maintenance of fire access track work. This planned using R for R MAF funding.
- **Fires**
  - Busy season last season up until mid-January, particularly with lighting strikes and a couple of harvester fires that threatened reserves. Fairly quiet during February and March. Our crews have assisted other regions on multiple occasions this season.

Rob Towers added that his area won't be burning till after Easter. They have prescribed burns planned for Beverley, York, Northam, Toodyay. (burns with a total of about 30,000hec)

### **AVBFB – Alex Espey**

Alex will have the AVBFB briefing note attached to minutes when they are made available.

- Acknowledgement to all the brigades that went to the Wooroloo Fire.
- The AVBFB will be calling for feedback themselves from the Wooroloo fire soon.
- They are introducing 'Captain's' Forums soon in each region. This is where Zone Reps, Captains and 1<sup>st</sup> LTs can come together and discuss how the association can assist them better.

### **DFES – Superintendent Antony Sadler**

- Thank you to all that assisted with the Wooroloo fires. We had approximately 180 Volunteers attend over 15 shifts, some going more than once.
- Has been a strange year for fires in the region. Usually they are mainly based in the east of the region but this year they have been predominately in the west. Have had fires at Beverley, York, Wundowie and assisted with Wooroloo. The fires in the east were IGA Nova, West of Norseman and Dedari. We also assisted DBCA in Jilbadgie and Marvel lock.
- Floods in Northam.
- regional training calendar is out, and all Brigades are welcome to attend.
- eAcademy- a new platform is being developed to make training easier – due in about 3 years.
- Driver training is now available at the BCoE in Collie.





## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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- Emergency Driving course – You can now attend an external driving course and the qualification can be converted to the DFES Code as a prerequisite for the Emergency Driving course.
- Post Season Review will be happening soon. A questionnaire will be sent out to all Brigades and this will be combined with smaller debriefs that have occurred already to form the regional Post Season Review. Please fill these in honestly and return to us.
- Wooroloo will also be having a Major Review conducted – This will be sent out for comments also.
- Thank you for the season just been – We work together well. If there are any issues or concerns, the offer to speak to an Area Officer, District Officer or Directly to Ant is there. Please don't hesitate.

### 10. Late Items

#### 10.1 Phil Hay – DFES

- 2.4 Broadacre appliances are outside to look at – they will be at the Northam office also until about 3pm if you want to come look at them.

They have the new configurations. In the 3<sup>rd</sup> week of April, the PAT will be testing 4 different vehicles in all types of terrain and making recommendations on them for use. Hopefully they will be signed off and can then be ordered for brigades.

#### 10.2 Assistant Commissioner Paul Ryan - DFES

- DFES is looking into a new radio network. – Emergency Services Radio Network. This will hopefully join all services together on a common network – It will work on the current WA Police network. St. Johns have chosen not to participate. It has 56 repeater sites around the metro area. They are currently looking at way the regional areas will be able to transition to the new network when they go into metro areas as it is in the metro area only. This will be at a cost of \$150,000,000.
- At the moment there is no plans to upgrade the WAERN system
- Committee is being developed to work on this systems introduction.

#### 10.3 Craig Stewart – Shire of Toodyay

BOC representative change – Do we want to change the representatives on the BOC? Was supposed to go along with the change of Chair. – Both Craig and Ross happy to stay on the committee for now and need to have a few years on the committee to understand how it all works so maybe we should look at doing it a different way. – Wayne happy to discuss away from DOAC meeting.

**Meeting closed at 1047hrs**

**Date for the next Northam DOAC is September 14th, 2021  
and will be chaired by the Shire of Beverley Chief – Bill Cleland**





# Executive Meeting

Tuesday 30 March 2021

Via ZOOM

## MINUTES

1.30pm      NEWROC Meeting

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

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>WDC attendance to respond to NEWROC project priorities</li> <li>Submit priority projects to WDC, Regional Development and WA Planning</li> <li>Discussion regarding portfolios vs projects, current governance structure</li> </ul>	Executive
April	NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>NEWROC Draft Budget Presented</li> <li>NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021)</li> <li>Local Government Week agenda to be discussed at Executive meeting to determine if EO should attend</li> </ul>	Executive
June	NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>Information for Councillors pre-election</li> <li>NEWROC Audit</li> </ul>	Council
September		Executive
October	NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>NEWROC Induction of new Council representatives (every other year)</li> <li>Review NEWROC MoU (every other year)</li> </ul>	Executive
December	NEWROC Drinks	Council

### ONGOING ACTIVITIES

Compliance

Media Releases

### NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

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# **NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS**

Minutes for the Executive Meeting held by ZOOM on Tuesday 30 March 2021 commencing at 1.36pm

## **MINUTES**

### **1. OPENING AND ANNOUNCEMENTS**

NEWROC CEO Darren Simmons welcomed everyone online and opened the meeting at 1.36pm

### **2. RECORD OF ATTENDANCE AND APOLOGIES**

#### **2.1. Attendance**

Darren Simmons	CEO NEWROC, CEO Shire of Koorda
Dirk Sellenger	CEO, Shire of Mukinbudin
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Peter Klein	CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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#### **2.2. Apologies**

John Nuttall	CEO, Shire of Mt Marshall
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#### **2.3. Guests**

Toby Constanzo	WALGA
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#### **2.4. Leave of Absence Approvals / Approved**

Nil

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

#### **3.1. Delegation Register**

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

<b>Description of Delegations</b>	<b>Delegatee</b>	<b>Delegated to</b>	<b>Approval</b>
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

### **4. Presentations**

Nil

Members agreed to proceed with item 7.3 whilst Toby was online.  
 Peter Klein entered the meeting at 1.47pm

## 5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 24 November 2020 have previously been circulated.

### RESOLUTION

**That the Minutes of the Executive Meeting held on 24 November 2020 be received as a true and correct record of proceedings.**

**Move L Parola**

**Seconded R McCall**

**CARRIED 6/0**

### 5.1. Business Arising

Nil

## 6. FINANCIAL MATTERS

### 6.1. Income, Expenditure and Profit and Loss

**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 22 March 2021  
**ATTACHMENT NUMBER:** #1P and L  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

### COMMENTS

Account transactions for the period 1 February 2021 to 28 February 2021

Date	Description	Reference	Credit	Debit	Running Balance	Gross	GST
<b>BB NEWROC Funds-5557</b>							
<b>Opening Balance</b>			<b>150,366.34</b>	<b>0.00</b>	<b>150,366.34</b>	<b>0.00</b>	<b>0.00</b>
01 Feb 2021	Bendigo Bank		0.00	0.40	150,365.94	(0.40)	0.00
02 Feb 2021	Payment: Middleton Business Advisers	INV-2245	0.00	1,133.00	149,232.94	(1,133.00)	0.00
02 Feb 2021	Payment: Monitor Bookkeeping Services - XERO	INV-3539	0.00	50.00	149,182.94	(50.00)	0.00
02 Feb 2021	Payment: Solum Wheatbelt Business Solutions	INV-0094	0.00	2,972.50	146,210.44	(2,972.50)	0.00
02 Feb 2021	Payment: Valenti Commercial Lawyers	029620	0.00	976.25	145,234.19	(976.25)	0.00
18 Feb 2021	Australian Taxation Office		1,552.00	0.00	146,786.19	1,552.00	0.00
24 Feb 2021	Payment: Shire of Dowerin	INV-0064	29,700.00	0.00	176,486.19	29,700.00	0.00
24 Feb 2021	Payment: Shire of Dowerin	INV-0063	14,300.00	0.00	190,786.19	14,300.00	0.00
26 Feb 2021	Payment: Solum Wheatbelt Business Solutions	INV-0095	0.00	3,122.50	187,663.69	(3,122.50)	0.00
26 Feb 2021	Payment: Constructive Visual	INV-0013	0.00	1,549.00	186,114.69	(1,549.00)	0.00
26 Feb 2021	Payment: Valenti Commercial Lawyers	029622	0.00	728.75	185,385.94	(728.75)	0.00
26 Feb 2021	Payment: Constructive Visual	200	0.00	22.00	185,363.94	(22.00)	0.00
<b>Total BB NEWROC Funds-5557</b>			<b>45,552.00</b>	<b>10,554.40</b>	<b>185,363.94</b>	<b>34,997.60</b>	<b>0.00</b>
<b>Closing Balance</b>			<b>185,363.94</b>	<b>0.00</b>	<b>185,363.94</b>	<b>0.00</b>	<b>0.00</b>

<b>Total</b>	<b>45,552.00</b>	<b>10,554.40</b>	<b>34,997.60</b>	<b>34,997.60</b>	<b>0.00</b>
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## Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 28 February 2021

	28 FEB 2021
<b>Assets</b>	
<b>Bank</b>	
BB NEWROC Funds-5557	185,363.94
BB Term Deposit Account-1388	194,242.22
<b>Total Bank</b>	<b>379,606.16</b>
<b>Total Assets</b>	<b>379,606.16</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
GST	(1,142.48)
Sundry Creditors Control	4,179.40
<b>Total Current Liabilities</b>	<b>3,036.92</b>
<b>Total Liabilities</b>	<b>3,036.92</b>
<b>Net Assets</b>	<b>376,569.24</b>
<b>Equity</b>	
Current Year Earnings	57,896.00
Retained Earnings	318,673.24
<b>Total Equity</b>	<b>376,569.24</b>

### RESOLUTION

That the income and expenditure from 1 February 2021 to 28 February 2021 and the P and L and balance sheet as at 28 February 2021 be received.

Moved P Klein

Seconded D Sellenger

CARRIED 6/0

## 7. MATTERS FOR CONSIDERATION

### 7.1. Waste

<b>FILE REFERENCE:</b>	103-1 Waste Management
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 March 2021
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Member Councils Giles Perryman
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

At the NEWROC Council Meeting in February the following motion was passed.

#### RESOLUTION

ASK Waste Management updated quote (\$23,230) and methodology be accepted.

Moved Cr Sachse

Seconded Cr de Lacy

CARRIED 6/0

The NEWROC EO liaised with Giles Perryman and member Shires to schedule the following ZOOM presentations on the waste project:

Shire of Wyalkatchem	4pm – 5pm 15 April
Shire of Dowerin	9am – 10am 20 April
Shire of Mukinbudin	10.30am – 11.30am 20 April
Shire of Mt Marshall	1.30pm – 2.30pm 20 April
Shire of Koorda	21 April
Shire of Nungarin	2pm – 3pm 21 April
Shire of Trayning	3.30 – 4.30pm 21 April

Giles and/or his colleague will present to member Councils and will provide an opportunity for Councillors to ask questions on the project. A visit to Bendering Waste Site has been delayed as the NEWROC EHO has been on leave.

#### OFFICER RECOMMENDATION

Information is received

**It was agreed the information was received**

#### Discussion:

- EO to request Giles present to the Shire of Koorda on the 21 April at 7pm
- EO to resend ZOOM invites from Giles for information sessions
- Purpose of the information sessions between Councils and Giles is to discuss the waste management project going forward and local implications



## 7.2. ENERGY

<b>FILE REFERENCE:</b>	107-1 Power
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 March 2021
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Cr Jannah Stratford Darren Simmons Cameron Edwards Rob Cossart (WDC) Renee Manning (WDC)
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The NEWROC EO met with Cameron Edwards (InfraNomics), Rob Cossart, CEO and Renee Manning, Senior Regional Officer of the Wheatbelt Development Commission on Tuesday 23 March 2021 in Merredin. The purpose was to discuss the InfraNomics reports on microgrids and the telecommunications power reliability issues. The WDC was supportive of the work undertaken by the NEWROC and will be guided by members and their preferred option going forward. At the meeting the NEWROC EO and WDC also discussed the grant agreement for the successful REDS application.

The NEWROC EO has requested a meeting with Darren West and Mia Davies.

Additionally the Minister for Energy is Bill Johnston MLA. Cameron will advise us whether we will proceed with this meeting.

We will hold an extended NEWROC Council meeting in Mukinbudin on the 19 April, commencing at 1pm, so we can host InfraNomics and the Wheatbelt Development Commission. InfraNomics will present a comprehensive summary of work to date and options for the NEWROC going forward. Members are welcome to bring additional Councillors to the meeting.

### OFFICER RECOMMENDATION

Information is received and April 19 Meeting Agenda noted

**It was agreed the information was received**

### Discussion:

- InfraNomics and Wheatbelt Development Commission will attend the working session on 19 April to discuss preferred option/s going forward (battery back up / residence or business SLS / behind the metre)
- Could be one solution or solutions / any community

### 7.3 ENERGY

<b>FILE REFERENCE:</b>	107-1 Power
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 March 2021
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Darren Simmons Cameron Edwards
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The NEWROC EO forwarded the WALGA Energy Sustainability and Renewables Project information to Cameron Edwards (InfraNomics) to gain his thoughts on the proposal. His response detailed some questions the NEWROC may like to send to WALGA:

1. How can WALGA aggregate supply charges? Is this for residents or local government users?
2. How does this compare to other market offerings?
3. What is WALGA's fee for this?
4. Is this a better outcome for residents?
5. Why sign up for a PPA? Is energy generation being provided? By whom on what terms?
6. Is this sole sourcing from a supplier? Who and on what terms?
7. Will the PPA guarantee higher power reliability and lower costs?
8. What other options do local governments have?
9. Is this PPA being provided by Government Trading Enterprises? (Synergy, Western Power, Horizon). If not, how does it impact GTEs operations?
10. A PPA usually means a Take-or-pay arrangement. Take-or-pay arrangements create new long term financial liabilities. Has this been approved by WA State Treasury as this impacts State debt levels?
11. No exclusivity should be provided at this stage to allow various options to be presented.
12. How does this generate local regional jobs?

#### OFFICER RECOMMENDATION

NEWROC write to WALGA requesting comment on the questions raised by InfraNomics regarding their Energy Sustainability and Renewables Project

**It was agreed the information was received**

#### Discussion: (presented by Toby Costanzo WALGA)

- WALGA has commissioned an independent study on the cost of energy to local government
- Stage 1 – REDUCE COSTS – but local governments can only participate if they have contestable sites
- Stage 2 – AGGREGATE WORK for power reliability
- Removing take or pay obligations and they will try to be spread across the state
- 16 new batteries to be installed, locations unknown (Horizon Power)
- Local governments are encouraged to get in touch with WALGA and complete data consent forms

**7.4 IPR**

**FILE REFERENCE:**  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 24 March 2021  
**ATTACHMENT NUMBER:** #2 Letter to LG Professionals - IPR  
**CONSULTATION:** Stephen Grimmer  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

Please find attached a letter to LG Professionals seeking to extend the IPR Peer Support program. NEWROC has been instrumental in progressing this project. It is still under consideration.

**OFFICER RECOMMENDATION**

Information is received

**It was agreed the information was received**

## 8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

### 8.1 Buy Local Campaign

Shire of Wyalkatchem discussed the potential loss of their local butcher and the implications on the other businesses and wider community. Discussion regarding a possible buy local campaign in the future

### 8.2 Avon Waste Contract

Some members have their waste management contracts due for renewal in coming months. It was informally agreed that a target of 30 June 2023 for these renewals to be considered by members, in line with the NEWROC waste project

### 8.3 Dowerin Do Over

A kick off event will be held this week to discuss local activation projects.

## 9. Other Business For Noting

### WEROC and NEWROC Meeting – 27 April 2021

WEROC extends an invitation to NEWROC members to attend a presentation by Brendon Grylls on labour force shortages and a presentation from the DLGSC on a Winter Sports Project, immediately after the Great Eastern Country Zone meeting on 27 April 2021 in Merredin. It is anticipated this joint meeting will be completed by 2pm.

### WEROC Meeting – 27 April 2021

The NEWROC CEO and EO have received an invite to present at the next WEROC meeting regarding the NEWROCs work on waste– as the WEROC is also looking at this issue as part of their strategic priorities. The Wheatbelt Development Commission has recommended that WEROC engage with other ROCs on the above issue.

The next WEROC Inc. Board meeting is being held in Merredin at 1.00pm on Tuesday 27 April 2021

## 10. 2021 MEETING SCHEDULE

<b>19 April</b>	<b>Council</b>	<b>Shire of Mukinbudin (1pm START)</b>
27 April 30 April	WEROC	Joint presentation after GECZ Dowerin Do Over
25 May	Executive	Shire of Mt Marshall
29 June	Council	Shire of Dowerin
27 July	Executive	Shire of Wyalkatchem
24 August	Council	Shire of Koorda
<i>(Local Government Week Sunday 20 Sept (NEWROC Dinner)</i>		
28 September	Executive	Shire of Trayning

26 October	Council	Shire of Nungarin
30 November	Executive	Shire of Mukinbudin
14 December	Council	Shire of Mt Marshall

<b>11. CLOSURE</b>
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NEWROC CEO Darren Simmons thanked everyone for attending and closed the meeting at 2.29pm.





## MINUTES – GENERAL MEETING

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

**Opening 10.07am**

### Invited Attendees:

#### NEWTRAVEL MEMBER

Koorda CRC  
Nungarin CRC  
Shire of Koorda  
Shire of Mt Marshall  
Shire of Mukinbudin  
Shire of Nungarin  
Shire of Trayning  
Shire of Westonia  
Shire of Wyalkatchem  
RDA Wheatbelt  
AGO

#### MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)  
Lana Foote (DCEO)  
Cr Sandra Ventris  
Cr Ray Mizia  
Cr Freda Tarr  
Jamie Criddle (CEO)  
Stephanie Elvidge

#### ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)  
Enza Beetles  
Janae DeLacey  
John Nuttall (CEO)  
Nola Comerford-Smith  
Leanne Parola (CEO)  
Stacey Geier  
Many Walker  
Marcus Falconer

### Apologies:

Shire of Mt Marshall

Cr Nick Gillett  
Cr Tanya Gibson (Deputy Delegate)

Rebecca Watson (CDO)

Shire of Nungarin  
Nungarin CRC  
Shire of Koorda  
Beacon CRC  
Mukinbudin CRC  
Bencubbin CRC  
Dukin Short-Term Stay  
Shire of Dowerin

Alyce Ventris  
Rebecca McCall (CEO)

Leonard Long (CEO)  
Emily Alberti  
Charli West  
Nancy Dease  
Sharon Kett (Bencubbin CRC)  
Madeline Hayles  
Ashlee Banks (CDO)

### 1. Previous Minutes

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

#### RESOLUTION:

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

**Moved: Cr Freda Tarr Seconded: Lana Foote**

**CARRIED**

1.2 Business arising from previous minutes.

ACTIONS	UPDATE
<ul style="list-style-type: none"> <li>Linda to investigate running a Photo Competition for 2021.</li> </ul>	Update in General Business
<ul style="list-style-type: none"> <li>Linda will be sending out an E-newsletter to the subscriber list in late November and is a great opportunity to promote any accommodation package deals that members may have for the summer months (i.e. caravan park and pool deals).</li> </ul>	Completed.
<ul style="list-style-type: none"> <li>Linda to investigate with each CRC as to their preferred Visitor Information Point Signage (Banner or an alternative – perhaps more permanent?).</li> </ul>	Still outstanding
<ul style="list-style-type: none"> <li>Resolved to include Waddouring Dam in the Shire of Mt Marshall on the next re-print of the Wheatbelt Way Map Brochure as a Site of Interest and provide a set of 900mm x 1200mm Wheatbelt Way Drive Trail signs.</li> </ul>	Map updated. Signs still to be ordered.
<ul style="list-style-type: none"> <li>Jamie Criddle to share the update fire signage for Elachbutting to other members for consider to using at their Rock and Campground sites.</li> </ul>	Completed
<ul style="list-style-type: none"> <li>for NEWTRAVEL to provide 1 x Welcome Sign for the Shire of Wyalkatchem to be erected on the Cunderdin-Wyalkatchem Road.</li> </ul>	Signs still to be ordered.

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

## **2. Correspondence**

### **2.1 Correspondence In**

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

### **2.2 Correspondence Out**

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

#### **RESOLUTION:**

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

**Moved: Cr Ray Mizia      Seconded: Lana Foote**

**CARRIED**

### **2.3 Business arising from Correspondence**



### 3. Financial Report

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

#### Signage Funds Remaining

<b>Total Signage Funds Remaining</b>	<b>\$4,279.56</b>
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To view the 2020-2021 NEWTRAVEL Marketing Plan please click [here](#).

#### RESOLUTION:

That the NEWTRAVEL Financial Report for February 2021 is accepted.

Moved: Cr Freda Tarr    Seconded: Cr Ray Mizia

**CARRIED**

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

Main Activities	Description	Progress/Update
<b>1. NewTravel Administration</b>		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> <li>Attended October NEWTRAVEL meeting</li> </ul>
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> <li>October Meeting Minutes prepared and circulated.</li> <li>February Meeting Agenda prepared and circulated</li> </ul>
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> <li>Monthly financials completed and accounts paid.</li> </ul>
<b>2. Marketing</b>		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> <li>Implemented 2020 Marketing Plan Activities.</li> </ul>
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> <li>Summer in the Wheatbelt Way campaign for Dec 2020 – Jan 2021.</li> </ul>
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> <li>Distributed as required.</li> <li>Updated DL Wheatbelt Way map and 10,000 re-print completed.</li> </ul>
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
<b>3. Website and Social Media</b>		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> <li>Website updated continually!</li> <li>Harvest in the Wheatbelt Way Blog</li> <li>Summery in the Wheatbelt Way Blog</li> </ul>
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> <li>37 Wheatbelt Way enquiries (website, email, socials, chat and phone).</li> </ul>
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> <li>Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram.</li> </ul>
<b>4. Stakeholder Communications</b>		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> <li>AGO Whole Region, monthly Zoom meetings.</li> </ul>
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> <li>November, December and February E-news to stakeholders and newsletter subscribers.</li> </ul>
	Provide information and updates as identified.	<ul style="list-style-type: none"> <li>24 November NEWROC Presentation</li> <li>26 November meeting with Leanne Parola, Jamie Criddle and Rebecca McCall</li> </ul>
<b>5. Maintenance and Monitoring</b>		

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> <li>• Nil this quarter as it ends 28 February 2021.</li> </ul>
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>6. Supporting additional activities</b>		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	<ul style="list-style-type: none"> <li>• 4 November Curtin University Accommodation Presentation Panel</li> </ul>
	Other	<ul style="list-style-type: none"> <li>• Digital Tourism Future Seminar – 18<sup>th</sup> February.</li> </ul>

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

## 5.1 Wheatbelt Way Visitor Statistics

*A reminder that the reporting periods are:*

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

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

### **Snapshot Report:**

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

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

**ACTION** – all accommodation providers to provide visitor statistics for November 2020 – February 2021 to Linda by Friday 12<sup>th</sup> March.

### **2020 Wheatbelt Way Visitor Survey**

Draft analysis from Curtin University of Wheatbelt Way Visitor Survey can be viewed here:

[Draft Survey Report](#)

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

## 5.2 Social Media and Marketing Report

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

The 2020 -2021 Marketing Overview for NEWTRAVEL can be viewed [here](#).

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

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

Discussion held about the upcoming [Agri-Tourism Workshop in Mingenew](#) and perhaps a future opportunity to bring this to the Central and Eastern Wheatbelt later this year with the support of Australia's Golden Outback.

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

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

*Leanne Parola left the meeting.*

## 6.0 General Business

### 6.1 RDA Wheatbelt & Tourism

#### **BACKGROUND:**

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

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

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

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

<https://kateanderson554.wixsite.com/wanderthewheatbelt>

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

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

#### **COMMENT:**

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

#### **OUTCOME:**

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

## 6.2 Future of Digital Tourism Symposium

### **BACKGROUND:**

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

### **COMMENT:**

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

Key points slides can be viewed [here](#).

### **OUTCOME:**

Linda presented key slides and discussion held.

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

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

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

## 6.3 Tourism WA Unique Positioning Statement Review

### BACKGROUND:

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

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

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

### COMMENT:

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

[Central and Eastern Wheatbelt Unique Positioning Statement](#)

[Central and Eastern Wheatbelt Assets Register](#)

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

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

### OUTCOME:

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

### THE WHEATBELT

#### AN OPEN ROAD ADVENTURE

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

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

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

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

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



## 6.4 Photo Competition

### BACKGROUND:

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

### COMMENT:

Initial planning is underway. Input is sort on:

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

### OUTCOME:

Discussion held. Following direction provided:

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

## 7. Reports

### 7.1 Member Reports

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

#### Koorda

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

#### **Wyalkatchem**

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

#### Westonia

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

#### **Nungarin**

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

#### **Mukinbudin**

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

### **Trayning**

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

### **Mt Marshall**

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

### **Australia's Golden Outback – Marcus Falconer, CEO**

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

## **7.0 Other Business**

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

## **8.0 Next Meeting**

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

## **9.0 Meeting Close 12.36pm**



**LIST OF PAYMENTS MADE FOR THE MONTH OF MARCH 2021  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - APRIL 2021**

Ref No.	Date	Name	Description	Amount	Bank	
EFT1037	05/03/2021	Creative Spaces	Street Scape meeting and recommendations	4541.90	MUNI	EFT
EFT1038	05/03/2021	Elders	Laundry Powder 20kg - Barracks	96.00	MUNI	EFT
EFT1039	05/03/2021	Integral Fire Protection	Fire protection site service - Shire Buildings	3343.99	MUNI	EFT
EFT1040	05/03/2021	Local Government Professionals WA	LG Professionals Finance Conference	1025.00	MUNI	EFT
EFT1041	05/03/2021	Lock Stock & Farrell Locksmith	Pool padlocks x 3	256.10	MUNI	EFT
EFT1042	05/03/2021	WA Local Government Association	Local Government Act Advanced Training	2090.00	MUNI	EFT
EFT1043	05/03/2021	Wyalkatchem Community Resource Centre	Monthly contribution - February 2021	2464.68	MUNI	EFT
EFT1044	05/03/2021	Wyalkatchem Tyre Service	Belts for Cement Mixer	37.00	MUNI	EFT
EFT1045	05/03/2021	Wylie News & Lotteries	Refreshments - Feb Council Meeting sandwiches	48.00	MUNI	EFT
EFT1046	12/03/2021	Garn Nominees Pty Ltd	Hire Road Train Side Tipper	19165.08	MUNI	EFT
EFT1047	12/03/2021	Boya Equipment	Rotating beacon, Inspection, and Licencing costs on new tractor	672.12	MUNI	EFT
EFT1048	12/03/2021	BossHealth Group Pty Ltd	Monthly Contract for EHO services - March 2021	3696.00	MUNI	EFT
EFT1049	12/03/2021	Park Motor Body Builders	Repairs to Isuzu 6x4 tipper truck, chassis, hoist etc	10010.00	MUNI	EFT
EFT1050	12/03/2021	Australia Post	Postage - February 2021	213.51	MUNI	EFT
EFT1051	12/03/2021	Blackwoods	Safety Glasses	166.45	MUNI	EFT
EFT1052	12/03/2021	TOLL Australia	Freight Service - 23/02/21 to 25/02/21	45.71	MUNI	EFT
EFT1053	12/03/2021	Dunnings	Bulk Diesel	9370.14	MUNI	EFT
EFT1054	12/03/2021	Kleenheat Gas	Rec Centre - yearly facility fees 2021	91.72	MUNI	EFT
EFT1055	12/03/2021	Landgate	Mining Tenement M2021/2 & Gross Rental Valuations - G2021/1	109.80	MUNI	EFT
EFT1056	12/03/2021	Specialised Tree Services	Tree pruning as per Western Power request.	7792.00	MUNI	EFT
EFT1057	19/03/2021	Wyalkatchem General Store	Refreshments - 05/01/21 to 15/01/21	418.71	MUNI	EFT
EFT1058	19/03/2021	Shred-X Pty Ltd	Collection and replacement of paper shredding bin	180.00	MUNI	EFT
EFT1059	19/03/2021	Truckworld Rental Australia P/L t/a AXLE Hire	Hire 2017 MAN Prime Mover	5848.00	MUNI	EFT
EFT1060	19/03/2021	Gary Thorpe	Logbook reimbursement - Feb 21	132.60	MUNI	EFT
EFT1061	19/03/2021	Dowerin Farm Shed	Irrigation parts - Medical Centre	88.80	MUNI	EFT

**LIST OF PAYMENTS MADE FOR THE MONTH OF MARCH 2021  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - APRIL 2021**

Ref No.	Date	Name	Description	Amount	Bank	
EFT1062	19/03/2021	Avon Valley Plant & Equipment Pty Ltd	Hire of semi water cart	19001.40	MUNI	EFT
EFT1063	19/03/2021	Kelly Anne Bending	Refund of cleaning and key bonds 180321	115.00	MUNI	EFT
EFT1064	19/03/2021	Yvettes Cakes And Grazing Tables	Catering for the community event	2000.00	MUNI	EFT
EFT1065	19/03/2021	Longham Enterprises	5640m3 of gravel	5640.00	MUNI	EFT
EFT1066	19/03/2021	G. Thorpe Enterprises Pty Ltd	Building maintenance - Contractor to support handyman	2748.08	MUNI	EFT
EFT1067	19/03/2021	Avon Waste	Weekly rubbish and recycling collection - Feb 21	4372.84	MUNI	EFT
EFT1068	19/03/2021	BOC Gases	Container Service Charges 29/01/21 - 25/02/21	57.44	MUNI	EFT
EFT1069	19/03/2021	Bunnings Midland	Building materials - Stock, 2a Slocum St, 22A Flint St, Depot, and Korrelocking Hall	737.54	MUNI	EFT
EFT1070	19/03/2021	Contract Aquatic Services - EFT	Monthly Contract fee - February 2021	18995.00	MUNI	EFT
EFT1071	19/03/2021	Wyalkatchem Electrical and Air conditioning Services	Electrical Services - Medical Centre	308.00	MUNI	EFT
EFT1072	19/03/2021	Nutrien Ag Solutions Ltd	Chemical for spraying - Roundup 20L	213.10	MUNI	EFT
EFT1073	19/03/2021	Liebherr-Australia Pty Ltd	Plant Parts - Front End Loader	700.70	MUNI	EFT
EFT1074	19/03/2021	Shire of Mt Marshall	NEWHealth Recoup 30/11/20 - 31/01/21	8402.72	MUNI	EFT
EFT1075	19/03/2021	WA Local Government Association	WALGA - Local Government Act Advanced Training	1045.00	MUNI	EFT
EFT1076	19/03/2021	Winc Australia Pty Ltd	Stationery - Key tags 50pk	21.09	MUNI	EFT
EFT1077	19/03/2021	Wyalkatchem Hotel	Integral Fire - Accommodation x 2 nights	160.00	MUNI	EFT
EFT1078	19/03/2021	Wyalkatchem Spraying Service	Spraying of Shire owned vacant land	640.00	MUNI	EFT
EFT1079	25/03/2021	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services - Pool Unblock shower drains	632.50	MUNI	EFT
EFT1080	25/03/2021	Perfect Computer Solutions Pty Ltd	IT consultancy - 08/03/21 to 12/03/21	170.00	MUNI	EFT
EFT1081	25/03/2021	Wyalkatchem General Store	Refreshments - Australia Day Event and Admin Office	485.15	MUNI	EFT
EFT1082	25/03/2021	K. E. Myers	Repairs to Railway Barracks	5940.00	MUNI	EFT
EFT1083	25/03/2021	Truckworld Rental Australia P/L t/a AXLE Hire	Plant Hire - Cleaning Man Prime Mover	222.78	MUNI	EFT
EFT1084	25/03/2021	Avtech Window Tinting	Window tinting 1.5m x 15m - Child Care Centre	726.00	MUNI	EFT
EFT1085	25/03/2021	G. Thorpe Enterprises Pty Ltd	Labour hire - 15/03/21 and 16/03/21	638.00	MUNI	EFT

**LIST OF PAYMENTS MADE FOR THE MONTH OF MARCH 2021  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - APRIL 2021**

Ref No.	Date	Name	Description	Amount	Bank	
EFT1086	25/03/2021	Bunnings Midland	Building Maintenance - Stock items	123.57	MUNI	EFT
EFT1087	25/03/2021	TOLL Australia	Freight Services - 17/05/19, 19/05/19, 26/07/19, & 08/12/20	132.95	MUNI	EFT
EFT1088	25/03/2021	Wyalkatchem Electrical and Air conditioning Services	Admin Office - Supply and Install of Hot water System and taps	6050.00	MUNI	EFT
EFT1089	25/03/2021	JR & A Hersey Pty Ltd	Uniforms - Outside staff	189.31	MUNI	EFT
EFT1090	25/03/2021	Petchell Mechanical	Mechanical Services - WM017	3393.58	MUNI	EFT
EFT1091	25/03/2021	Planwest	Planning advice - Wylie General and Flint St storm drain	605.00	MUNI	EFT
EFT1092	25/03/2021	St John Ambulance WA	First aid training - 12 April 2021	1280.00	MUNI	EFT
EFT1093	25/03/2021	T & E Services Pty Ltd	Medical Services - March 2021	31810.54	MUNI	EFT
EFT1094	25/03/2021	Traffic Force	Traffic management plan and site inspection	346.50	MUNI	EFT
EFT1095	25/03/2021	Wheatbelt Office & Business Machines	Black/White and Colour Copies - 03/02/21 to 16/03/21	543.40	MUNI	EFT
EFT1096	25/03/2021	Winc Australia Pty Ltd	Main Street Bins - 240L bin bags	131.56	MUNI	EFT
EFT1097	25/03/2021	Wyalkatchem Hotel	Refreshments for Council	204.00	MUNI	EFT
EFT1098	25/03/2021	Wyalkatchem Spraying Service	Weed spraying on town street verges	2280.00	MUNI	EFT
EFT1099	30/03/2021	Australian Taxation Office	BAS - February 2021	21805.00	MUNI	EFT
EFT1100	30/03/2021	ATO Small Business Super Clearing House	Superannuation contributions	35833.34	MUNI	EFT
DD1426.1	01/03/2021	Westnet	Email hosting - 19/12/2020 to 19/01/2021	107.24	MUNI	DD
DD1426.2	01/03/2021	Crisp Wireless	Internet Services - Admin Office, 57 Flint St, 1 Slocum St, 51 Flint St, 43 Wilson St	625.90	MUNI	DD
DD1428.1	03/03/2021	Water Corporation.	Water Charges - Town Hall	10333.35	MUNI	DD
DD1428.2	03/03/2021	Water Corporation.	Water Charges - Swimming Pool	7842.25	MUNI	DD
DD1428.3	03/03/2021	Synergy	Electricity Charges - Terminal Building	203.46	MUNI	DD
DD1431.1	11/03/2021	Telstra	Telephone Charges - Feb 2021	405.16	MUNI	DD
DD1433.1	17/03/2021	Foxtel	Foxtel Charges - 57 Flint St	154.00	MUNI	DD
DD1435.1	21/03/2021	Telstra	Mobile Charges	116.60	MUNI	DD

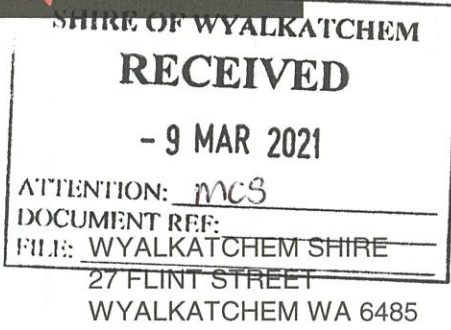
**LIST OF PAYMENTS MADE FOR THE MONTH OF MARCH 2021  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - APRIL 2021**

Ref No.	Date	Name	Description	Amount	Bank	
DD1435.2	22/03/2021	BP Australia Pty Ltd	Fuel Charges - Fuel Card Feb 2021	270.25	MUNI	DD
DD1440.1	25/03/2021	Synergy	Electricity Charges - Street lights Feb 2021	2547.79	MUNI	DD
DD1441.1	04/03/2021	NAB	Credit Card - Feb 2021	471.88	MUNI	DD
DD1446.1	30/03/2021	Synergy	Electricity Charge - Terminal Building	221.75	MUNI	DD
DD1448.1	31/03/2021	Fuji Xerox	Printer Lease - 23/03/21 to 22/04/21	317.02	MUNI	DD
DD1448.2	31/03/2021	Treasury Corp	Loan Repayment - Loan 73	12486.59	MUNI	DD
16889	11/03/2021	Shire of Wyalkatchem - Petty Cash	Payment for junior wait staff at community event	240.00	MUNI	CHQ
JNL	02/03/2021	Payroll	Payroll	31875.05	MUNI	JNL
JNL	16/03/2021	Payroll	Payroll	27777.69	MUNI	JNL
JNL	30/03/2021	Payroll	Payroll	30867.88	MUNI	JNL

**\$377,468.26**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$377,468.26</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b><u>\$377,468.26</u></b>





Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

Statement Period

29 January 2021 to 26 February 2021

Company Account No:

4557 0498 0000 4281

Facility Limit:

\$13,000

**Your Account Summary**

Balance from previous statement	\$154.00 DR
Payments and other credits	\$154.00 CR
Purchases, cash advances and other debits	\$453.88 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$471.88 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$471.88 WILL BE  
CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
04/03/2021 AS PER OUR AGREEMENT.**

057/21/01/M03981/S012915/025829

see reverse for transaction details



## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Feb 2021	\$154.00 CR	DIRECT DEBIT PAYMENT	74557041033
Total for this Period:	\$154.00 CR		



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



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



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

## Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3810-1662	MR STEPHEN DAVID TIN	\$5,000	\$0.00	\$0.00	\$9.00	\$9.00
4557-0455-3813-4705	MR PETER JAMES KLEIN	\$13,000	\$0.00	\$453.88	\$9.00	\$462.88
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$154.00 CR	\$0.00	\$0.00	\$154.00 CR
			\$154.00 CR	\$453.88 DR	\$18.00 DR	\$317.88 DR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%

EFFECTIVE 31.03.21 THE NAB COMMERCIAL CARDS UNAUTHORISED TRANSACTION INSURANCE POLICY HAS BEEN REWRITTEN WITHOUT SUBSTANTIAL CHANGE TO COVER AVAILABLE. FOR DETAILS AND NEW BOOKLET GO TO NAB.COM.AU. INSURER ALLIANZ AUSTRALIA INSURANCE LTD AFSL 234708 AND ISSUER AWP AUSTRALIA PTY LTD AFSL 245631 REMAIN. INSURANCE IS NOT GUARANTEED BY NAB.



**HOW TO QUERY A TRANSACTION**

**IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING  
NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.**

**TO QUERY A CHARGE, CALL 13 10 12. A DELAY IN NOTIFYING NAB  
MAY IMPACT NAB'S ABILITY TO QUERY A TRANSACTION ON YOUR  
BEHALF. FOR MORE INFO, SEE [NAB.COM.AU/QUERYATRANSACTION](http://NAB.COM.AU/QUERYATRANSACTION)**



**SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 JANUARY TO 26 FEBRUARY 2021**

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-1662			
26/02/2021	NAB	Card fee	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 9.00

I, Tegan Maitland, Finance Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Tegan Maitland

29/03/2021



Statement for

## NAB Business Visa

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

### Cardholder Details

Cardholder Name: MR STEPHEN DAVID TINDALE  
Account No: 4557 0455 3810 1662  
Statement Period: 29 January 2021 to 26 February 2021  
Cardholder Limit: \$5,000

### Transaction record for: MR STEPHEN DAVID TINDALE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
26 Feb 2021	\$9.00	CARD FEE	credit card fee				74557041057
Total for this period	\$9.00		Totals				

### Employee declaration

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

Cardholder signature: \_\_\_\_\_

Date: 29/03/21



SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 JANUARY TO 26 FEBRUARY 2021

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
4/02/2021	SMS Broadcast Pty Ltd	SMS credits for online text service	\$ 286.00
12/02/2021	Canva Pty Limited	Annual Subscription for Shire newsletter creation	\$ 167.88
26/02/2021	NAB	Card fee	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 462.88

I, Tegan Maitland, Finance Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Tegan Maitland

29/3/2021  
~~8/10/2020~~





Statement for

## NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

### Cardholder Details

Cardholder Name: MR PETER JAMES KLEIN  
Account No: 4557 0455 3813 4705  
Statement Period: 29 January 2021 to 26 February 2021  
Cardholder Limit: \$13,000

### Transaction record for: MR PETER JAMES KLEIN

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Feb 2021	\$286.00	SMS Broadcast Pty Ltd Melbourne	SMS credits for test service online				74773881034
12 Feb 2021	\$167.88	Canva Pty Limited Sydney	Annual Subscription for Newsletter creation.				74071911042
26 Feb 2021	\$9.00	CARD FEE	Credit card Fee				74557041057
Total for this period	\$462.88		Totals				

### Employee declaration

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

Cardholder signature: \_\_\_\_\_

Date: 29/03/21

057/21/01/M03981/S012918/1025835



**SHIRE OF WYALKATCHEM****MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
FOR THE PERIOD ENDED 31 MARCH 2021**

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

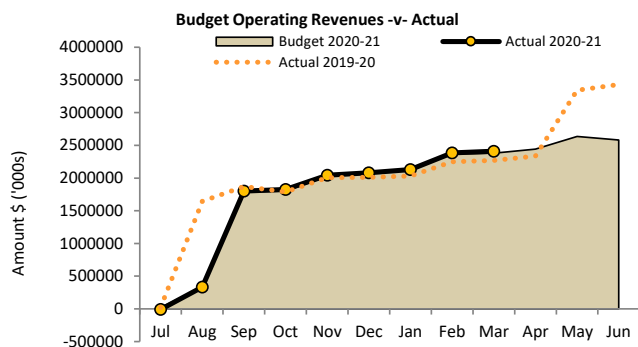
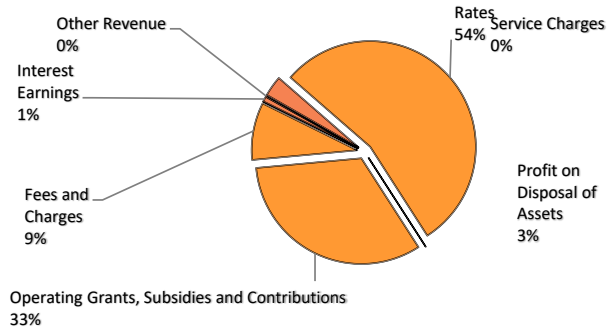
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Note 2      Explanation of Material Variances	6
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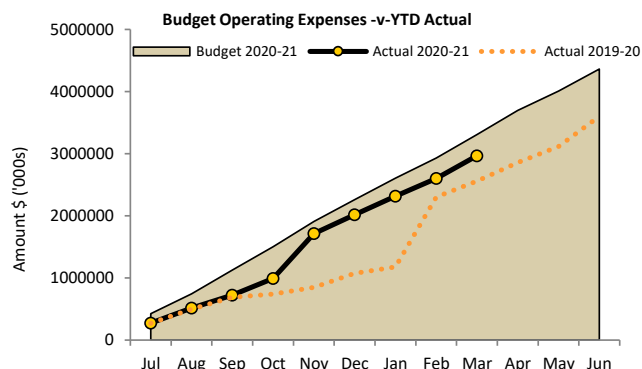
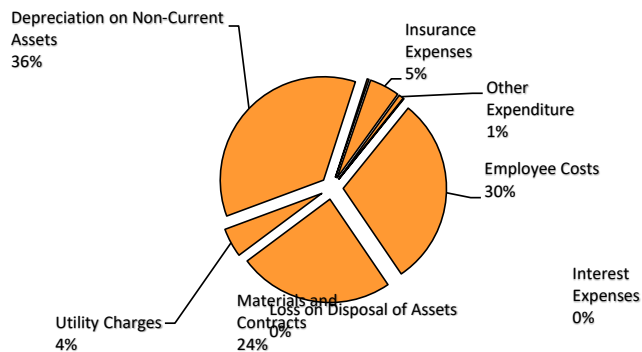


## OPERATING ACTIVITIES

### OPERATING REVENUE

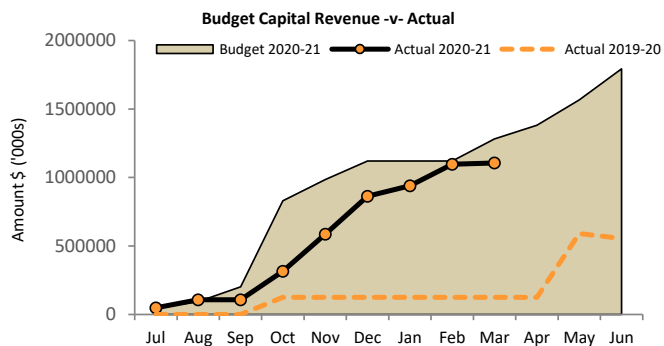


### OPERATING EXPENSES

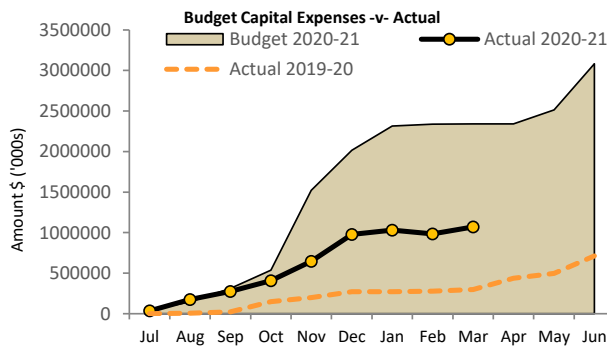


## INVESTING ACTIVITIES

### CAPITAL REVENUE



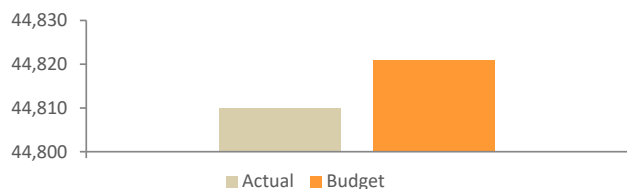
### CAPITAL EXPENSES



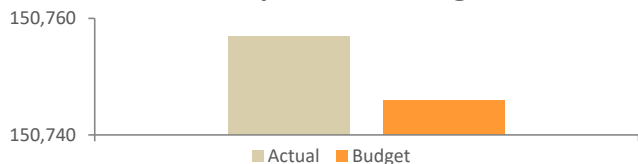
## FINANCING ACTIVITIES

### BORROWINGS

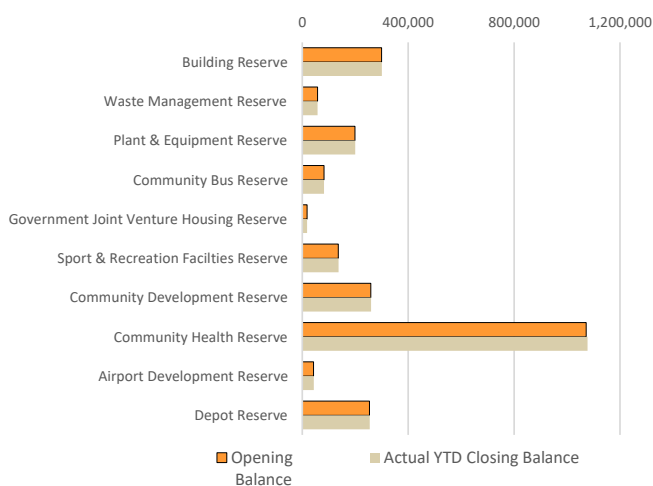
#### Principal Repayments



#### Principal Outstanding



### RESERVES





**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**FOR THE PERIOD ENDED 31 MARCH 2021**
**BY PROGRAM**

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	0	REG 34(1)(d)	REG 34(1)(d)	
	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)		Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$		\$	%	
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,795,837	1,795,837	<b>1,795,837</b>		0	0.00%	
<b>Revenue from operating activities</b>									
General purpose funding - general rates	9	1,310,202	1,310,202	1,318,571	<b>1,314,203</b>		(4,368)	(0.33%)	
General purpose funding - other		757,891	757,891	553,089	<b>574,280</b>		21,191	3.83%	
Law, order and public safety		25,681	25,681	20,635	<b>16,929</b>		(3,706)	(17.96%)	
Health		62,146	62,146	41,431	<b>45,365</b>		3,934	9.49%	
Housing		67,400	67,400	50,544	<b>47,411</b>		(3,133)	(6.20%)	
Community amenities		111,829	111,829	110,229	<b>104,973</b>		(5,256)	(4.77%)	
Recreation and culture		15,100	15,100	14,978	<b>1,697</b>		(13,281)	(88.67%)	▼
Transport		129,210	129,210	154,210	<b>144,446</b>		(9,764)	(6.33%)	
Economic services		21,800	45,633	46,209	<b>73,489</b>		27,280	59.04%	▲
Other property and services		45,225	55,025	45,772	<b>87,720</b>		41,948	91.65%	▲
		<b>2,546,484</b>	<b>2,580,117</b>	<b>2,355,668</b>	<b>2,410,513</b>		54,845		
<b>Expenditure from operating activities</b>									
Governance		(597,829)	(597,829)	(463,129)	<b>(327,979)</b>		135,150	29.18%	▲
General purpose funding		(91,511)	(91,511)	(61,317)	<b>(56,491)</b>		4,826	7.87%	
Law, order and public safety		(94,735)	(94,735)	(74,722)	<b>(68,454)</b>		6,268	8.39%	
Health		(266,822)	(266,822)	(200,820)	<b>(204,919)</b>		(4,099)	(2.04%)	
Education and welfare		(54,910)	(54,910)	(46,163)	<b>(45,297)</b>		867	1.88%	
Housing		(188,415)	(188,415)	(132,806)	<b>(118,300)</b>		14,506	10.92%	▲
Community amenities		(190,509)	(190,509)	(139,410)	<b>(129,125)</b>		10,285	7.38%	
Recreation and culture		(941,238)	(1,041,238)	(733,578)	<b>(666,157)</b>		67,421	9.19%	
Transport		(1,510,650)	(1,510,650)	(1,154,354)	<b>(950,333)</b>		204,021	17.67%	▲
Economic services		(255,335)	(279,168)	(218,069)	<b>(223,903)</b>		(5,834)	(2.68%)	
Other property and services		(47,155)	(47,155)	(82,103)	<b>(176,418)</b>		(94,315)	(114.87%)	▼
		<b>(4,239,109)</b>	<b>(4,362,942)</b>	<b>(3,306,471)</b>	<b>(2,967,377)</b>		339,094		
Less: Profit on asset disposals	6	(25,225)	(35,025)	(35,025)	<b>(75,335)</b>		(40,310)	115.09%	
Add: Loss on disposal of assets	6	9,883	9,883	9,883	<b>3,000</b>		(6,883)	(69.64%)	
Adjust: Movement In Deferred Rates (Non- Current)	0	0	0	0	<b>(607)</b>		(607)	0.00%	
Add: Depreciation on assets		1,378,678	1,378,678	1,033,911	<b>1,057,489</b>		23,578	2.28%	
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(429,289)</b>	<b>57,966</b>	<b>427,682</b>		<b>370,323</b>		
<b>Investing Activities</b>									
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,741,818	1,281,818	<b>1,105,970</b>		(175,848)	(13.72%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0		0	<b>(440,354)</b>		(440,354)	0.00%	
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,793,333</b>	<b>1,281,818</b>	<b>665,616</b>		(616,202)	(48.07%)	
Proceeds from disposal of assets	6	107,000	107,000	122,000	<b>149,609</b>		27,609	22.63%	▲
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,082,801)	(2,341,386)	<b>(1,200,393)</b>		1,140,993	48.73%	▲
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,182,468)</b>	<b>(937,568)</b>	<b>(385,169)</b>		552,399		
<b>Financing Activities</b>									
Payments for principal portion of lease liabilities		(3,368)	(3,368)	(2,240)	<b>(2,240)</b>		0	0.00%	
Repayment of debentures	12	(44,821)	(44,821)	(44,810)	<b>(44,810)</b>		0	0.00%	
Principal elements on self supporting loan			0	0	<b>0</b>				
Transfer to reserves	4	(135,891)	(135,891)	(10,706)	<b>(10,706)</b>		0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(184,080)</b>	<b>(184,080)</b>	<b>(57,756)</b>	<b>(57,756)</b>		0		
<b>Closing funding surplus / (deficit)</b>	1	<b>0</b>	<b>0</b>	<b>858,479</b>	<b>1,780,595</b>				

**KEY INFORMATION**

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated

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

**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**FOR THE PERIOD ENDED 31 MARCH 2021**
**BY NATURE OR TYPE**

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note								
		\$	\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,795,837	1,795,837	<b>1,795,837</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Rates	9	1,318,571	1,318,571	1,318,571	<b>1,314,203</b>	(4,368)	(0.33%)	
Operating grants, subsidies and contributions	8	1,005,669	1,005,669	802,741	<b>786,509</b>	(16,232)	(2.02%)	
Fees and charges		172,479	196,312	186,755	<b>211,500</b>	24,745	13.25%	▲
Interest earnings		20,490	20,490	8,540	<b>18,627</b>	10,087	118.11%	▲
Other revenue		4,050	4,050	4,036	<b>4,340</b>	304	7.53%	
Profit on disposal of assets	6	25,225	35,025	35,025	<b>75,335</b>	40,310	115.09%	▲
		<b>2,546,484</b>	<b>2,580,117</b>	<b>2,355,668</b>	<b>2,410,513</b>	54,845		
<b>Expenditure from operating activities</b>								
Employee costs		(1,152,935)	(1,162,935)	(884,016)	<b>(880,363)</b>	3,653	0.41%	
Materials and contracts		(1,315,236)	(1,429,069)	(1,053,703)	<b>(720,895)</b>	332,808	31.58%	▲
Utility charges		(184,590)	(184,590)	(138,207)	<b>(135,017)</b>	3,190	2.31%	
Depreciation on non-current assets		(1,378,678)	(1,378,678)	(1,033,911)	<b>(1,057,489)</b>	(23,578)	(2.28%)	
Interest expenses		(10,707)	(10,707)	(10,688)	<b>(8,516)</b>	2,172	20.32%	
Insurance expenses		(142,702)	(142,702)	(142,702)	<b>(139,708)</b>	2,994	2.10%	
Other expenditure		(44,378)	(44,378)	(33,361)	<b>(22,390)</b>	10,972	32.89%	▲
Loss on disposal of assets	6	(9,883)	(9,883)	(9,883)	<b>(3,000)</b>	6,883	69.64%	
		<b>(4,239,109)</b>	<b>(4,362,942)</b>	<b>(3,306,471)</b>	<b>(2,967,377)</b>	339,094		
<b>Non-cash amounts excluded from operating activities</b>								
Less: Profit on asset disposals	6	(25,225)	(35,025)	(35,025)	<b>(75,335)</b>	(40,310)	115.09%	
Add: Loss on disposal of assets	6	9,883	9,883	9,883	<b>3,000</b>	(6,883)	(69.64%)	
Adjust: Movement In Deferred Rates (Non- Current)		0	0	0	<b>(607)</b>			
Add: Depreciation on assets		1,378,678	1,378,678	1,033,911	<b>1,057,489</b>	23,578	2.28%	
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(429,289)</b>	<b>57,966</b>	<b>427,682</b>	377,206		
<b>Investing activities</b>								
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,793,333	1,281,818	<b>1,105,970</b>	(175,848)	(13.72%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0		0	<b>(440,354)</b>			
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,793,333</b>	<b>1,281,818</b>	<b>665,616</b>			
Proceeds from disposal of assets	6	107,000	107,000	122,000	<b>149,609</b>	27,609	22.63%	▲
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,082,801)	(2,341,386)	<b>(1,200,393)</b>	1,140,993	48.73%	▲
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,182,468)</b>	<b>(937,568)</b>	<b>(385,169)</b>	552,399		
<b>Financing Activities</b>								
Payments for principal portion of lease liabilities		(3,368)	(3,368)	(2,240)	<b>(2,240)</b>	0	0.00%	
Repayment of debentures	12	(44,821)	(44,821)	(44,810)	<b>(44,810)</b>	0	0.00%	
Transfer to reserves	4	(135,891)	(135,891)	(10,706)	<b>(10,706)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(184,080)</b>	<b>(184,080)</b>	<b>(57,756)</b>	<b>(57,756)</b>	0		
<b>Closing funding surplus /(deficit) REG 34(1)(e)</b>	1	<b>0</b>	<b>0</b>	<b>858,479</b>	<b>1,780,595</b>	922,116		

**KEY INFORMATION**

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is greater.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

## Note 1

## Explanation of the composition of net current assets

	Notes	Last Years Actual Closing 30/6/2020	Adopted Budget	This time 2 months ago 30/11/2020	This time last month 28/02/2021	YTD Actual (b) 31/03/2021
		\$	\$	\$	\$	\$
<b>Net current assets used in the Statement of Financial Activity</b>						
<b>Current assets</b>						
Cash and cash equivalents	3	1,895,387	1,888,758	2,364,195	2,403,496	2,112,816
Cash backed Reserves		2,420,620	2,418,761	2,422,410	2,431,325	2,431,325
Rates receivables	10	46,860	46,860	381,421	171,122	152,263
Receivables	10	88,284	101,995	26,986	88,537	58,270
Inventories		3,626	3,626	87	5,569	4,640
<b>Total Current assets</b>		<b>4,471,519</b>	<b>4,460,000</b>	<b>5,195,099</b>	<b>5,100,049</b>	<b>4,759,314</b>
<b>Less: Current liabilities</b>						
Payables		(140,232)	(134,821)	(38,847)	(73,545)	(38,557)
Contract liabilities	7	(48,587)	(48,587)	0	0	(440,354)
Borrowings	12	(44,822)	(44,822)	(22,724)	(10,724)	(12)
Lease liabilities	13	(3,368)	(3,368)	(3,368)	(3,368)	(1,128)
Employee Provisions		(114,830)	(114,830)	(114,829)	(114,829)	(114,830)
<b>Total Current liabilities</b>		<b>(351,839)</b>	<b>(346,428)</b>	<b>(179,768)</b>	<b>(202,465)</b>	<b>(594,881)</b>
<b>Net Currents Assets</b>		<b>4,119,680</b>	<b>4,113,572</b>	<b>5,015,331</b>	<b>4,897,584</b>	<b>4,164,433</b>
<b>Less: Adjustments to net current assets</b>						
Less: Reserves - restricted cash	4	(2,420,620)	(2,418,761)	(2,422,410)	(2,418,761)	(2,431,325)
Add: Contract liabilities (Grants received but not spent)	7	48,587	0	0	0	440,354
Add: Movement in Contract Liabilities		0	0	0	0	(391,767)
Add: Borrowings included in Budget	12	44,822	44,823	22,724	10,724	12
Add: Lease liabilities included in Budget	13	3,368	3,368	3,368	3,368	(1,112)
<b>Total adjustments to net current assets</b>		<b>(2,323,843)</b>	<b>(2,370,570)</b>	<b>(2,396,319)</b>	<b>(2,404,670)</b>	<b>(2,383,838)</b>
<b>Closing funding surplus / (deficit) (NET CURRENT ASSETS)</b>		<b>1,795,837</b>	<b>1,743,002</b>	<b>2,619,013</b>	<b>2,492,914</b>	<b>1,780,595</b>

## CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

**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 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated by the symbols ▲ ▼

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Recreation and culture	(13,281)	(88.67%)	▼ Timing	\$13,000 in grants budget timing
Economic services	27,280	59.04%	▲ Permanent	Barracks booking extended invoice sent for March. Extra claim for Pioneer Pathways not budgeted for.
Other property and services	41,948	91.65%	▲ Permanent	Insurance credits up by 4K, Workers Comp Reimbursement over budget by 17K, Private Works under budget by 6k Profit on disposal of asset up by \$14k
<b>Expenditure from operating activities</b>				
Governance	135,150	29.18%	▲ Timing	Audit fees down 28k Compliance\review exp down 52k, Admin Alloc members down 28k
Housing	14,506	10.92%	▲ Timing	Varies variances amongst properties
Transport	204,021	17.67%	▲ Timing	Maintenance grading down 200k
Other property and services	(94,315)	(114.87%)	▼ Timing	various overhead accounts due to timing.
<b>Non-cash amounts excluded from operating activities</b>				
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(175,848)	(13.72%)	▼ Timing	Budgeted to have received all of RRG and LGRIC timing.
Proceeds from disposal of assets	27,609	22.63%	▲ Permanent	Refer to Asset disposals Note for Details
Payments for property, plant and equipment and infrastructure	1,140,993	48.73%	▲ Timing	Refer to Capital expenditure Note 5 for Details

## SHIRE OF WYALKATCHEM

### SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 31 MARCH 2021

The Local Government (Financial Management) Regulations provide at 34.(2) that:  
(2) Each Statement of financial activity is to be accompanied by documents containing —  
(c) such other supporting information as is considered relevant by the local government;  
as such the following supporting information is provided.

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES

Note 3

CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	2,112,626		2,112,626	0	NAB		
Municipal Investment	Cash and cash equivalents	0		0	0	NAB		
Trust Bank Account	Cash and cash equivalents	0		0	0	NAB		
Reserve Investment Account	Cash and cash equivalents		2,431,325	2,431,325	0	NAB	0.28%	16/05/2021
<b>Total</b>		<b>2,112,626</b>	<b>2,431,325</b>	<b>4,543,951</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,112,626	2,431,325	4,543,951	0			
		<b>2,112,626</b>	<b>2,431,325</b>	<b>4,543,951</b>	<b>0</b>			

KEY INFORMATION

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

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES**  
**Note 4**  
**CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	299,125	1,346	1,323	0	0	0	0	300,471	300,448
Waste Management Reserve	57,261	258	253	0	0	0	0	57,519	57,514
Plant & Equipment Reserve	199,402	897	882	25,000	0	0	0	225,299	200,284
Community Bus Reserve	82,189	370	364	0	0	0	0	82,559	82,553
Government Joint Venture Housing Reserve	18,413	83	82	0	0	0	0	18,496	18,495
Sport & Recreation Facilities Reserve	135,989	612	601	40,000	0	0	0	176,601	136,590
Community Development Reserve	258,945	1,165	1,145	60,000	0	0	0	320,110	260,090
Community Health Reserve	1,072,704	4,826	4,744	0	0	0	0	1,077,530	1,077,448
Airport Development Reserve	42,930	193	190	0	0	0	0	43,123	43,120
Depot Reserve	253,661	1,141	1,122	0	0	0	0	254,802	254,783
	<b>2,420,620</b>	<b>10,891</b>	<b>10,706</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,556,510</b>	<b>2,431,325</b>

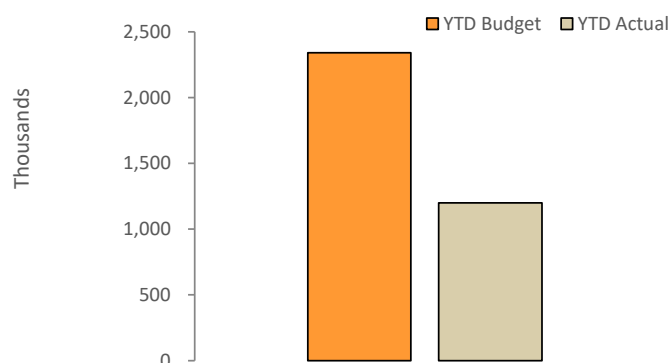
**KEY INFORMATION**

CAPITAL ACQUISITIONS SUMMARY

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Amended Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	268,216	268,216	56,325	(211,891)
Plant & Equipment	463,250	463,250	302,080	(161,170)
Roads	1,006,672	902,226	356,677	(545,549)
Other Infrastructure	1,344,663	707,694	485,311	(222,383)
<b>Payments for Capital Acquisitions</b>	<b>3,082,801</b>	<b>2,341,386</b>	<b>1,200,393</b>	<b>(1,140,993)</b>
<b>Total Capital Acquisitions</b>	<b>3,082,801</b>	<b>2,341,386</b>	<b>1,200,393</b>	<b>(1,140,993)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,741,818	1,281,818	1,105,970	(175,848)
Other (disposals & C/Fwd)	107,000	122,000	149,609	27,609
Contribution - operations	1,233,983	937,568	(55,185)	(992,753)
<b>Capital funding total</b>	<b>3,082,801</b>	<b>2,341,386</b>	<b>1,200,393</b>	<b>(1,140,993)</b>

SIGNIFICANT ACCOUNTING POLICIES

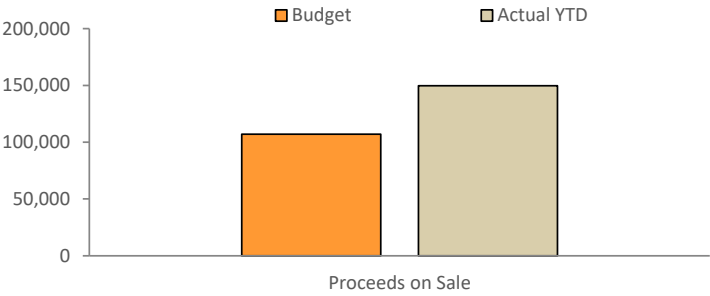
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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





			Adopted					
Account	Job	Account Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land & Buildings								
4080310	BC0002	Child Care Centre (LGRIC funded)	100,000	100,000	100,000	3,069	(96,931)	
4090110	BC0005	2 Slocum Street	20,000	31,214	31,214	31,315	101	Completed
4090110	BC0006	2a Slocum Street	15,000	15,000	15,000	0	(15,000)	
4110310	BC0001	P&G Storage	20,283	20,283	20,283	0	(20,283)	
4110610	BC0007	Museum - Storage and Display Shed (LGRIC funded)	80,000	80,000	80,000	0	(80,000)	
4130210	CB029	Barracks Building Capital Expense	10,000	21,719	21,719	21,942	223	Completed
			245,283	268,216	268,216	56,325	(211,891)	
Plant & Equipment								
4070730	PC003	Doctors Vehicle Replacement	65,000	65,000	65,000	47,213	(17,787)	Completed
4120330	PC0100	Crew Cab Tipper Truck Replacement	120,000	120,000	120,000	0	(120,000)	Due March 21
4140230	PC001	CEO Vehicle Capital	65,000	65,000	65,000	65,123	123	Completed
4140330	PC0001	Works Manager Vehicle Replacement	55,000	55,000	55,000	50,250	(4,750)	Completed
4140330	PC0005	New Tractor	50,250	50,250	50,250	44,532	(5,718)	Completed
4140330	PC0006	New Mini Excavator	55,000	55,000	55,000	53,000	(2,000)	Completed
4120330	PC0007	Town Garden Crew Utility	53,000	53,000	53,000	41,962	(11,038)	Completed
			463,250	463,250	463,250	302,080	(161,170)	
Roads								
4120140	R2R011	R2R - Davies Road	180,000	180,000	180,000	173,483	(6,517)	
4120140	R2R03	R2R - Elsegood Rd	105,000	136,115	136,115	141,317	5,202	Completed
4120140	R2R116	R2R - Lindsay Street	140,000	0	0	0	0	
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	413,190	413,190	413,190	37,658	(375,532)	
4120140	RRG132	RRG Tammin - Wyalkatchem Road	172,921	172,921	172,921	4,218	(168,703)	
4120142	CO999	Council Funded Roadworks Budget	235,112	104,446	0	0	0	
			1,246,223	1,006,672	902,226	356,677	(545,549)	
Other Infrastructure								
4100790	CIO007	Cemetery Improvements	38,000	38,000	38,000	4,651	(33,349)	
4110390	CIO003	Tennis Court Redevelopment (Capital)	583,642	583,642	583,642	469,675	(113,967)	Complete
4110390	CIO008	Rec Centre Electricity Upgrade	8,000	8,000	8,000	6,041	(1,959)	Complete
4110390	CIO009	Water tank for Rec Centre	10,000	10,000	10,000	0	(10,000)	
4110390	CIO010	Community Club Upgrades	100,000	0	0	0	0	
4120190	CIO005	Reconstruction of Eastern Channel	144,453	174,728	0	0	0	
4120190	CIO006	Flint and Gamble Intersection-Stormwater redirection to town	148,866	389,559	0	0	0	
4130890	CIO004	Town Beautification/Upgrades (LGRIC funded)	90,734	140,734	68,052	4,944	(63,108)	
			1,123,695	1,344,663	707,694	485,311	(222,383)	
			3,078,451	3,082,801	2,341,386	1,200,393	(1,140,993)	

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>General purpose funding</b>								
	Land - Lot 19 Honour Ave			0	0	6,000	3,000	0	(3,000)
	<b>Health</b>								
	Doctors Mazda	25,153	20,000	0	(5,153)	24,545	34,545	10,000	0
	<b>Other property and services</b>								
	WM00 Toyota Corolla 2015	5,775	14,000	8,225	0	2,323	11,818	9,495	0
	Works Manager Toyota Hilux	29,730	25,000	0	(4,730)	28,617	42,727	14,110	0
	Isuzu CrewCab Tipper Truck	5,000	20,000	15,000	0			0	0
	New Holland Tractor	13,000	15,000	2,000	0	13,000	45,700	32,700	0
	PWM012 Isuzu Single cab ute	3,200	13,000	9,800	0	2,788	11,818	9,030	0
		<b>81,858</b>	<b>107,000</b>	<b>35,025</b>	<b>(9,883)</b>	<b>77,273</b>	<b>149,609</b>	<b>75,335</b>	<b>(3,000)</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

Note 7

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue								
	Type	Provider	Adopted Budget Revenue	Amended Budget	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Unspent Grants Contract Liability Actual
			\$		\$	\$	\$	\$
Non-operating grants and subsidies								
Governance								
GEN PUR - Other Grants	Tied	LGRIC	320,734	547,490	320,734	170,367	4,944	165,423
Community amenities								
STORM - Grants	Tied	State	200,000	179,759	0	0		0
COM AMEN - Other Cemetery Income	Tied	Friends of the Cemetery	4,000	4,000	4,000	0		0
Recreation and culture								
REC - Non- Operating Contributions	Tied	Tennis Club	107,000	107,000	107,000	75,440	0	0
REC - Grants	Tied	Tennis Aust/CSRFF	294,347	294,347	294,347	263,656	469,675	0
Transport								
ROADC - Regional Road Group Grants (MRWA)	Tied	Main Roads WA	390,737	390,737	390,737	312,590	37,658	274,931
ROADC - Roads to Recovery Grant	Tied	DIAP - Commonwealth	425,000	270,000	165,000	283,917	314,800	0
			1,741,818	1,793,333	1,281,818	1,105,970	827,078	440,354

Operating grants, subsidies and contributions revenue							
Provider	Type	Adopted Budget Revenue	Revised Budget	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Contract Liability Actual
		\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>							
<b>General purpose funding</b>							
GEN PUR - Financial Assistance Grant - Gener	Untied	525,404	525,404	419,053	399,488	n/a	n/a
GEN PUR - Financial Assistance Grant - Roads	Untied	198,128	198,128	148,596	152,911	n/a	n/a
<b>Law, order, public safety</b>							
ESL BFB - Operating Grant		20,181	20,181	15,135	11,587	n/a	n/a
<b>Recreation and culture</b>							
OTH CUL - Grants - Other Culture		13,000	13,000	13,000	0	0	0
<b>Transport</b>							
ROADM - Street Lighting Subsidy	Untied	1,600	1,600	1,600	0	n/a	n/a
ROADM - Direct Road Grant (MRWA)	Untied	110,610	110,610	110,610	110,610	n/a	n/a
		<b>868,923</b>	<b>868,923</b>	<b>707,994</b>	<b>674,595</b>	<b>0</b>	<b>0</b>
<b>Reimbursement Contribution</b>							
<b>Governance</b>							
RATES - Reimbursement of Debt Collection Cr	Untied	3,500	3,500	0	0	n/a	n/a
<b>Health</b>							
OTH HEALTH - Contributions, Donations & Re	Untied	62,146	62,146	41,431	34,893	n/a	n/a
<b>Housing</b>							
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St		0	0	0	1,216	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 2	Untied	0	0	0	2,154	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 5	Untied	0	0	0	120	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 4	Untied	0	0	0	1,077	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	34,000	34,000	25,497	709	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joint	Untied	10,000	10,000	7,497	635	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 2	Untied	0	0	0	98	n/a	n/a
<b>Economic services</b>							
ECONOM - Other Fees & Charges	Untied	100	100	72	0	n/a	n/a
TOUR - Barracks Fees and Charges	Untied	0	0	0	7,625	n/a	n/a
TOUR - Other Fees & Charges Income	Untied	0	0	0	9,310	n/a	n/a
<b>Other property and services</b>							
ADMIN - Fees & Charges	Untied	2,000	2,000	1,503	5,686	n/a	n/a
PWO - Other Reimbursements	Untied	0	0	0	3,147	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	15,000	15,000	11,250	16,717	n/a	n/a
SAL - Reimbursement - Workers Compensatic	Untied	10,000	10,000	7,497	28,528	n/a	n/a
		<b>136,746</b>	<b>136,746</b>	<b>94,747</b>	<b>111,914</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>1,005,669</b>	<b>1,005,669</b>	<b>802,741</b>	<b>786,509</b>	<b>0</b>	<b>0</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES

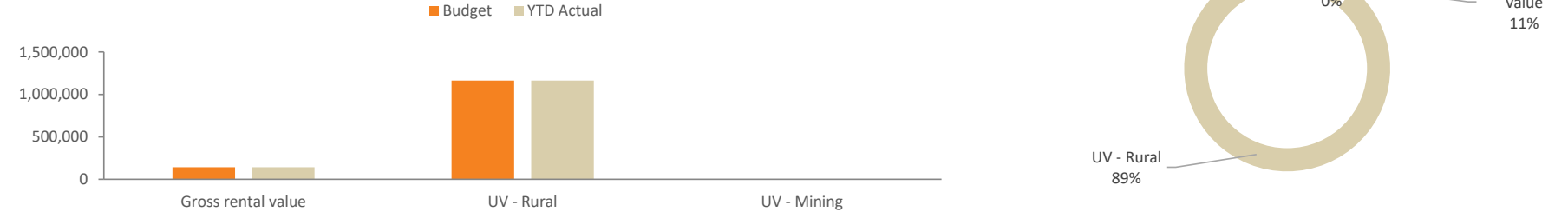
Note9

RATE REVENUE

General rate revenue	Budget						YTD Actual				Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Gross rental value	0.10504	250	1,347,760	141,569	0	0	141,569	142,064	0	0	142,064
<b>Unimproved value</b>											
UV - Rural	0.01642	229	70,761,000	1,162,108	0	0	1,162,108	1,161,558	0	0	1,161,558
UV - Mining	0.01642	0	0	0	0	0	0			0	0
Sub-Total		479	72,108,760	1,303,676	0	0	1,303,677	1,303,622	0	0	1,303,622
<b>Minimum payment</b>	Minimum \$										
<b>Gross rental value</b>											
GRV - Wyalkatchem	495	55	82,280	27,225	0	0	27,225	27,225	(207)	0	27,018
<b>Unimproved value</b>											
UV - Rural	550	17	273,100	9,350	0	0	9,350	9,350	0	0	9,350
UV - Mining	550	9	17,151	4,950	0	0	4,950	4,950	530	579	6,059
Sub-total		81	372,531	41,525	0	0	41,525	41,525	323	579	42,427
Discount							(35,000)				(40,270)
<b>Amount from general rates</b>							1,310,202				1,305,779
Ex-gratia rates							8,424				8,424
<b>Total general rates</b>							1,318,626				1,314,203

KEY INFORMATION

Rate Revenue by Rate Type



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

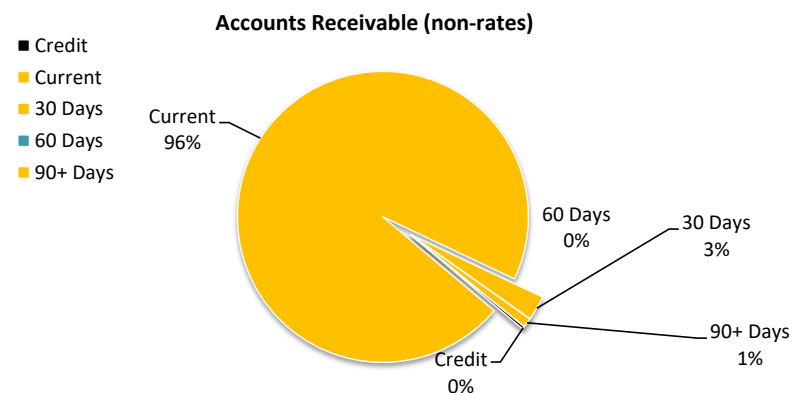
**OPERATING ACTIVITIES  
Note 10  
RECEIVABLES**

Rates receivable	30 June 2020	31 Mar 2021
	\$	\$
Opening arrears previous years	152,263	46,860
Levied this year	1,314,203	1,314,203
Less - collections to date	(1,419,606)	(1,208,800)
Equals current outstanding	<b>46,860</b>	<b>152,263</b>
<b>Net rates collectable</b>	<b>46,860</b>	<b>152,263</b>
% Collected	96.8%	88.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	128	38,374	1,110	0	416	40,027
Percentage	0.3%	95.9%	2.8%	0%	1%	
<b>Balance per trial balance</b>						
Sundry receivable	128	38,374	1,110	0	416	40,027
GST receivable	0	16,996	0	0	0	16,996
Pensioner rebate	0	1,247	0	0	0	1,247
<b>Total receivables general outstandi</b>	<b>128</b>	<b>56,617</b>	<b>1,110</b>	<b>0</b>	<b>416</b>	<b>58,270</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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

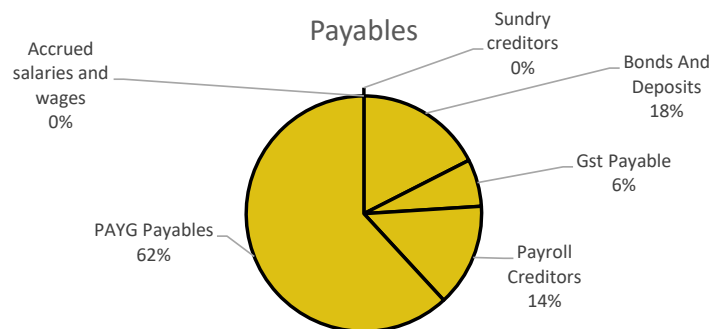


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	0	0	0	0	0
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	6,677	0	0	0	6,677
Gst Payable	0	2,471	0	0	0	2,471
Payroll Creditors	0	5,391	5,391	0	0	5,391
PAYG Payables	0	23,580	0	0	0	23,580
Other Payables	0	168	0	0	0	168
<b>Total payables general outstanding</b>						<b>38,287</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**FINANCING ACTIVITIES  
Note 12  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Loan 68 - 43/45 Wilson	79	104,939	0	0	23,619	23,631	81,320	81,308	(4,302)	6,833
<b>Economic Services</b>										
Loan 73 - CRC Building	78	90,628	0	0	21,190	21,190	69,438	69,438	(3,116)	3,783
<b>Total</b>		<b>195,567</b>	<b>0</b>	<b>0</b>	<b>44,810</b>	<b>44,821</b>	<b>150,757</b>	<b>150,746</b>	<b>(7,417)</b>	<b>10,616</b>
Current borrowings		44,821					12			
Non-current borrowings		150,746					150,745			
		<b>195,567</b>					<b>150,757</b>			

All debenture repayments were financed by general purpose revenue.

**New borrowings 2020-21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021.

**Unspent borrowings**

The Shire has no unspent debenture funds as at 30th June 2020, nor is it expected to have unspent funds as at 30th June 2021.

**KEY INFORMATION**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**FINANCING ACTIVITIES  
NOTE 13  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases		1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Photocopier		8,502			2,240	3,368	6,262	5,134	65	91
Current lease liabilities		3,368								
Non-current lease liabilities		5,134								
		8,502								

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

**Note 14**  
**BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus		52,835		52,835
PC0007	New Hilux	165/2020	Capital Expenses			(53,000)	(165)
5120350	Proceeds from sale	165/2020	Capital Revenue		13,000		12,835
5120381	Transfer from Plant Reserve	165/2020	Capital Revenue		40,000		52,835
3120111	R2R Funding		Capital Revenue			(140,000)	(87,165)
R2R116	R2R Lindsay Street		Capital Expenses		140,000		52,835
CB029	Barracks Capital work		Capital Expenses			(11,719)	41,116
BC0005	2 Slocum Capital work		Capital Expenses			(11,214)	29,902
R2R03	R2R Elsegood Road		Capital Expenses			(31,115)	(1,213)
3120111	R2R Funding Davies Road		Capital Revenue			(15,000)	(16,213)
CO999	Council Funded Capital Road Works		Capital Expenses		130,666		114,453
CIO004	Town Beautification		Capital Expenses			(50,000)	64,453
CIO010	Community Club Upgrade (Decking)		Capital Expenses		100,000		164,453
IOM007	Community Club Decking		Operating Expenses			(100,000)	64,453
3030212	GEN PUR - Other Grants		Capital Revenue		226,756		291,209
CIO006	Flint and Gamble Stage 2		Capital Expenses			(240,693)	50,516
CIO005	Reconstruction of Eastern Channel		Capital Expenses			(30,275)	20,241
3100410	STORM - Grants		Capital Revenue			(20,241)	0
	Economic Services		Operating Revenue		23,833		23,833
	Economic Services		Operating Expenses			(23,833)	0
				<b>0</b>	<b>727,090</b>	<b>(727,090)</b>	<b>0</b>

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 April 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**GOVERNANCE**

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

**ACTIVITIES**

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

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

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

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ROERO health scheme and provision of various medical facilities.

**EDUCATION AND WELFARE**

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

Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities.

**HOUSING**

To provide housing to staff.

Provision and maintenance of staff, community and joint venture housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

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

**RECREATION AND CULTURE**

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

Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.

**TRANSPORT**

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

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

**ECONOMIC SERVICES**

To help promote the Shire and its economic wellbeing.

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

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overhead operating accounts.

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

KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MARCH 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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



# Adopted Standards for CEO Recruitment, Performance and Termination Policy

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

## 1. Citation

These are the Shire of Wyalkatchem's Standards for CEO Recruitment, Performance and Termination.

## 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**CEO** means the local government's Chief Executive Officer;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the [insert name of local government];

**selection criteria** means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

(1) In this clause —

**independent person** means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

## **9. Recommendation by selection panel**

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

## **10. Application of cl. 5 where new process carried out**

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

## **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

## **12. Variations to proposed terms of contract of employment**

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## **13. Recruitment to be undertaken on expiry of certain CEO contracts**

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —



(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

#### **17. Carrying out a performance review**

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

#### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

### **Division 4 — Standards for termination of employment of CEOs**

#### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

#### **21. General principles applying to any termination**

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

#### **22. Additional principles applying to termination for performance-related reasons**

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and



(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and  
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

### **24. Notice of termination of employment**

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

*– End of Schedule*

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.



## 4.1.CODE OF CONDUCT

Responsible Department	Office of the Chief Executive Officer
Former policy Reference	Code of Conduct
Resolution Number	OMC 85/2018
Resolution Date	21 June 2018
Last Amendment Date	18 April 2019 – Minor amendment
Shire Related Documents	Nil
Related Legislation	Local Government Act 1995 <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Rules of Conduct) Regulations 2007.</i> <i>Corruption, Crime and Misconduct Act 2003,</i> <i>Public Sector Management Act 1992.</i>

### PREAMBLE

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

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

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

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

### STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S 5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

### RULES OF CONDUCT

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

### SHIRE OF WYALKATCHEM COMMITMENTS TO THE COMMUNITY

Council has passed a set of Guiding Principles and Goals in which they are conscious of when performing their duties as Council members and when acting as Committee members for the Shire of Wyalkatchem.

These comprise:

- Council's Vision;
- Our Purpose;

- Our Commitment;
- Our Guiding Principles; and,
- Our Goals.

## SHIRE OF WYALKATCHEM COMMITMENTS

### Council's Vision

That Wyalkatchem is an inclusive, dynamic community where all share in a thriving economy and a sustainable, safe and valued environment.

### Our Purpose

The Council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations.

### Our commitment

Council will provide leadership, including community engagement with stakeholders, to ensure the long-term sustainability of our community. We are mindful of the social, environmental and economic impacts of our decisions and will work to ensure future generations benefit from our decisions. We will practice good governance and meet recognised standards of excellence and work diligently to achieve excellence in every aspect of our activities.

### Our Guiding Principles

- Respect for diverse community interests based on active listening and mutual understanding
- Leaving a positive legacy for future generations and Councils
- Balancing a flexible, can-do, innovative and professional approach with achieving outcomes efficiently
- Responsible financial management
- Informed, evidence-based and representative decision making; and,
- Effective communication and engagement.

### Our Goals

- Healthy, strong and connected communities
- A prosperous and dynamic district
- A sustainable natural and built environment
- An effective voice
- A well-managed and effective organisation
- Facilities and assets that are well used and effectively managed

## SHIRE OF WYALKATCHEM CORPORATE VALUES

Council has endorsed a set of Corporate Values to guide Shire staff in delivering Council's Vision. These are:

Wylie C.A.R.E.S.

*Community. Accountability. Respect. Excellence. Safety First.*

### 1. ROLES

#### 1.1. Roles of Council Members and Committee Members

The primary role of a Council Member or Committee Member is to represent the community. This involves the effective translation of the community's needs and aspirations into a direction and future for the Local Government and this is the focus of the Council Member's or Committee Member's public life.

The Role of Council Members as set out in section 2.10 of the Local Government Act 1995 follows:

"A Councillor —

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

A Council Member or Committee Member is part of a team in which the community has placed its trust to make decisions on its behalf. The community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members' and Committee Members' activities will focus on:

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

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

## 1.2. Role of Employees

The role of employees is determined by the functions of the CEO as set out in section 5.41 of the Local Government Act 1995: -

"The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;
- (b) ensure that advice and information is available to the council so that informed decisions can be made;
- (c) cause council decisions to be implemented;
- (d) manage the day to day operations of the local government;
- (e) liaise with the President on the local government's affairs and the performance of the local government's functions;
- (f) speak on behalf of the local government if the President agrees;
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);

- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."

### **1.3. Role of Council**

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

- "(1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies."

### **1.4. Principles affecting the employment of employees by the Local Government**

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire of Wyalkatchem's employees:

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and
- (f) such other principles, not inconsistent with this Division, as may be prescribed.

### **1.5. Principles affecting the employment of employees by the Local Government**

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

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

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1. Conflict of Interest

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

### 2.2. Financial Interest

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

### 2.3. Disclosure of Interest

*Definition:*

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

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

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest –
  - i) in a written notice given to the CEO before the meeting; or
  - ii) at the meeting immediately before the matter is discussed.

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

### 3. PERSONAL BENEFIT

#### 3.1. Use of Confidential Information

- (a) Council Members, Committee Members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.
- (b) Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

- (c) Nothing in this section prevents a Council member or officer from disclosing confidential information:
- i) to a legal practitioner for the purpose of obtaining legal advice; or
  - ii) if the disclosure is permitted by law.

### **3.2. Intellectual Property**

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

### **3.3. Improper or Undue Influence**

- (a) Council Members and employees will not take advantage of their position to improperly influence any other person, entity, Council Member or employee in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.



### 3.4. Gifts

**Definition:**

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

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

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

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

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

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

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

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

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

- (a) A person who is an employee, Council member or Committee member is to refrain from accepting a prohibited gift from a person who –
  - i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee, Council member or Committee member and who accepts a notifiable gift from a person who -
  - i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, is to notify the CEO, in accordance with item(c)and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
  - i) the name of the person who gave the gift; and
  - ii) the date on which the gift was accepted; and
  - iii) a description, and the estimated value, of the gift; and

- iv) the nature of the relationship between the person who is an employee, Council member or Committee member and the person who gave the gift; and

- v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph(a)of that definition) –

1. a description; and
2. the estimated value; and
3. the date of acceptance,

of each other gift accepted within the 6 month period.

- (c) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (d) This clause does not apply to gifts received from a relative (as defined in section5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (e) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

#### **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEEMEMBERS AND EMPLOYEES**

##### **4.1. Personal Behaviour**

- (a) Council Members, Committee Members and employees will:

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

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

##### **4.2. Honesty and Integrity**

Council Members, Committee Members and employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

#### 4.3. Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether it was intended to be made public or not. Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members and Employees must ensure that their personal and private communications do not breach the requirements of this Code of Conduct and for Elected Members, the *Local Government (Rules of Conduct) Regulations 2007*.
- (b) Employees must not, unless specifically authorised to do so, disclose information, make comments or engage in communication activities about or on behalf of the Shire, its Elected Members, employees or contractors, which breach this Code of Conduct.
- (c) Elected Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2017* may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.
- (d) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1992*.

#### 4.4. Performance of Duties

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

#### 4.5. Compliance with Lawful Orders

- (a) Council Members, Committee Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and employees will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

#### 4.6. Administrative and Management Practices

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

#### 4.7. Corporate Obligations

##### (a) Standard of Dress

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

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

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

- i) All aspects of communication by employees (including verbal, written or personal), involving the Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### 4.8. Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- i) clearly understand the basis of their appointment; and
- ii) provide regular reports on the activities of the organisation.

### 5. DEALING WITH COUNCIL PROPERTY

#### 5.1. Use of Local Government Resources

Council Members, Committee Members and employees will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contractor employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

## 5.2. Travelling and Sustenance Expenses

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

## 5.3. Access to Information

- (a) Employees will ensure that Council Members and Committee Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members and Committee Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council and/or Committees.

# 6. BREACHES AND MISCONDUCT

## 6.1. Breaches

A person may report a breach, or suspected breach of this code:

- (a) by a member or an employee (other than the CEO), to the CEO; or
- (b) by the CEO, to the Shire President

Each report of a breach is to be dealt with quickly and fairly in accordance with principles of procedural fairness. A breach by an elected member of a Rule of Conduct may be reported to the Shire's complaints officer (the CEO). If so, it will be dealt with under Part 5, Division 9 of the *Local Government Act 1995*.

## 6.2. Minor Misconduct

Minor misconduct occurs if a public officer engages in conduct that:

- Adversely affects the honest or impartial performance of the functions of public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;
- Involves the performance or functions in a manner that is not honest or impartial;
- Involves a breach of the trust placed in the public officer or;
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment

If a local government employee is reasonably suspected of minor misconduct, the Principal Officer (CEO) is obligated, under section 45H of the *Corruption, Crime and Misconduct Act 2003*, to report them to the Public Sector Commission.

If a local government elected member is reasonably suspected of minor misconduct, the Principal Officer (CEO) can report them to the Local Government Standards Panel.

The Local Government Standards Panel was established to administer justice and resolve complaints relatively quickly and to provide the local government sector with guidance and benchmarks about acceptable standards of behaviour.

The Standards Panel has the authority to make binding decisions to resolve allegations of minor misconduct submitted by a local government. It deals with complaints about council members who it is alleged have committed a breach of one or more of the provisions of the Rules of Conduct Regulations. The Standards Panel is independent of the Minister for Local Government and the Department.

The Standards Panel has no jurisdiction to deal with complaints made against local government employees.

### 6.3. Serious Misconduct

Serious misconduct occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriments of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment

The main difference between minor and serious misconduct is that serious misconduct must involve corrupt intent and/or criminal conduct.

Should an elected member or employee be reasonably suspected of serious misconduct, the Principal Officer (CEO) is obligated, under section 28 of the *Corruption Crime and Misconduct Act 2003*, to report them to the Corruption and Crime Commission.





**LOCAL GOVERNMENT REGULATIONS 2021  
CODE OF CONDUCT POLICY-  
FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND  
CANDIDATES**



Draft 30/03/2021  
Adopted



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## Division 1 — Preliminary provisions

### 1. Citation

This is the *Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members and Candidates*.

### 2. Terms used

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## 5. Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## 6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## Division 3 — Behaviour

### 7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### 8. Personal integrity

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

## 9. Relationship with others

A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## 11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

- (a) in writing in the form approved by the local government; and
- (b) to a person authorised under subclause (3); and
- (c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## 12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

- (a) take no further action; or
- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

- (a) engage in mediation;
- (b) undertake counselling;
- (c) undertake training;
- (d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

- (a) its finding and the reasons for its finding; and

- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### 13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### 14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### 15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

## 17. Misuse of local government resources

(1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources of a local government** includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## 18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or

- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## 19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

(1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

(1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

(1) In this clause —

**interest** —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

## 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



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## Alleged Breach Complaint Form -

### Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

**NOTE:** A complaint about an alleged breach must be made —  
 (a) in writing in the form approved by the local government  
 (b) to an authorised person  
 (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
<p>Name: _____</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><u>Given Name(s)</u></span> <u>Family Name</u> </p>

Contact details of person making the complaint:
<p>Address: _____</p> <p>Email: _____</p> <p>Contact number: _____</p>

Name of the local government (city, town, shire) concerned:
<p>_____</p>

Name of council member, committee member, candidate alleged to have committed breach:
<p>_____</p>

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.
<p>_____</p>

<b>Date of alleged breach:</b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="font-size: 24px;">/</div> <div style="border-bottom: 1px solid black; width: 30%;"></div> <div style="font-size: 24px;">/ 20</div> </div>

<b>SIGNED:</b>  <b>Complainant's signature:</b> .....  <b>Date of signing:</b> _____ / _____ / 20_____
--

<b>Received by Authorised Officer</b>  <b>Authorised Officer's Name:</b> .....  <b>Authorised Officer's Signature:</b> ..... <b>Date received:</b> _____ / _____ / 20_____
---

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Chief Executive Officer:  
[ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au) or Chief Executive Officer, Shire of  
 Wyalkatchem, PO Box 244, WYALKATCHEM WA 64;





Department of  
Local Government, Sport  
and Cultural Industries

## Attachment 10.2.5 COC Guidelines



*Local Government  
Act 1995 Review*  
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

# Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

March 2021

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# Model Code of Conduct

## Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

## Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

**Candidate:** an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

**Council member:** references to 'council member' in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

**Committee member:** under the Regulations, a 'committee member' includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

**Evidence:** references to 'evidence' in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

**Local government(s):** per the approach in the Act, references to 'local government' in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions unless the matter is delegated. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

## **Purpose**

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

## **Adoption**

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

## **Division 2 – General Principles**

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

### **Integrity and conflicts of interest**

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.



It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

### **Avoidance of reputational damage**

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

### **Decision-making and accountability**

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

## **Division 3 – Behaviour**

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments, unless this function has been delegated.

The division also provides a principles-based process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

It is recommended that local governments develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au).

## **Complaints**

### **Process for making a complaint**

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 3 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

#### **Action required**

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

#### **Action required**

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare an online complaint form
- engage an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au).

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy.

The local government may determine that the person who is authorised to receive complaints takes responsibility for the administrative process. This may include preparing the necessary report to the council or committee tasked with making a decision on the complaint.

The report should contain a summary of the alleged breach, including evidence provided by the complainant. It should also contain information from the person to whom the complaint relates.

### **Dealing with a complaint**

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Possible options could include:

#### Council considered

Under this option, all complaints received are considered by the council. This would require a report to be provided to the council – either with or without a recommendation (this is a matter for the Council to determine).

The council may choose to appoint a independent/external consultant to review complaints and provide a report to the council. If an independent consultant is tasked with reviewing complaints, it may be preferable that they also make a recommendation as to whether a breach has occurred.

If the person authorised to receive complaints prepares the report, it may be more appropriate that no recommendation is made, and council make a finding on the basis of the information they are provided.

#### Committee considered

Under this option, a committee is established to consider complaints. The makeup of the committee will depend on whether the power to make a finding can be delegated to the committee, or whether they are tasked with making a recommendation for council consideration.

In establishing a committee, local governments may like to consider forming a behaviour review committee that contains a member from some surrounding local governments and an independent person, to review all complaints for those local governments. The committee would prepare a recommendation which is submitted to the relevant council for consideration.

If the committee is tasked with making a recommendation for council consideration, and the council do not accept the recommendation, the reasons why it is not accepted should be noted in the minutes.

#### CEO considered

As with a number of functions in the Act, this function can be delegated to the CEO. Councils may choose to make it the responsibility of the CEO so as to remove council members from the decision-making process. However, consideration also needs to be given as to whether it is appropriate for the CEO to be responsible for making findings on council members behaviour.

### **Triaging complaints**

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received. This should be outlined in the complaint policy.

#### **Action required**

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

## **Mediation**

Local governments may choose to introduce mediation following the receipt of a complaint. This could be in the form of informal or formal mediation, conducted either internally or with an external mediator. Mediation may prove to be a valuable tool to resolve matters quickly, before they escalate. If mediation is successful, there is the ability for a complaint to be withdrawn.

## **Making a finding**

Clause 12(1) requires the local government (which could be the council or a committee) to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The same approach should be used as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

At a minimum, the information used to make a finding will include the information provided by the complainant and the person to whom the complaint relates. While not mandatory, there is nothing that prohibits local governments seeking further evidence to assist in making a decision, such as statements from witnesses.

## **Conflicts of interest**

Members will be required to disclose an impartiality interest. This will include the complainant (if applicable) and person to who the alleged breach applies.

An impartiality interest does not require a member to leave the room for the debate or decision. By having both the complainant and accused in the room, it may also allow further input and clarification around the circumstances of the complaint.

The Presiding Member must keep control of the meeting and ensure everyone is provided with an opportunity to speak. Members should remain respectful and open-minded and make a decision on whether a breach has occurred or not using the information available.

## **Action Plans**

Clause 12(4) provides that if a finding that a breach of the Code of Conduct did occur, the local government may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

### **Dismissal of complaints**

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

### **Where agreement cannot be reached**

Circumstances may arise when a local council cannot agree on a finding, whether the complaint can be dismissed under clause 13, or an appropriate course of action following a finding of breach.

While the presiding member has the casting vote, in a divided situation, the local government may decide to engage an independent person/consultant to review the evidence and make a recommendation. If this occurs, the council (or committee) should give due consideration to the advice and recommendation, and if they don't accept the recommendation they should state the reasons why in the minutes.

## **Withdrawal of a complaint**

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

## **Division 4 – Rules of Conduct**

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

## **Further information**

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)





## 2. Building Act 2011 Delegations

## 2 Building Act 2011 Delegations

### 2.1 Council to CEO / Employees

#### 2.1.1 Grant a Building Permit

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification</li> </ol> </li> </ol>

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Shire of Wyalkatchem



## 2. Building Act 2011 Delegations

	<p>of defects of works for which the permit was granted [r.24(1)]</p> <p>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</p> <p>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</p>
<b>Council Conditions on this Delegation:</b>	<p>a. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Building Act 2011:</i></p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	The CEO has exercised the right not to sub-delegate this delegation
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<p><a href="#">Building Act 2011</a></p> <p>s.119 Building and demolition permits – application for review by SAT</p> <p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
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## 2. Building Act 2011 Delegations

Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130
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## 2. Building Act 2011 Delegations

### 2.1.3 Occupancy Permits or Building Approval Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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## 2. Building Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	The CEO has exercised the right not to sub-delegate this delegation.
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<a href="#">Building Act 2011</a>  s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130

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## 2. Building Act 2011 Delegations

### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. b. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	The CEO has exercised the right not to sub-delegate this delegation.
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

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## 2. Building Act 2011 Delegations

Compliance Links:	<a href="#"><u>Building Act 2011:</u></a>  s.97 requires each person designated as an authorised person must have an identity card.  r.5A Authorised persons (s.3) – definition
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130

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### 2. Building Act 2011 Delegations

## 2 Building Act 2011 Delegations

### 2.1 Council to CEO / Employees

#### 2.1.1 Grant a Building Permit

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b> <u>Manager of Corporate services</u> <u>Governance executive Officer</u>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].

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### 2. Building Act 2011 Delegations

	<p>4. Authority to determine an application to extend time during which a building permit has effect [r.23].</p> <p>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</p> <p>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</p> <p>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</p>
<b>Council Conditions on this Delegation:</b>	<p>a. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Building Act 2011:</i></p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<p><del>The CEO has exercised the right not to sub-delegate this delegation</del></p> <p><u>N/A</u></p>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p><u>N/A</u></p>

<b>Compliance Links:</b>	<p><a href="#">Building Act 2011</a></p> <p>s.119 Building and demolition permits – application for review by SAT</p> <p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p>
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### 2. Building Act 2011 Delegations

	<i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130

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### 2. Building Act 2011 Delegations

#### 2.1.3 Occupancy Permits or Building Approval Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b> <u>Manager of Corporate services</u> <u>Governance Executive Officer</u>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
<b>Council Conditions on this Delegation:</b>	a. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i>

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### 2. Building Act 2011 Delegations

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<del>The CEO has exercised the right not to sub-delegate this delegation.</del> <u>N/A</u>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<u>N/A</u>

<b>Compliance Links:</b>	<a href="#">Building Act 2011</a> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
<b>Record Keeping:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130

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## Delegation Register

Shire of Wyalkatchem



### 2. Building Act 2011 Delegations

#### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Manager of Corporate Services</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. b. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<del>The CEO has exercised the right not to sub-delegate this delegation.</del> <b>N/A</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>N/A</b>

## Delegation Register

Shire of Wyalkatchem



### 2. Building Act 2011 Delegations

Compliance Links:	<a href="#"><u>Building Act 2011:</u></a>  s.97 requires each person designated as an authorised person must have an identity card.  r.5A Authorised persons (s.3) – definition
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan Building Act 2011-Section 130

#### Version Control:

1	OMC 21 February 2019 (22/2019)
2	
3	





**SHIRE OF WYALKATCHEM**



# **INFORMATION BULLETIN**

[www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)

# **CONTENTS**

- 1. STATUS REPORT**
- 2. 1921 - NEWROC OPTIONS REPORT**
- 3. LG CAPABILITY PRESENTATION**
- 4. MEDIA RELEASE NEWROC -DOWERIN DO OVER**



Council makes a number of decisions at its monthly ordinary meeting of Council.

In accordance with the *Local Government Act 1995 5.41(c)* the function of the CEO is to; Cause council decisions to be implemented.

The purpose of this report is to provide an update on the status and anticipated completion dates for past Council decisions. Actions and status updates since the last status report are indicated in bold. Items that have been reported as completed will be removed in future reports.

#### SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 7 April 2021

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET DATE OF COMPLETION DATE
OMC 18/02/2021 13.1 234/2021	That Council contract NM Trailers – Kellerberrin to supply and construct a 42.5m x 15.5mx 6m display shed at the Museum site for a total lump sum cost of up to \$89,250 subject to acceptable supply terms being negotiated with NM Trailers Kellerberrin and the execution of an acceptable Project Management Agreement with the Museum Association.	CEO	NM Trailers is planning a late April/early May mobilisation to site. Final plans are being drafted & will be submitted for building approval once available. Project is on-track for completion before the 30/06 deadline.	1 June 2021
OMC 18/02/2021 14.1 236/2021	That the Council approves management seeking legal advice regarding the property at 15 Piesse St Wyalkatchem.	CEO	Peter (PEHO) has been contacted to confirm the health notice is still valid and next steps.	30 April 2021
OMC 18/03/2021 10.1.4 247/2021	That Council endorse the Town Hall hire fee being waived to support the establishment of a Wyalkatchem Dance School based on one afternoon/week for an initial period of 12 months.	CEO	Proponent advised of agreed concession & continues to make arrangements for dance school commencement.	15 June 2021
OMC 18/03/2021 14.1 247/2021	That Council agrees to return the recommendation for item 14.1 for further consideration. (BCFO Allowance)	CEO	In progress.	30 April 2021



Project No. 1921  
DECEMBER 2019

# Regional Landfill Strategy

## Feasibility Study

**NEWROC**



## Acknowledgements

ASK Waste Management gratefully acknowledge the cooperation of the NEWROC staff and participating councils that provided information and assistance in the development of this report.

## Disclaimer

Information in this document is current as of December 2019. While all professional care has been undertaken in preparing the document, ASK Waste Management accepts no liability for loss or damages incurred as a result of reliance placed on its content.

Any plans, designs or otherwise contained in this report are schematic and are provided for general guidance only. No reliance should be made by any user on this material for construction purposes. Advice must be sought from a suitably qualified engineer, prior to any construction, excavation or otherwise.

The mention of any company, product or process in this report does not constitute or imply endorsement by ASK Waste Management.

Document Control			
Version	Date	Description	Initials
0D <draft>	18 Dec 2019	Draft version for internal QA	
1A <draft>	23 Dec 2019	Draft version for Shire review	

ASK Waste Management is a carbon neutral company and prints all reports on 100% recycled paper.

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## EXECUTIVE SUMMARY

The North Eastern Wheatbelt Regional Organisation of Councils (the NEWROC) engaged ASK Waste Management (ASK) to assess their current facilities and regional situation and develop achievable concepts to improve waste management across the region.

ASK has completed a desktop assessment of the NEWROC landfills and modelled four Options to consider as a future strategy for the Shires to adopt.

### Landfill Assessment

Initially the landfills were assessed for fatal flaws, which resulted in only five facilities passing.

Table E.1 - Fatal flaw test results

Facility name	Result	Reason
Koorda Landfill (Existing)	Fail	<5 years of capacity
Koorda Landfill (New)	Pass	
Mt Marshall - Bencubbin LF	Pass	
Mt Marshall - Beacon LFI	Pass	
Mukinbudin Landfill	Fail	< 2m to bedrock
Nungarin Landfill	Fail	< 2m to bedrock
Trayning - Kununoppin LF	Fail	<1km from airport
Trayning - Trayning LF	Fail	Closed
Trayning - Yelbeni Landfill	Pass	
Wyalkatchem Landfill	Pass	

The new Koorda site has been “knocked-out” because the costs related to setting up the site as a landfill could easily be in excess of \$250,000.

Trayning’s Yelbeni landfill has been “knocked-out” on account of its close proximity to the Wyalkatchem landfill. Similarly, the Beacon landfill has been “knocked-out” due to its remoteness in relation to the other facilities in the region.

The remain two landfill sites are ranked as:

1. Wyalkatchem site
2. Mt Marshall’s Bencubbin site,

### Options Assessment

The Options assessed and the net annual income is shown in **Table E.2**. Options 2, 3 & 4 all allow for the collection of gate fees for commercial waste, this is estimated to generate approximately \$300,000 of revenue per year.

The assessment shows that Options 3 and 4 would provide better environmental outcomes as the other landfills would be closed and transfer stations established. These two Options would also result in

better compliance as transfer stations have less regulatory issues to consider, and the remaining landfills would be staffed and have sufficient revenues to fund full compliance.

Table E.2 - Financial summary for each option

Option	Net annual income)
Option 0: Baseline cost of current operation	-145,287
Option 1: All landfills unstaffed (remote access)	-180,255
Option 2: All landfills (remote access) plus two staffed landfills	60,786
Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection	67,193
Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection	104,633
Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection	115,473
Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection	137,313

### Recommendations

The key recommendations made are listed below, the full details of recommendations are provided in **Section 8**.

1. The NEWROC Shires should adopt Option 3 or Option 4 as their future waste disposal strategy.
2. Complete a thorough sensitivity analysis with the model to determine that the preferred option is consistent under all likely scenarios.
3. Ask Avon Waste to review the transport modelling assumptions and rationale.
4. The NEWROC Shires should consider and decide to either establish a single staffed Regional landfill at Bencubbin, or two staffed landfills at Bencubbin and Wyalkatchem.
5. The NEWROC Shires should agree to set one uniform waste fee (per capita) for the operation of all the facilities and transport of waste between the facilities. This will mean no Shire is disadvantaged, based on the location of the staffed landfills.
6. A maximum quantity of domestic waste per rate payer should be adopted by the NEWROC.



7. Should NEWROC adopt one of the Options then a detailed implementation plan should be developed and communicated to residents explaining the reasons for and benefits of the changes.
8. The community should be made aware of the need to 'self-police' the remote access facilities.
9. Complete a Whole of Life cost analysis of the current waste services and the estimated costs for the selected future services to determine the costs and appropriate fees and charges for residential rates and commercial gate fees.
10. Operational Management Plans (OMP) should be produced for the transfer stations, a general OMP may be sufficient for all the sites.
11. An Operational Management Plan should be produced for the staffed landfill(s).
12. Develop or purchase an electronic gatehouse records system for the staffed landfill(s).
13. Produce Landfill Closure Management Plans (LCMP) for all the landfills as required under the Rural Landfill Regulations.
14. All landfills should be surveyed to determine the current landform, this will be required to produce the LCMPs.
15. NEWROC should plan to increase the gate fees over the next 3 – 5 years to meet breakeven costs.
16. The data provided by the remote access systems (the user and when used, plus CCTV footage) and the electronic gatehouse records system for the staffed landfill(s), will provide accurate information about when facilities are used and by whom, together with waste quantities brought from each transfer station or remote access landfill to the staffed landfill(s). This information should be reviewed after 18 – 24 months, and the rationalisation of the number of facilities should be considered, based on the frequency of use.

#### **Immediate next steps**

The initial steps suggested would ensure the projects detailed assessment are completed and NEWROC are able to select an Option, develop the plan, communicate with the community and seek funding, these steps include:

1. NEWROC provisionally agree to one or more of the Options for further consideration.
2. Complete a more detailed assessment of the preferred Option(s), including:
  - a. Ask Avon Waste to review and provide feedback on the transport modelling assumptions, costs and rationale.
  - b. Complete a sensitivity analysis with the financial model (changes to waste quantities and other assumptions) to quantify these impacts on the validity of the economic results.
3. NEWROC select a preferred Option for implementation.
4. Produce a detailed project plan, with costing and an implementation schedule including most of the recommendations listed above. This will provide the information for the Shires and towards any funding application. The project plan should be developed with consideration of the criteria and information required for any funding stream.
5. Develop and implement a communication plan with the NEWROC community explaining the reasons, benefits and changes to services resulting from the project.
6. Liaise with potential funding stream providers to explain the project benefits and potential for replication throughout rural WA, then complete funding applications.
7. Implement the remainder of the project.



## 1 INTRODUCTION

The North Eastern Wheatbelt Regional Organisation of Councils (the NEWROC) engaged ASK Waste Management (ASK) to assess their current facilities and regional situation and develop achievable concepts and strategies to improve waste management across the region.

The NEWROC is a voluntary organisation that unites councils from the Shires of Koorda, Mount Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem to work together for the economic prosperity of the region which covers close to 19,500 square kilometres and is home to around 2,500 people.

Within the NEWROC region, there are eight operating landfills. The Trayning landfill is currently closed. Koorda Shire Council has started exploring sites to develop a new landfill.

There are varying services across the district in regard to kerbside collections. Avon Waste is the primary provider holding individual agreements with each Shire.

**Table 1.1** shows the Shires and their corresponding landfill/s as well as information about populations, land size and distance to the state capital.

*Table 1.1 - NEWROC Landfills*

Shire	Shire Population	Shire Land Size	Facility	Town Population	Distance to Perth (km)
Koorda	414	2836 km <sup>2</sup>	Koorda Landfill	268	236
Mt Marshall	521	10190 km <sup>2</sup>	Bencubbin Landfill	242	275
			Beacon Landfill	160	333
Mukinbudin	555	3414 km <sup>2</sup>	Mukinbudin Landfill	355	298
Nungarin	257	1145 km <sup>2</sup>	Nungarin Refuse Disposal Site	145	278
Trayning	350	1651 km <sup>2</sup>	Kununoppin Landfill	100	257
			Yelbeni Landfill	50	222
			Trayning Landfill (closed)	194	-
Wyalkatchem	516	1595 km <sup>2</sup>	Wyalkatchem Landfill	397	192

### 1.1 ISSUES

The nine waste facilities across the NEWROC region are registered, however, none are gated or manned. Common challenges seen at these facilities include commercial waste being dumped (sometimes illegally), non-residents depositing waste at the sites, and maintaining site compliance.

The uncontrolled disposal of waste at all the NEWROC sites also means that there are no gate fees being recovered. Currently residential rates are subsidising commercial waste disposal from businesses, organisations and State departments located in the region.

Without any monitoring, there is also no way to collect data or be sure of exactly what kinds of waste are being deposited. Potential environmental risks of unmonitored landfills include air pollution, groundwater contamination and public health issues, for example contact with hazardous substances or disease spread through live-in rodents and other animal vectors.

It is also possible that waste generated in Shires close to the NEWROC are transported to the NEWROC landfills to avoid paying gate fees elsewhere.

As per DWER policy and in alignment with the NEWROC objective to solve problems as a collective, this report intends to recommend scenarios that aggregate landfills to create a regional solution that results in less but larger and more efficiently run landfills.

## 1.2 REPORT APPROACH

This report has been produced in line with the following methodology;

- Complete a desktop assessment of the existing landfills operated by the Shires in NEWROC to identify the facilities that would be suitable as regional sites, based on;
  - Proximity of watercourses and depth to groundwater (where available)
  - Proximity to sensitive receptors (residential and commercial properties)
  - All weather access (sealed roads)
  - Potential airspace (operational life) based on site size and depth of excavatable soil
  - Suitability of location within the NEWROC region.
- Assess five potential options for the future operation of the facilities, including:
  0. All landfill operations stay as they are.
  1. Keep all the current sites but install remote access systems for Shire residents and CCTV to control the use of the sites.
  2. As above, but also staff two key sites for a limited time each week for the receipt of commercial waste, for which a gate fee would be paid.
  3. Maintain two sites as landfills to service the NEWROC area, these would be staffed with limited opening hours each week. The other sites would be converted to transfer stations, with remote access system for Shire residents and CCTV to monitor the use of the sites.
  4. Maintain a single staffed landfill facility for the region, supported by remote access system and CCTV monitored transfer stations at all other locations.
- Assess each option on their environmental, compliance, social and technical merits.
- Produce an economic assessment based on the capital and operational costs for each option and include any additional revenue that the option may generate.
- Summarise the findings to provide NEWROC with the information needed to make an informed decision about their future strategic direction, including recommendations and the next steps required.

## 2 DEFINITIONS OF INFRASTRUCTURE OPTIONS

In this report, ASK proposes several different scenarios which illustrate situations that may be foreign to the reader. The following section aims to outline the definition of each of these situations and the related technologies.

### 2.1 REMOTE ACCESS SYSTEM

A remote access system is an automated, unmanned system that allows access to a site via an electronic key (e.g. swipe card, RFID or 'fob' tag, or electronic keypad). A CCTV camera provides extra security and monitoring of people entering and exiting. **Figure 2.1** shows an example of a remote access system used at a landfill in NSW. This system has a remote power source (solar panel) which powers the automatic gate, CCTV camera and remote access technology as mains power is unavailable at the site.

Figure 2.1 Example of Remote Access System (Warialda Rail Landfill - Gwydir Shire Council, NSW)



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

### 2.2 TRANSFER STATION

A transfer station is a processing site for the temporary disposal of waste. This waste is then picked up and taken to a landfill to be disposed of properly. There are many different ways to design a transfer station. Generally, waste is disposed into skip bins and, when full, hauled to a central landfill which then buries the waste. Considering the scale of the NEWROC facilities, it is most likely that several front lift bins, as seen in **Figure 2.2**, would be placed at the facility for customers to place their waste into. Once full, these front lift bins would be picked up and replaced with empty bins by Avon Waste who would then transfer the waste to a central location for landfilling.

Figure 2.2 Example of Avon Waste front lift bin used at a transfer station



There are significant environmental and operational advantages to transfer stations. Since the waste is not buried on site, there are virtually no environmental impacts or liabilities normally associated with landfills, which are important issues for DWER. There are, however, costs related to transporting the waste from the transfer station to a landfill.

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

## 2.3 STAFFED LANDFILLS

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

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

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

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

## 2.4 REGIONAL LANDFILL

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

There are many advantages to this practice. One is the economic advantage of a centralised operation which would only require the staff, facilities and plant for one location. Another advantage is the environmental benefits of having a landfill which is monitored and maintained on a regular basis allowing an improved level of compliance with DWER guidelines.

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



### 3 EXISTING FACILITIES

The NEWROC is a voluntary organisation of Councils working together for the economic prosperity of its member communities. Established in 1994, the NEWROC includes councils from the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem.

The region hosts nine landfills, as shown in **Figure 3.1**. All landfills are currently unmanned and most have unrestricted 24-hour access. The following section describes each Shire and the landfills residing within the Shire's bounds. Information for these descriptions was provided by the Shires and gathered from research undertaken by Ian Watkins (2012) and site visits conducted by ASK in 2019.

Figure 3.1 Map of the NEWROC waste facilities



### 3.1 SHIRE OF KOORDA

The Shire of Koorda stretches over 2836 square kilometres in the north-western portion of the NEWROC region and is home to 414 people. Koorda has one landfill site which is reaching capacity. The Shire has done preliminary siting for a new landfill at the old golf course; however, ASK was unable to obtain verified information about planning and approvals that confirm the new site. Avon Waste service the town with a kerbside pickup which is disposed of at the Koorda landfill.

#### 3.1.1 Koorda Landfill

Annual Disposed (tonnes)	750
Town Population	270
Approx. Site Size	15 ha
Facility Lifespan	<10 years

The Koorda landfill is an unmanned site with a perimeter fence which is open and free to the public with 24 hours access.

In a recent visit, it was observed that the site was not maintained adequately; waste was not covered or disposed in a central spot, stockpiles of metal, greenwaste and timber were mixed together, and there were litter issues particularly because the waste was not covered, no fencing surrounded the waste area and the bunds encompassing the dump site were not high enough to prevent litter.

The site was found to be sandy with clay and gravel 2m below the surface. Although it is said to be close to full, recent observations saw that the life of the site could be extended if managed to landfill best practice standards.

The closest receptor to the current Koorda landfill is a property approximately 600m northeast of the landfill. There is an 80m unsealed access road into the landfill.

#### 3.1.2 New Koorda Landfill

Approx. Site Size	14 ha (5 ha usable)
-------------------	---------------------

Koorda has done preliminary work repurposing the old golf course into a new landfill site. There is limited information about this site at present. Test pits have been dug and approximately 5 ha of the site can be excavated to a depth of 3m (test pit seen in picture on right). The Shire of Koorda is relatively confident that the site will be appropriate, however, ASK does not know the extent of surveyance, planning and approvals that have been completed.





### 3.2 SHIRE OF MT MARSHALL

The Shire of Mount Marshall is the geographically largest of the six NEWROC shires, covering 10190 square kilometres with a population of 521. There are two landfills situated in the towns of Bencubbin and Beacon, in the southern section of the Shire. These towns are situated in relative proximity to the other landfills in the NEWROC region, with Beacon being the northernmost facility. Only 33% of the population reside outside these two town centres.

Both sites are land tenure on private property and leased by the Shire.

#### 3.2.1 Bencubbin Landfill

Annual Disposed (tonnes)	560
Town Population	240
Approx. Site Size	10 ha
Facility Lifespan	10 – 15 years

Bencubbin landfill is located in the southern part of the Shire of Mount Marshall. It is unmanned with lockable gates. Avon Waste disposes of kerbside waste at this facility from Bencubbin and Beacon. The site is well-fenced and recycling activities are present, however there is some concern about whether there is a viable end market for some of the recyclable materials. The site is sand based and there is currently room for more pits to be dug inside the site.

The closest receptor to the Bencubbin landfill is the adjacent golf course, followed by a property located 800m north. The access road is an 300m unsealed track.



#### 3.2.2 Beacon Landfill

Annual Disposed (tonnes)	380
Town Population	160
Approx. Site Size	1 ha
Facility Lifespan	>30 years

The Beacon Landfill is a small site that takes waste from the local community. The site was recently extended 0.8 hectares to the west and is situated on sandy soil which allows for easy excavation. Avon Waste does not dispose of kerbside waste at this facility. It is unmanned and has unrestricted 24 hours access. Both the extended site and original site are well-fenced.

The closest property to the Beacon landfill is approximately 2km away. The site is accessed via an 500m unsealed road.

### 3.3 SHIRE OF MUKINBUDIN

The Shire of Mukinbudin has a population of 555 and is located on 34 hectares on the eastern edge of the NEWROC region. There is only one landfill in the Shire and Avon Waste takes the towns kerbside collection to that site.

#### 3.3.1 Mukinbudin Landfill

Annual Disposed (tonnes)	1000
Town Population	355
Approx. Site Size	20 ha
Facility Lifespan	>30 years

The Mukinbudin landfill is a relatively new landfill, having been built about 10 years ago, and is an unmanned, fenced site with unrestricted 24-hour access. The site is built on an expired shallow gravel quarry, resulting in a hard rock base

that does not allow excavation and means all cover material is brought in from an external source. In 2012, extensive evidence of past fires was recorded, as well as a general observation that significant management was necessary to retain the site. The road into the landfill site is a 500m unsealed road with all-weather access. The closest property is approximately 2.5km away.

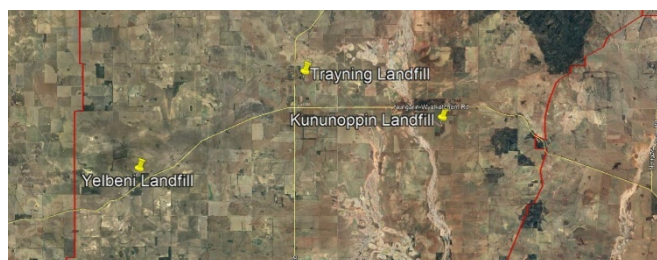
### 3.4 SHIRE OF NUNGARIN

The Shire of Nungarin is a relatively small Shire spanning over 1145 square kilometres and housing approximately 257 people. There is one landfill that services the small town of Nungarin, with Avon Waste depositing the town's kerbside waste at the site.

#### 3.4.1 Nungarin Landfill

Annual Disposed (tonnes)	470
Town Population	145
Approx. Site Size	5 ha
Facility Lifespan	>30 years

The Nungarin landfill is an unmanned site with 24hours unrestricted access. It has partly fenced around the perimeter. The entrance to the landfill is along a 360m unsealed road which does not allow all-weather access. The closest property is 1.53km away.



### 3.5 SHIRE OF TRAYNING

The Shire of Trayning is situated in the central southern portion of the NEWROC region and has three landfills within its 1651 square kilometres, servicing a population of 350. One landfill, Trayning, is currently closed but may still be used by residents as it has unrestricted access. The Shire has a kerbside collection that is handled by Avon Waste, with all waste being disposed of at the Kununoppin landfill. Trayning and Yelbeni have a kerbside recycling collection as well as central drop-off recycling facilities in town.

#### 3.5.1 Kununoppin Landfill

Annual Disposed (tonnes)	180
Town Population	100
Approx. Site Size	10 ha
Facility Lifespan	<10 years

The Kununoppin landfill is a small unmanned site built on sand and gravel and has 24-hour unrestricted access. The site is fenced with a basic farming fence and no gates. It is adjacent to the airport. In recent observations, the site has been in need of a major clean up as rubbish has begun to pile up and requires levelling.



### 3.5.2 Trayning Landfill

Annual Disposed (tonnes)	360
Town Population	200
Approx. Site Size	25 ha
Facility Lifespan	Closed

The Trayning facility is currently marked as closed to the public, however, is unmanned and unfenced, allowing 24hour unrestricted access. When visiting in June 2019, despite having a “closed” sign, the site was observed to have recently been used to dump waste. It was also observed that the site was in desperate need of tidying up and rehabilitation.



### 3.5.3 Yelbeni Landfill

Annual Disposed (tonnes)	100
Town Population	50
Approx. Site Size	15 ha
Facility Lifespan	10 – 15 years

The Yelbeni Landfill is the main Shire landfill and is within 1km from the Yelbeni township. It is an unmanned site with basic fencing that is accessible 24 hours. Avon Waste disposes all kerbside waste here from Kununoppin, Trayning and Yelbeni townships. The site is built on sandy/gravel and is easy to excavate despite being an old gravel quarry.

## 3.6 SHIRE OF WYALKATCHEM

The Shire of Wyalkatchem is the south-western position of the NEWROC group. It has a total population of 516 and covers 1595 square kilometres. There is only one landfill in Wyalkatchem which receives all of the waste from the kerbside collection serviced by Avon waste.

### 3.6.1 Wyalkatchem Landfill

Annual Disposed (tonnes)	930
Town Population	400
Approx. Site Size	35 ha
Facility Lifespan	20 – 30 years

The Wyalkatchem landfill is one of the largest facilities in the NEWROC. The current landfill facility occupies 20.8 ha of the total space. It is unmanned, has unrestricted 24-hour access and is fenced. The site is adjoined to the cemetery. The facility is well managed, and the current use space is about 8000 square meters, with approximately 50,000 square meters available for future expansion. There is also good documentation of previously buried waste.



The closest property is approximately 2.5km away. The road leading from the main (sealed) road into the main cell is unsealed and 200m long with all-weather access.

## 4 WASTE QUANTITIES

Without a gatehouse or weighbridge, no NEWROC facility has the technical capabilities to gather accurate waste quantity data. In order to produce waste quantity data for this report, ASK has taken the 8-year average of non-metropolitan landfills in Western Australia from the Recycling Activity Review (ASK, 2010-2018).

**Table 4.1** shows the kilograms of waste per person according to the 8-year average by waste type (MSW is Municipal Solid Waste (domestic waste), C&I is Commercial & Industrial, and C&D is Construction & Demolition). For simplicity, ASK has rounded the results to the nearest hundred kilograms.

*Table 4.1 - Per capita landfill (kg/person)*

Waste type	WA Rural Average 2010 -18	Rounded values used for report
MSW	511	500
C&I	496	500
C&D	835	800
<b>Total (kg)</b>	<b>1,842</b>	<b>1,800</b>
<b>Total (tonne)</b>	<b>1.84</b>	<b>1.8</b>

**Table 4.2** shows the approximate tonnage, extrapolated from the population statistics, for the NEWROC region as a whole and each individual Shire.

*Table 4.2 - Waste tonnage per Shire*

Description	NEWROC TOTAL	Koorda	Mt Marshall	Mukinbudin	Nungarin	Trayning	Wyalkatchem
Population	2613	414	521	555	257	350	516
Pop percent of NEWROC	100%	16%	20%	21%	10%	13%	20%
MSW	1320	210	260	280	130	180	260
C&I	1320	210	260	280	130	180	260
C&D	2090	330	420	440	210	280	410
<b>Total tonne</b>	<b>4730</b>	<b>750</b>	<b>940</b>	<b>1000</b>	<b>470</b>	<b>640</b>	<b>930</b>

**Table 4.3** gives a further breakdown of the origin of the different wastes likely to be deposited at the landfills, including:

- Domestic waste (MSW) collected via MGB (Mobile Garbage Bin or "wheelie bin"): Figure based on the proportion of the Shire population living within each key town, assuming that 90% of MSW generated in each town is collected via kerbside MGBs, with the remaining 10% taken to landfill as 'bulky waste'.
- Commercial waste (C&I) collected by contractors: Figure based on the proportion of the Shire population living within each key town, assuming that 40% of C&I generated in each town is collected via kerbside MGBs and front lift commercial collections, with the remaining 60% taken to landfill as self-hauled C&I waste.
- Domestic waste (MSW) dropped off to facilities by rate-paying residents
- Commercial waste (C&I) 'leakage' dropped off to facilities: Meaning the C&I waste that will be disposed of by residents using their 'resident' passes at the remote facilities, assumed at a rate of 50%
- Commercial waste (C&I), not including 'leakage', taken to the landfill by business owners who would pay a gate fee to dispose of the waste
- Construction & Demolition waste (C&D) taken to the landfill by the waste generator (e.g. building contractor) who would pay a gate fee to dispose of the waste

Table 4.3 - Waste landfilled - baseline

Description	NEWROC TOTAL	Koorda	Mt Marshall	Mukinbudin	Nungarin	Trayning	Wyalkatchem
MSW collected via MGB	877	122	185	163	67	158	182
C&I collected by contractor	379	53	80	70	29	68	79
<b>Total collected waste</b>	<b>1256</b>	<b>175</b>	<b>265</b>	<b>234</b>	<b>95</b>	<b>226</b>	<b>261</b>
MSW drop-off (to facilities)	443	88	75	117	63	22	78
C&I drop-off 'leakage' (to facilities)	470	79	90	105	51	56	91
<b>Total drop-off to facilities</b>	<b>913</b>	<b>166</b>	<b>165</b>	<b>222</b>	<b>114</b>	<b>78</b>	<b>168</b>
C&I (exc. 'leakage') to landfill	470	79	90	105	51	56	91
C&D to landfill	2090	330	420	440	210	280	410
<b>Total 'gate fee' incurring waste</b>	<b>2560</b>	<b>409</b>	<b>510</b>	<b>545</b>	<b>261</b>	<b>336</b>	<b>501</b>
<b>TOTAL ALL WASTE</b>	<b>4730</b>	<b>750</b>	<b>940</b>	<b>1000</b>	<b>470</b>	<b>640</b>	<b>930</b>

**Table 4.4** indicates the tonnage of waste that would be deposited at each of the landfill sites if Option 1 was adopted. Option 1, as illustrated in **Section 6.1.2**, implements remote access systems at every landfill, however, this Option does not accommodate commercial users who are not rate-paying residents. Thus **Table 4.4** only displays waste that is brought in by rate-paying residents who are assumed to use their access rights to deposit 50% of the total C&I waste generated (i.e. 'leakage').

Table 4.4 - Waste quantities expected at each facility once all landfills have remote access (Option 1)

Facility	Total MSW drop-off	C&I 'leakage' to Facilities	Total waste drop-off
Koorda - Koorda	88	79	<b>166</b>
Mt Marshall - Bencubbin	45	54	<b>100</b>
Mt Marshall - Beacon	30	36	<b>66</b>
Mukinbudin	117	105	<b>222</b>
Nungarin	63	51	<b>114</b>
Trayning - Kununoppin	6	16	<b>23</b>
Trayning - Trayning	12	31	<b>44</b>
Trayning - Yelbeni	3	8	<b>11</b>
Wyalkatchem	78	91	<b>168</b>
<b>TOTAL (tonnes per annum)</b>	<b>443</b>	<b>470</b>	<b>913</b>

## 5 DESKTOP ASSESSMENT OF LANDFILLS

The following desktop assessment of landfills in the NEWROC region has been performed in two stages; first, a fatal flaw test to deduce which landfills are viable options, and second, a multi-criteria analysis that uses a scoring and weighting system to determine the ranking, from best (1) to worst (10), of the landfills.

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

### 5.1 FATAL FLAW TEST

A fatal flaw test was used to "knock-out" landfill sites which were not suitable as regional facilities. Some of the qualities of a regional landfill are explained in **Section 2.4**. Characteristics that would result in a 'failed' grade are outlined in **Table 5.1**.

Table 5.1 - Fatal flaw test conditions

Category	Fatal Flaw
Soils	Less than 2m to bedrock
Surface Water	Within wetland; <100m from surface water
Airport Safety	<1km from airport/aerodrome
Habitat Value	Critical habitat
Visual Impacts	Within 500m of visual public impact
Groundwater	<5m below lowest point
Remaining Site Capacity	<5 years of capacity remaining

**Table 5.2** shows the results for the fatal flaw test and the reason for the 'fail' grade.

Table 5.2 - Fatal flaw test results

Facility name	Pass/Fail	Reason
Koorda Landfill (Existing)	Fail	<5 years of capacity remaining
Koorda Landfill (New)	Pass	
Mt Marshall - Bencubbin landfill	Pass	
Mt Marshall - Beacon Landfill	Pass	
Mukinbudin Landfill	Fail	Less than 2m to bedrock
Nungarin Landfill	Fail	Less than 2m to bedrock
Trayning - Kununoppin Landfill	Fail	<1km from airport/aerodrome
Trayning - Trayning Landfill	Fail	Closed
Trayning - Yelbeni Landfill	Pass	
Wyalkatchem Landfill	Pass	

Koorda's new landfill site, Mt Marshall's Bencubbin and Beacon landfills, Yelbeni landfill in Trayning and Wyalkatchem landfill passed the fatal flaw test. These sites were considered for the regional sites in Options 2, 3 and 4 in **Section 6.1**.

### 5.2 MULTI-CRITERIA ANALYSIS

#### 5.2.1 Selection criteria

A multi-criteria analysis was used in this report to rank the suitability of the sites. The factors for the multi-criteria analysis are detailed in **Table 5.3**, including the marking criteria for each category and weighting.

These factors have been selected for their environmental, operational, social and technical impacts on the suitability of the waste facility.

Weighting of factors allows for a score that corresponds to the importance of the category. Remaining site capacity, for example, is given a weighted value of 8, while road access is given a weighted value of 2. This is because it would be inaccurate to assume that a score of 10 for road access and a score of 10 for remaining site capacity are of equal value.

Table 5.3 – Scoring system for multi-criteria analysis

Category	Scoring			Weighting
	10	5	1	
Road Access	<1.5km to paved road; on all weather road <500m	Requires <1.5km road improvement	Requires >1.5km road improvement	2
Remaining Site Capacity	>30 years of capacity	15 to 30 years of capacity	<10 years of capacity	8
Soils	Clay or low permeability	Sandy loam	<2m to bedrock (FATAL FLAW)	5
Depth to Groundwater	>20m	>10m to <20m	<5m	6
Surface Water	>500m from lake, wetland, perennial stream	>100m or <300m from surface water	Within wetland; <100m from surface water (FATAL FLAW)	7
Flood Hazard	No apparent flood hazard	100 to 500 year flood plain	Within 100 year floodplain; effects cannot be mitigated	7
Airport Safety	>2km from any airport/aerodrome	>1km to <1.5km from any airport/aerodrome; can demonstrate "no hazard"	<1km from any airport/aerodrome (FATAL FLAW)	8
Land Ownership	Council owned	Lease >10 years	Lease <10 years	4
Habitat Value	Low habitat value	High habitat value	Critical habitat value	3
Visual Impacts	Operation not visible off-site	Operation visible off-site	Impairment of scenic vistas	2
Downwind Impacts	>3km upwind from dwellings	>1 to <3km upwind from dwellings	<1km upwind from dwellings	3
Current Landfill Size (ha)	40	20	5	8
Available Space for Separating/Stockpiling	Well-established separation piles large suitable area >10ha	<2ha >5ha	No separation or stockpiling space available	8
Annual MSW Tonnage (current)	>400 tonnes	200 tonnes	50 tonnes	4
Town Population	>450	>200	>50	4
Possibility for Extension	Planned extension	Possible extension; not researched	No possibility for extension	5
Average Driving Distance to Other Facilities in Region	<20km	50 to 60km	>100km	5

### 5.2.2 Multi-criteria analysis scoring

**Table 5.4** reveals the scores for each facility in each category according to the scoring and weighting system outlined in **Table 5.3**. For each landfill, the appropriate score was given for each category and this score was multiplied by the weighting to give the result shown in **Table 5.4**.

The right-hand columns show the total value for each landfill and its corresponding rank. Rows highlighted in green represent landfills which passed the fatal flaw test from **Section 5.1**, while the rows shaded red represent the landfills that failed. Failed landfills were included in the multi-criteria analysis, despite their “knocked-out” status, for the purpose of transparency.

Table 5.4 - Multi-criteria analysis scores

Facility name	Road Access	Remaining Site Capacity	Soils	Depth to Groundwater	Surface Water	Flood Hazard	Airport Safety	Land Ownership	Habitat Value	Visual Impacts	Downwind Impacts	Current Landfill Size (ha)	Available Space for Separating/Stockpiling	Annual MSW Tonnage (current)	Town Population	Possibility for Extension	Average Driving Distance to Other Facilities in Region	Total	Rank
Koorda Landfill (Existing)	20	8	25	18	70	70	80	40	30	20	15	32	8	20	24	5	15	500	7
Koorda Landfill (New)	14	40	35	30	49	70	80	40	30	14	15	32	80	20	20	25	15	609	3
Mt Marshall - Bencubbin landfill	20	24	25	30	49	70	80	20	30	20	9	32	56	16	24	35	25	565	5
Mt Marshall - Beacon Landfill	18	80	25	30	35	56	80	20	30	20	15	8	8	12	16	35	10	498	8
Mukinbudin Landfill	18	80	5	30	35	70	80	40	30	18	15	40	80	28	32	35	20	656	2
Nungarin Landfill	20	80	35	30	35	70	80	40	30	20	15	8	24	16	16	35	20	574	4
Trayning - Kununoppin Landfill	20	8	25	18	35	70	8	40	30	20	15	16	40	4	12	15	25	401	9
Trayning - Trayning Landfill	0	0	0	0	0	0	0	0	0	0	0	48	0	12	16	0	20	96	10
Trayning - Yelbeni Landfill	20	16	25	18	35	70	80	40	30	20	15	32	64	4	4	25	25	523	6
Wyalkatchem Landfill	20	64	25	30	70	70	80	40	30	18	15	72	80	24	32	40	35	745	1

### 5.2.3 Multi-criteria analysis results

**Table 5.4** reveals the rankings of the NEWROC landfills. Of the eligible landfills (shaded green), Wyalkatchem has the most suitable landfill, followed by the new Koorda site, Mt Marshall's Bencubbin site, Trayning's Yelbeni site and Mt Marshall's Beacon landfill.

For the purposes of this report, the new Koorda site has been "knocked-out" because the costs related to setting up the site as a landfill are unquantifiable at this stage of its development. It is understood that DWER has asked the Shire to complete a Flora and Fauna Survey of the site. In addition, the site may require a hydrogeological survey and other site assessments, together with the infrastructure required to establish the site. The costs of these works could easily be in excess of \$250,000.

Trayning's Yelbeni landfill has been "knocked-out" on account of its close proximity to the Wyalkatchem landfill. From ASK's experience and common-sense logic, it would not make sense to have two regional sites so close together, especially when Wyalkatchem landfill had a significantly higher score.

Similarly, the Beacon landfill within the Shire of Mt Marshall has been "knocked-out" due to its remoteness in relation to the other facilities in the region (see **Figure 3.1** for map of landfill sites).

From the results of the multi-criteria analysis and the extra common sense "knock-outs", the following has been deduced:

- Wyalkatchem landfill and Bencubbin landfill are the most suitable sites for the regional landfills mentioned in Options 2 and 3 (See **Sections 6.1.3** and **6.1.4**)
- Wyalkatchem landfill is the most suitable site for the single regional landfill described in Option 4 (See **Section 6.1.5**)

Before conducting the desktop assessment of landfills, ASK proposed three staffed landfill sites for Options 2 and 3. However, after analysing the results, it became clear that two sites would be adequate to service the NEWROC region.

Wyalkatchem landfill scored almost 100 points higher than the next landfill (Mukinbudin – 'failed' fatal flaw test) making it a clear winner for Option 4 which proposes the establishment of one staffed regional landfill site that would service all commercial entities in the region. Option 4, as described in **Section 6.1.5**, requires all other landfill sites to be converted into transfer stations. **Section 6.3** discusses the additional transportation costs that accompanies this option.



## 6 FUTURE STRATEGY ASSESSMENT

### 6.1 OPTIONS ASSESSMENT

ASK has identified five potential options available to the NEWROC:

- Option 0: No change (Baseline)
- Option 1: All landfills fitted with remote access
- Option 2: All landfills fitted with remote access plus two staffed landfills
- Option 3: All transfer stations fitted with remote access plus two staffed landfills
- Option 4: All transfer stations fitted with remote access plus one staffed regional landfill

The following section will break down each option including the capital and operational expenditures, transport costs, revenue streams and cessation of existing costs.

See **Appendix A** for a full breakdown of costs.

#### 6.1.1 Option 0: No change

If no change was to be implemented, the current situation in the NEWROC region would remain the same; every Shire would operate their waste facility independently with varying levels of operational capacities, planning and budgets. **Table 6.1** indicates the costs associated with waste facilities in the NEWROC region in its current state. This is considered the baseline for the other options.

Table 6.1 - Baseline economic analysis

		Facility cost		Transport
Facility	Capital	Operational	Annualised Capex & Opex	N.A.
Collection truck mobilisation				
Koorda Landfill (Existing)		14,000	14,000	
Mt Marshall - Bencubbin landfill		19,436	19,436	
Mt Marshall - Beacon Landfill		12,851	12,851	
Mukinbudin Landfill		25,000	25,000	
Nungarin Landfill		12,000	12,000	
Trayning - Kununoppin Landfill		15,000	15,000	
Trayning - Yelbeni Landfill		15,000	15,000	
Wyalkatchem Landfill		32,000	32,000	
NEWROC TOTAL		145,287	145,287	
		TOTAL ANNUAL COST		145,287

Additional Revenue		Income		
Commercial' waste gate fee income		-		
Net income		-145,287		

There are no capital expenditures necessary for this option. All landfills are operational in their current state. This current state, however, lends itself to an environmentally dangerous legacy and the forfeiture of potential funds. Economically, the NEWROC region's waste facilities are presently running at a loss of approximately **\$145,000**.

As will be discussed in Options 2, 3 and 4, the introduction of staffed facilities and gate fees would allow NEWROC to charge for the use of their waste facilities. This would generate income for the NEWROC Shire councils and cover the cost of maintaining the waste facilities, as well as reducing the unfair financial burden



of compliance and closure costs on the rate paying portion of landfill users (who currently fund all the costs associated with landfills in the region).

Currently, waste is not being transferred between Shires. Avon Waste services each Shire individually and occasionally directs waste to one landfill within the Shire (e.g. Shire of Trayning, where all waste is directed to the Yelbeni facility). This current strategy does avoid transport costs, however, in the long term, creates a disparate and individualised system that increases environmental risks, regulatory non-compliance and operational costs since each facility must be maintained separately.

#### 6.1.2 Option 1: All landfills with remote access

Option 1 requires all landfills to be converted into fenced and monitored landfills with a remote access system. All landfills would be eligible for this option. As described in **Section 2.1**, a remote access system would be set up at each landfill that would include an automated sliding gate, an electronic key/keypad to open the gate, and a CCTV camera monitoring the entrance. **Table 6.2** outlines the estimated costs of Option 1 for each facility.

Table 6.2 - Option 1: All landfills with remote access economic analysis

Facility	Facility cost			Transport
	Capital	Operational	Annualised Capex & Opex	N.A.
Collection truck mobilisation				-
Koorda Landfill (Existing)	39,000	18,371	20,971	-
Mt Marshall - Bencubbin landfill	24,000	23,807	25,807	-
Mt Marshall - Beacon Landfill	24,000	17,222	19,222	-
Mukinbudin Landfill	24,000	29,371	31,371	-
Nungarin Landfill	24,000	16,371	18,371	-
Trayning - Kununoppin Landfill	39,000	19,371	21,971	-
Trayning - Yelbeni Landfill	31,500	19,371	21,671	-
Wyalkatchem Landfill	24,000	36,371	38,371	-
<b>NEWROC TOTAL</b>	<b>229,500</b>	<b>180,255</b>	<b>197,755</b>	
			<b>TOTAL ANNUAL COST</b>	<b>197,755</b>

Additional Revenue		Income		
Commercial' waste gate fee income		-		
Net income		-197,755		

The annual cost for the NEWROC to have remote access at all the landfills would be approximately **\$200,000**. This includes all the operational costs and the amortised capital costs. The capital expenditure of setting up each landfill with a remote access system has been costed at approximately \$21,000. This figure accounts for:

- The design and approvals (licencing) process;
- Any necessary groundworks (level site);
- Any chain-link fencing (at entrance of facility) if required;
- Any additional 1.8m stock fencing needed (around remaining perimeter of drop off area);
- Signage to indicate new procedure for customers;

- An automated access gate;
- The access and CCTV system (single camera); and
- Installation of the gate and access/CCTV system.

Option 1 does not require any transport between facilities, nor does it generate any revenue streams or savings for the NEWROC.

Option 1 does not cater to commercial customers as access would only be given to rate-paying residents for the disposal of domestic waste. Therefore, commercial waste (C&I and C&D) generated in the region would have to be transported by the waste generator to landfills outside the NEWROC region.

Option 1 is problematic unless paired with other strategies, as evidenced in Options 2, 3 and 4.

#### 6.1.3 Option 2: All landfills with remote access plus two staffed landfills

Option 2 was originally defined to include three staffed landfills, however, once the assessment of the landfills had been completed, the result showed that of the landfills that passed the fatal flaw assessment, there would be no benefit to include three facilities (see **Section 5**).

Therefore Option 2 includes the staffing of two landfills in conjunction with Option 1 (all landfills fitted with a remote access system). As described in **Section 2.3**, introducing two staffed landfills in the NEWROC region would require the construction of a gatehouse with appropriate amenities (including a GenSet to provide air-conditioning and power) and additional staff who would work at least three half-days per work week at the two staffed facilities. **Table 6.3** outlines the estimated costs of Option 2 for each facility.

*Table 6.3 - Option 2: All landfills with remote access plus two staffed landfills economic analysis*

Facility	Facility cost			Transport
	Capital	Operational	Annualised Capex & Opex	N.A.
Collection truck mobilisation				
Koorda Landfill (Existing)	39,000	18,371	20,971	
Mt Marshall - Bencubbin landfill (staffed)	41,130	52,647	56,163	
Mt Marshall - Beacon Landfill	24,000	17,222	19,222	
Mukinbudin Landfill	24,000	29,371	31,371	
Nungarin Landfill	24,000	16,371	18,371	
Trayning - Kununoppin Landfill	39,000	19,371	21,971	
Trayning - Yelbeni Landfill	31,500	19,371	21,671	
Wyalkatchem Landfill (staffed)	41,130	65,211	68,727	
<b>NEWROC TOTAL</b>	<b>263,760</b>	<b>237,935</b>	<b>258,466</b>	
			<b>TOTAL ANNUAL COST</b>	<b>258,466</b>

Additional Revenue		Income		
Commercial' waste gate fee income		298,721		
Net income		40,255		

The annual net income for the NEWROC to have remote access at all the landfills, and two landfills being staffed part-time would be approximately \$40,000. This includes all the operational costs and the amortised capital costs (approximately \$260,000) and income from gate fees at approximately \$300,000 per year (see **Section 6.2** for details of the gate fee income).

The capital expenditure to fit all landfills with a remote access system is the same as in Option 1.

Option 2 requires added capital expenditure at the two staffed landfills to:

- Purchase and install
  1. 3m x 4m Gatehouse (second hand)
  2. Boom gate
  3. 3KW Generator for gatehouse a/c and computer

Option 2 also has associated operational costs including:

- Site staff (gatehouse operator) for three half-days per week for each staffed landfill
- Electronic waste records system (waste records and finance)

Since commercial traffic would be directed to the two staffed landfills, the NEWROC would be able to collect gate fees and generate an income from the waste disposed by these commercial entities. Rate-paying residents would still have access to their local landfill via the remote access system.

#### 6.1.4 Option 3: All transfer stations with remote access plus two staffed landfills

Option 3 requires the same as Option 2 (All sites with remote access and three landfills staffed) but all non-staffed sites are converted to transfer stations. A transfer station, as described in **Section 2.2**, does not store waste. As the name suggests, residential waste deposited at a transfer station would be collected and transferred to one of the two staffed landfills for disposal.

**Table 6.4** outlines the estimated costs of Option 3 for each facility.

*Table 6.4 - Option 3: All transfer stations with remote access plus three staffed landfills economic analysis*

Facility	Facility cost			Transport	
	Capital	Operational	Annualised Capex & Opex	Weekly collection	Fortnightly collection
Collection truck mobilisation				29,120	14,560
Koorda Transfer Station (Existing)	94,270	10,371	16,715	9,360	4,680
Mt Marshall - Bencubbin Landfill (staffed)	41,130	47,211	50,727		
Mt Marshall - Beacon Transfer Station	94,270	10,371	16,715	16,640	8,320
Mukinbudin Transfer Station	94,270	10,371	16,715		
Nungarin Transfer Station	94,270	10,371	16,715	19,760	9,880
Trayning - Kununoppin Transfer Station	94,270	10,371	16,715		
Trayning - Yelbeni Transfer Station	94,270	10,371	16,715		
Wyalkatchem Landfill (staffed)	41,130	47,211	50,727		
<b>NEWROC TOTAL</b>	<b>647,880</b>	<b>156,648</b>	<b>201,740</b>	<b>74,880</b>	<b>37,440</b>
<b>TOTAL ANNUAL COST</b>				<b>276,620</b>	<b>239,180</b>

Additional Revenue		Income		Weekly	Fortnightly
Commercial' waste gate fee income				298,721	298,721

Net income				22,101	59,541
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The annual net income for the NEWROC to convert six landfills to transfer stations with remote access and maintain two landfills (staffed part-time) would be approximately \$60,000 based on a fortnightly collection of waste from the transfer stations or approximately \$20,000 based on a weekly collection of waste from the transfer stations (see **Section 6.3** for details about the transport cost modelling).

This includes all the operational costs and the amortised capital costs (approximately \$200,000) and income from gatefees at approximately \$300,000 per year (see **Section 6.2** for details of the gatefee income). The capital expenditure to fit all the transfer stations with a remote access system is \$1000 more than in Option 1, as there would be a second camera viewing the transfer station bin area.

No budget has been included for the closure, capping and rehabilitation of the existing landfills. This will be a significant expenditure and is likely to cost \$50,000 - \$250,000 per hectare, depending on the cap design, availability of capping material and other soils. The capping of a landfill should be progressive, as the site is utilised.

Extra capital expenditure would be required for converting the current landfills into transfer stations. This would involve setting up a front lift bin system (as pictured in **Figure 2.2**) that allows for easy disposal and transportation of waste.

Although Option 3 would incur significant transport costs, there are many benefits to eliminating the number of landfills in the region. The biggest benefit is the reduction in possible environmental contamination from the uncontrolled disposal of waste at unstaffed landfills and there is less chance of an unsafe operational situation occurring.

As in Option 3, commercial customers would be directed to the two staffed landfills, thus allowing gate fees to be collected for this waste stream. Rate-paying residents could have access to their local transfer station and the two landfills via the remote access entry system.

In terms of expenditure, there is an added benefit to having a transfer station instead of a landfill; a transfer station does not require earthworks to excavate new cells nor does it require cover (e.g. soil) to be placed over the waste regularly.

The costs allowed for the establishment of the transfer stations include:

- Develop a facility design
- Gain DWER approvals (licencing)
- Complete groundworks (level site)
- Construct
  1. Hardstand area for placement of waste bins (compacted unsealed)
  2. Ramped and raised platform
- Create stormwater perimeter bunds (earthworks)
- Prepare landscaping
- Fencing the transfer station with 1.8m chain link at the front and 1.8m stock fencing on the other three sides
- Purchase four 6m<sup>3</sup> front lift bins for each transfer station
- Remote access CCTV system (with two cameras)

The capital expenditure for the two staffed landfills includes:

- Purchase and install
  1. 3m x 4m Gatehouse (second hand)
  2. Boom gate
  3. 3KW Generator for gatehouse a/c and computer
- Operational costs including:
  1. Site staff (gatehouse operator) for three half-days per week for each staffed landfill
  2. Electronic waste records system (waste records and finance)

#### 6.1.5 Option 4: All transfer stations with remote access plus one staffed regional landfill

Option 4 is almost identical to Option 3 except that instead of two staffed landfills, there would be only one staffed landfill in the NEWROC region. As described in **Section 2.4**, the regional landfill would be the single point for all commercial customers to dispose of their waste. All other landfills would be converted into transfer stations, accessible by rate-paying residents, with the waste being transferred to the single regional landfill.

**Table 6.5** outlines the cost of converting all landfills to transfer stations except one, which would then be converted into a staffed regional landfill.

*Table 6.5 - Option 4: All transfer stations with remote access plus one staffed regional landfill economic analysis*

Facility	Facility cost			Transport	
	Capital	Operational	Annualised Capex & Opex	Weekly collection	Fortnightly collection
Collection truck mobilisation				22,880	11,440
Koorda Transfer Station (Existing)	94,270	10,371	16,715	40,560	17,680
Mt Marshall - Bencubbin Transfer Station	94,270	10,371	16,715		
Mt Marshall - Beacon Transfer Station	94,270	10,371	16,715		
Mukinbudin Transfer Station	94,270	10,371	16,715		12,480
Nungarin Transfer Station	94,270	10,371	16,715		
Trayning - Kununoppin Transfer Station	94,270	10,371	16,715		
Trayning - Yelbeni Transfer Station	94,270	10,371	16,715		
Wyalkatchem Regional Landfill	41,130	47,211	50,727	-	-
<b>NEWROC TOTAL</b>	<b>701,020</b>	<b>119,808</b>	<b>167,728</b>	<b>63,440</b>	<b>41,600</b>
<b>TOTAL ANNUAL COST</b>				<b>231,168</b>	<b>209,328</b>

Additional Revenue			Income	Weekly	Fortnightly
Commercial' waste gate fee income				298,721	298,721

Net income				67,553	89,393
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The annual net income for the NEWROC to convert seven landfills to transfer stations with remote access and maintain a single landfill (staffed part-time) would be approximately \$90,000 based on a fortnightly collection of waste from the transfer stations or approximately \$65,000 based on a weekly collection of waste from the transfer stations (see **Section 6.3** for details about the transport cost modelling).

Option 4 requires the same capital and operation costs as Option 2, however, these costs would only need to be spent on one facility, instead of two. The remaining landfills would be converted into transfer stations, as discussed in Option 3.

Although increasing transport costs, a single regional landfill allows for a consolidated, economical approach to waste management. All commercial customers would be directed to the single facility, potentially extending the transport time for commercial customers located far from the single facility's location. Similarly, all waste disposed at the transfer stations would need to travel to the one central location.

Option 4 also allows for costs to be centralised in one location; only one facility would require staff, a gatehouse, and operational attention (e.g. cell excavation and daily cover). This would save money in the long-term and allow for a concentrated effort in one location instead of spreading the responsibility and expenditure over several facilities.

In the landfill assessment, the Wyalkatchem landfill was ranked first, therefore it has been used for the modelling. However, this will result in a round trip of approximately 250km to bring commercial wastes from Beacon. Therefore, ASK has also modelled the transport costs if the Regional Landfill was located at Bencubbin, and the difference was negligible (approximately \$1,500 per year).

## 6.2 GATE FEE QUANTITIES AND INCOME

Once facilities are staffed, gate fees can be collected for the waste that is received. Currently no gate fees are collected, so any commercial waste (which includes the waste types Commercial & Industrial (C&I) and Construction & Demolition (C&D)) incurs no fee and the cost of operating the landfills is paid for from Council rates.

Option 2, 3 and 4 all include staffed facilities for the receipt of commercial wastes and the collection of gate fees.

### 6.2.1 Gate fees

Gate fees should be based on the whole of life (WoL) cost to operate a landfill, which includes asset depreciation, operations, closure and post closure monitoring cost. This can be broken down to a cost per tonne (or cubic metre) and can be used to develop an equitable gate fee structure for the facility's customers, while ensuring all current and future costs can be fully funded from the revenue sources.

The WoL modelling can be expanded to include all waste services (e.g. waste collection, recycling programmes, etc) to provide a clear understanding of the NEWROC Shire's financial position and allow it to plan for the future.

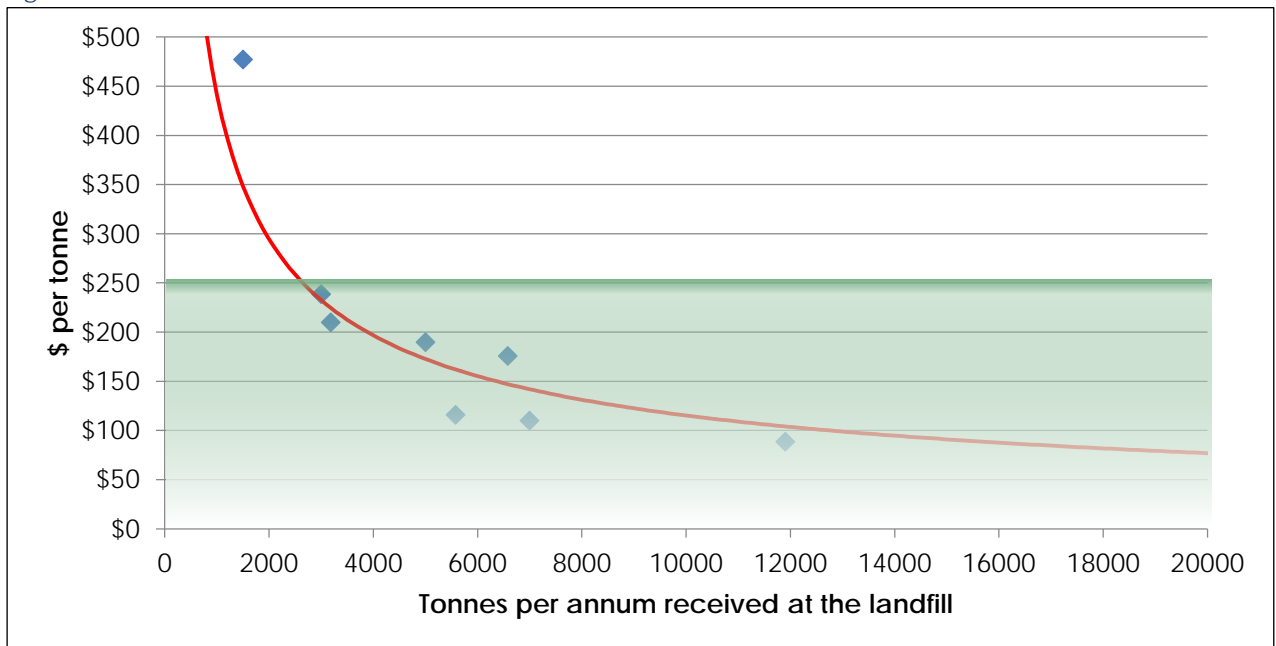
The capital and operational cost for the transfer stations, together with waste transport cost, would also be calculated, thus allowing an estimate to be made for the annual cost for each Shire to provide the waste services to their communities.

Once the full costs have been determined, the NEWROC can decide how to recover these costs through:

- Commercial waste gate-fees
- Waste management rates / levy
- Other sources of income / rate

Completing a whole of life analysis was not included in this project, however, based on the other landfills that ASK has assessed over the last decade, **Figure 6.1** below provides an indication of the likely breakeven WoL costs for landfills with a variety of throughput, and this suggests that a compliant landfill with a throughput of approximately 3,000tpa would have a breakeven cost of \$250 per tonne.

Figure 6.1 Whole of life costs for rural landfills in WA



Given that the introduction of gate fees in the region will result in a significant change for some organisations, ASK has modelled the revenue based on a modest gate fee of \$35 per cubic metre (approximately \$125 per tonne), this would need to be increased over the following years to a gate fee of \$60 per cubic metre or more to achieve breakeven. Whole of Life cost modelling would define the required gate fee more precisely.

#### 6.2.2 Quantity of commercial wastes

It has been estimated that approximately 2,500 tonnes of commercial waste would be received at the staffed facilities each year. This is based on the assumptions that:

- All residential waste (MSW) would not be charged at the gate fee, as the cost is received via the Council rates
- 40 percent of the C&I waste generated in the region is collected via the 240L MGB kerbside collection or via a front lift collection contract with Avon Waste
- Half of the remaining C&I waste would be falsely declared as residential waste to avoid paying a gate fee (i.e. disposed of by residents with businesses that would use access the facilities with their 'pass' and avoid any fees.)
- All C&D waste would be delivered at the staffed facilities and incur a gate fee.

Table 6.6 - A summary of wastes that would incur a gate fee charge and the revenue generated

	NEWROC TOTAL	Koorda	Mt Marshall	Mukinbudin	Nungarin	Trayning	Wyalkatchem
MSW (tpa)	1,320	210	260	280	130	180	260
C&I (tpa)	1,320	210	260	280	130	180	260
C&D (tpa)	2,090	330	420	440	210	280	410
<b>Total (tpa)</b>	<b>4,730</b>	<b>750</b>	<b>940</b>	<b>1000</b>	<b>470</b>	<b>640</b>	<b>930</b>

Total commercial (C&I and C&D) waste (tpa)	3,410	540	680	720	340	460	670
C&I waste leakage (tpa)	470	79	90	105	51	56	91
C&I kerbside collected waste (tpa)	379	53	80	70	29	68	79
Remaining C&I and C&D waste (tpa)	2,560	409	510	545	261	336	501
Revenue from gate fees (\$ per annum)	<b>298,721</b>	<b>47,669</b>	<b>59,510</b>	<b>63,555</b>	<b>30,404</b>	<b>39,182</b>	<b>58,402</b>

Therefore, given the estimated 2,560 tonnes of commercial waste expected to be received at the staffed facilities, combined with a 'below breakeven' initial gate fee of \$35 per cubic metre, the NEWROC shires should expect to collect approximately \$300,000 per annum in gate fee revenue.

### 6.3 WASTE TRANSPORT RATIONALE

The waste dropped off at the transfer stations in Options 3 and 4 must be transported to the remaining landfill(s). The cost of the transportation of this waste is based on:

- The quantity of MSW waste and C&I 'leakage' waste as calculated in **Table 4.4**
- Waste being collected into 6 cubic meter front lift bins
- A bulk density of 200kg/m<sup>3</sup> for the front lift bins (therefore each bin holding 1.2 tonnes of waste)
- Waste collected by a compaction front lift truck with a capacity to collect 16 of the 6m<sup>3</sup> bins
- A cost of \$2.00 per km for truck movements
- Collection truck mobilising from and back to Northam

The routes used to model each option are shown in **Appendix B**. ASK liaised with Avon Waste and the distance shown are a 'worst case scenario' as Avon Waste would aim to combine the collections with other services and thus reduce the transport cost.

#### 6.3.1 Transport cost for two staffed landfills (Option 3)

The cost to transport the waste from the six transfer stations to the staffed landfills at Bencubbin and Wyalkatchem is shown in **Table 6.7**, the cost based on a weekly collection of the waste is approximately \$75,000 per year, and for a fortnightly collection it would be a cost of approximately \$40,000 per year.

Table 6.7 - Transportation costs for Option 3 – Two staffed landfills

Description	No. of 6m3 bins per wk	Kms per run	No of bins per route	Transport cost per route	Annual cost for weekly collection	Annual cost for fortnightly collection
Mobilisation		280		560	29,120	14,560
Koorda	2.7	90	2.7	180	9,360	4,680
Bencubbin	0.0	0	0			
Beacon	1.1	160	4.6	320	16,640	8,320
Mukinbudin	3.6					
Nungarin	1.8	190	3.1	380	19,760	9,880
Kununoppin	0.4					
Yelbeni	0.9					
Wyalkatchem	0.0	0	0			
<b>TOTALS</b>	<b>10.3</b>	<b>720.0</b>	<b>10.3</b>	<b>1,440</b>	<b>74,880</b>	<b>37,440</b>



### 6.3.2 Transport cost for one staffed landfill (Option 4)

The cost to transport the waste from the seven transfer stations to a single staffed landfill at either Bencubbin or Wyalkatchem is shown in **Table 6.8**. The cost based on a weekly collection of the waste is approximately \$65,000 per year, and for a fortnightly collection it would be a cost of approximately \$40,000 per year.

For this option, a fortnightly collection requires the collection truck to return to the landfill and empty once during each collection run as the truck would become full before visiting all the transfer stations.

Table 6.8 - Transportation costs for Option 3 – One staffed landfilled

Description	No. of 6m3 bins per wk	Kms per run (weekly)	No of bins per route	Transport cost per route	Annual cost for weekly collection	Kms per run (fortnightly)	Annual cost for fortnightly collection
Mobilisation		220		440	22,880	220	11,440
Koorda	2.7	390	11.9	780	40,560	340	17,680
Bencubbin	1.6						
Beacon	1.1						
Mukinbudin	3.6					240	12,480
Nungarin	1.8						
Kununoppin	0.4						
Yelbeni	0.9						
Wyalkatchem	N.A.						
<b>TOTALS</b>	<b>11.9</b>	<b>610</b>	<b>11.9</b>	<b>1,220</b>	<b>63,440</b>	<b>800</b>	<b>41,600</b>

The transport cost based on the single landfill being located at Bencubbin was also modelled to check the sensitivity of the landfill's location, however the transport cost only differed by \$1,500 per year, which is negligible.

## 6.4 FINANCIAL MODELLING RESULTS – ALL OPTIONS

The financial results from each option have been summarised in **Table 6.9**, the final column shows the net annual income for each option based on the operational costs and the expected revenue from gate fees, note this does not include the amortised capital costs.

This shows that Option 0 (current baseline situation) is costing the NEWROC Shires approximately \$145,000 per year and Option 1 would cost approximately \$180,000 per year.

However, the approximate annual income generated by Option 2 is \$60,000 per year, Option 3 is \$65,000 - \$105,000 and Option 4 is \$115,000 - \$140,000.

Table 6.9 - Financial summary for each option

Option	Capital	Operational	Annualised Capex & Opex	Transport	Opex and transport	Revenue (from gate fees)	Net annual income (exc capex amortisation)
Option 0: Baseline cost of current operation	-	145,287	145,287	-	145,287	-	- <b>145,287</b>
Option 1: All landfills unstaffed with remote access	229,500	180,255	197,755	-	180,255	-	- <b>180,255</b>
Option 2: All landfills with remote access plus two staffed landfills	263,760	237,935	258,466	-	237,935	298,721	<b>60,786</b>
Option 3: All transfer stations with remote access plus two staffed landfills - weekly collection	647,880	156,648	201,740	74,880	231,528	298,721	<b>67,193</b>
Option 3: All transfer stations with remote access plus two staffed landfills - fortnightly collection	647,880	156,648	201,740	37,440	194,088	298,721	<b>104,633</b>
Option 4: All transfer stations with remote access plus one staffed regional landfill - weekly collection	701,020	119,808	167,728	63,440	183,248	298,721	<b>115,473</b>
Option 4: All transfer stations with remote access plus one staffed regional landfill - fortnightly collection	701,020	119,808	167,728	41,600	161,408	298,721	<b>137,313</b>

## 6.5 ENVIRONMENTAL, COMPLIANCE AND SOCIAL ASSESSMENT

The assessment of the four options allows NEWROC to obtain a more comprehensive understanding of the associated Environmental, Compliance and Social risks with each of the options.

The Environmental Assessment considers how the options may impact the natural environment on issues such as air quality, surface and groundwater, along with impacts on land. The Compliance Assessment considers how the options address current regulations, approvals and guidelines while the Social Assessment considers implications on residents, employment, potential complaints and public safety. A summary of the implications for each option is provided in Table 6.10.

Table 6.10 - Options assessment matrix (Environmental, Compliance and Social)

Option	Environmental	Compliance	Social
<b>Baseline/Current</b>	<p>Risks to pollute groundwater, surface water and litter adjoining lands.</p> <p>Risks of air pollution from fires and Green House Gas emissions.</p> <p>Risks of many unlined landfills with little rehabilitation.</p> <p>A legacy of uncontrolled landfills results in an unknown and potentially high risk to the environment, as there will have been no control or records about the wastes that have been landfilled. Thus, could contain chemical drums, used engine oil, etc that once the containers rust can impact soil and groundwater</p>	<p>Lack of control for waste acceptance. No oversight of waste disposal activities.</p> <p>Some sites are sprawling and lack any capping or rehabilitation which may not be funded.</p> <p>While this project has not included a regulatory compliance audit, there are many non-compliances with the Rural Landfill Regulations (see <b>Appendix C</b>). Correcting these for all the sites will be very costly</p>	<p>There is an equity issue with residential rates paying for the disposal of commercial waste.</p> <p>There is the perception of a 'free' service.</p> <p>There is expected uncontrolled use of facilities for the disposal of wastes generated outside the NEWROC region.</p> <p>There is little opportunity for recycling.</p> <p>There are significant safety risks to the facility users i.e. trips, injuries, disease etc</p>
<b>Option 1:</b> (All Landfills with remote access)	<p>Similar to Baseline.</p> <p>May be some reduced risks due to controlling access.</p> <p>An increased risk of waste dumping from commercial operators or out of region users.</p>	<p>This option restricts who enters the sites.</p> <p>Does not restrict waste types disposed.</p> <p>May eliminate all 'out of area' waste.</p> <p>Improved control over where waste is placed (two camera system).</p> <p>While this project has not included a regulatory compliance audit, there are many non-compliances with the Rural Landfill Regulations (see <b>Appendix C</b>). Correcting these for all the sites will be very costly</p>	<p>Possible community complaint due to restricting uncontrolled access.</p> <p>No landfilling option for C&amp;I and C&amp;D wastes generated in the region which would no doubt create backlash.</p> <p>However, may control some commercial operators.</p> <p>Improved recycling opportunities but dependant on user's initiative.</p> <p>No additional employment.</p>
<b>Option 2:</b> (Option 1 plus two staffed Landfills)	<p>Improved management of two (as opposed to eight landfills).</p> <p>Associated reduced risk to air, water and land pollution.</p> <p>Potentially an increased risk of illegal waste dumping from commercial operators or out of region users.</p>	<p>Improved level of compliance possible with staffed landfills.</p> <p>Restricts who enters the sites.</p> <p>Does not restrict waste types disposed at unmanned sites.</p> <p>May eliminate all 'out of area' waste.</p> <p>Improved control over where waste is placed with staffed and two camera system</p>	<p>Improved employment opportunities.</p> <p>Should eliminate the majority of those obtaining use without paying i.e. non ratepayers.</p> <p>May not control some commercial operators.</p> <p>Further improved recycling opportunities with staffed sites to direct users. Provides two landfills for the disposal of C&amp;I and C&amp;D</p>

Option	Environmental	Compliance	Social
		<p>NB Transfer stations have two cameras while landfills have only one.</p> <p>Reduces the number of landfills that need to achieve regulatory compliance, thus less non-compliance risk and cost.</p>	<p>wastes generated in the region, thus a landfill within 50km for most residents.</p>
<b>Option 3:</b> (Transfer stations and two staffed Landfills)	<p>Major improvement with the closure of six landfills and replaced by transfer stations thereby reducing potential adverse environmental impact.</p> <p>Potentially an increased risk of illegal waste dumping from commercial operators or out of region users.</p>	<p>Improved management of two landfills with a greater level of compliance possible at all sites.</p> <p>Transfer stations have minimal environmental issues.</p> <p>Possible odour problems at transfer stations depending on frequency of collections.</p> <p>Reduces the number of landfills that need to achieve regulatory compliance, thus less non-compliance risk and cost.</p>	<p>Same opportunities as Option 2.</p> <p>Provides two staffed landfills for the disposal of C&amp;I and C&amp;D wastes generated in the region, therefore if the landfills are at Wyalkatchem and Bencubbin the transport of waste from other towns should be within 50km one way.</p>
<b>Option 4:</b> (Transfer stations and one staffed Landfill)	<p>Best option for minimising all environmental risks.</p> <p>Only one landfill has potential to impact the environment.</p> <p>Closing and rehabilitating all other sites also reduces ongoing environmental risks.</p> <p>Potentially an increased risk of illegal waste dumping from commercial operators or out of region users.</p>	<p>Significant improvement opportunity to address compliance issues.</p> <p>With one landfill, resources can focus on all compliance issues for design and operations while transfer stations have minimal risks.</p> <p>The improved economies of scale would result in more cost-effective compliance measures being implemented.</p>	<p>Improved employment opportunities.</p> <p>Most equitable option with Commercial operators paying for actual use.</p> <p>Likely complaints from Commercial operators due to some distances to the single regional landfill.</p> <p>Improved public safety at all sites.</p> <p>Same opportunities for improving recycling as Option 3.</p> <p>Provides one regional landfill for the disposal of C&amp;I and C&amp;D wastes generated in the region, so if the landfill is at Wyalkatchem the transport of waste from Beacon and eastern towns would be more than 100km one way.</p>

## 7 CONCLUSIONS

Based on the information provided, assessments and modelling completed for this project, the following key conclusions can be made:

- There are now viable options available for NEWROC to make equitable changes to benefit ratepayers.
- It is becoming clear that Federal and State Governments have an increasing focus on regulatory compliance with waste operations for improved environmental outcomes which will have a flow on effect to Local Government. For example, the Office of the Auditor General (WA) has started looking at service delivery by local governments, with the following criteria:
  - Are waste services planned to minimise waste and meet community expectations?
  - Do local governments deliver effective waste services?
  - Does the State Government provide adequate support for local waste planning and service delivery?
- If the NEWROC Shires are proactive in improving their waste facilities, this will show the regulator there is already an action plan in place and reduce the likelihood of DWER setting the actions to achieve compliance.
- It is in the best interests of NEWROC and its residents to take immediate steps on improving the current operations by adopting one of the Options. The current system of uncontrolled access to landfills has significant risks and possible long term environmental and financial legacies.
- The report contains sufficient data for NEWROC to look at other options and understand the likely costs and implications.
- Should NEWROC choose to change the current system then the community needs to be adequately engaged to ensure there is an understanding and acceptance of the change.

### 7.1 CURRENT SITUATION

- The nine waste facilities across the NEWROC region are registered, however, none are gated or manned. This had led to the common challenges of commercial waste being dumped (sometimes illegally), non-residents dumping at the sites, and difficulties in maintaining site compliance.
- The provision of nine waste facilities to a community of less than 3000 people is above the 'norm' for effective rural waste services.
- No gate fees are being recovered, therefore residential rates are subsidising commercial waste disposal from businesses, organisations and State departments located in the region.
- There is very little data about the waste types or quantities received at each Facility. Therefore, there is no information for the Shires to make informed operational and strategic decisions.

## 7.2 DESKTOP LANDFILL ASSESSMENT

- Based on a fatal flaw assessment of the 10 potential sites for future development as regional facilities only five sites passed, as shown in **Table 7.1**

Table 7.1 - Fatal flaw test results

Facility name	Pass/Fail	Reason
Koorda Landfill (Existing)	Fail	<5 years of capacity remaining
Koorda Landfill (New)	Pass	
Mt Marshall - Bencubbin landfill	Pass	
Mt Marshall - Beacon Landfill	Pass	
Mukinbudin Landfill	Fail	Less than 2m to bedrock
Nungarin Landfill	Fail	Less than 2m to bedrock
Trayning - Kununoppin Landfill	Fail	<1km from airport/aerodrome
Trayning - Trayning Landfill	Fail	Closed
Trayning - Yelbeni Landfill	Pass	
Wyalkatchem Landfill	Pass	

- The results of the multi criteria analysis (MCA) of the landfills that passed the fatal flaw assessment, ranked the remaining landfills as follows:
  - Wyalkatchem site
  - New Koorda site,
  - Mt Marshall's Bencubbin site,
  - Trayning's Yelbeni site
  - Mt Marshall's Beacon landfill.
  - However, the new Koorda site has been "knocked-out" because the costs related to setting up the site as a landfill are unquantifiable but could easily be in excess of \$250,000.
  - Trayning's Yelbeni landfill has been "knocked-out" on account of its close proximity to the Wyalkatchem landfill, which had a significantly higher score.
  - Similarly, the Beacon landfill within the Shire of Mt Marshall has been "knocked-out" due to its remoteness in relation to the other facilities

## 7.3 OPTIONS ASSESSMENT

- Option 0 (Current baseline situation) and Option 1 (All landfills with remote access) do not allow for the collection of any gate fees and result in negative net annual income between **-\$145,000 - -\$180,000**.
- Option 1 does not allow for any commercial waste (C&I and C&D) to be landfilled in the NEWROC region.
- Options 2, 3 & 4 all allow for the collection of gate fees for commercial waste, this is estimated to generate approximately \$300,000 of revenue per year, resulting in positive net income as shown in **Table 7.2**.
- Option 4 (fortnightly collection) is modelled as the most financially viable option and would generate approximately \$135,000 of net income per year.

Table 7.2 - Financial summary for each option

Option	Capital	Operational	Transport	Revenue (from gate fees)	Net annual income (exc capex amortisation)
Option 0: Baseline cost of current operation	-	145,287	-	-	<b>-145,287</b>
Option 1: All landfills unstaffed with remote access	229,500	180,255	-	-	<b>-180,255</b>
Option 2: All landfills with remote access plus two staffed landfills	263,760	237,935	-	298,721	<b>60,786</b>
Option 3: All transfer stations with remote access plus two staffed landfills - weekly collection	647,880	156,648	74,880	298,721	<b>67,193</b>
Option 3: All transfer stations with remote access plus two staffed landfills - fortnightly collection	647,880	156,648	37,440	298,721	<b>104,633</b>
Option 4: All transfer stations with remote access plus one staffed regional landfill - weekly collection	701,020	119,808	63,440	298,721	<b>115,473</b>
Option 4: All transfer stations with remote access plus one staffed regional landfill - fortnightly collection	701,020	119,808	41,600	298,721	<b>137,313</b>

- The baseline situation (Option 0) presents significant environmental risks and impacts and fails to meet regulation compliance for a range of issues. From a social perspective, it does provide free waste disposal, seven days a week. However, it penalises the rate paying residents by using these funds to provide free waste disposal for commercial waste and any waste generated outside the NEWROC region. The current facilities present a significant safety risk to the users.
- The assessment of environmental impacts shows that Options 3 and 4 would provide better outcomes as the other landfills would be closed and transfer stations established, which have a much lower environmental risk and impact. Also, the remaining landfill(s) would be staffed for the receipt of commercial waste which will allow for appropriate waste acceptance controls and site management.
- The assessment of regulatory compliance shows that Options 3 and 4 would provide the better outcomes as the other landfills would be closed and transfer stations established, which have less regulatory issues to consider. The remaining landfill(s) would be staffed for the receipt of commercial waste which will allow for appropriate site management. The improved economies of scale combined with revenue from gate fees will fund the operations required to achieve full regulatory compliance at the remaining landfill(s).
- From a social perspective, Option 1 fails to provide a waste disposal service for the businesses within the NEWROC region. Option 2 and 3 would provide two landfills for the disposal of commercial waste, while Option 4 would provide a single landfill. For residents, all the options would provide them with access to the current facilities (as landfills or transfer stations), however Option 2, 3 and 4 would ensure a 'producer pays' approach was taken to waste disposal and provide a more equitable outcome for the NEWROC community. Staffed facilities would also provide local jobs and may lead to other recycling positions in the future.
- The adoption of a single landfill at Wyalkatchem (Option 4) would result in commercial waste generated in Beacon requiring a 250km round trip for disposal at the landfill. However, if the landfill was located at Bencubbin, the town farthest away would be Wyalkatchem at a distance of approximately 80km.

## 8 RECOMMENDATIONS

The report has provided NEWROC with a clear assessment of the options modelled, while many assumptions have been required to allow for the lack of data relating to waste quantities, the results clearly show that adopting either Option 2, 3 or 4 would lead to an environmental, regulatory and economic improvement on the current system.

However, this report is just the start of the process to modernise the waste disposal service in the NEWROC region, and the Shire's made need to consider combinations of facility types that haven't been assessed in options above. This could include the staged transition of facilities from landfill to transfer stations, or future options such as the rationalisation (closure) of some facilities. A more detailed series of recommendation is provided below.

### 8.1 RECOMMENDED OPTION

Option 3 and Option 4 clearly result in the best economic, environmental and regulatory outcomes. Socially the community are still provided with the same service as they currently receive, but via remotely accessed transfer stations.

Organisations generating commercial waste in the region will have to self-haul or engage a waste collection company to transfer their waste to the staffed landfill(s), which will be a significant change to the current system. These organisations will also have to pay a gate fee for the disposal of their waste, which will introduce an equitable 'producer pays' system. There is a need to engage commercial operators and residents on the reasons and advantages of changing the current system.

While Wyalkatchem landfill ranked highest in the MCA assessment, the site is located in the southwest corner of the region and would result in commercial waste generated in Beacon being transported over 120km to the landfill.

17. *The NEWROC Shires should adopt Option 3 or Option 4 as their future waste disposal strategy.*
18. *Complete a thorough sensitivity analysis with the model (i.e. changes to waste quantities and other assumptions) to determine that the preferred option is consistent under all likely scenarios.*
19. *Ask Avon Waste to review the transport modelling assumptions and rationale.*
20. *The NEWROC Shires should consider and decide to either establish a single staffed Regional landfill at Bencubbin, or two staffed landfills at Bencubbin and Wyalkatchem.*
21. *The NEWROC Shires should agree to set one uniform waste fee (per capita) for the operation of all the facilities and transport of waste between the facilities. This will mean no Shire is disadvantaged, based on the location of the staffed landfills. Essentially this would result in the total cost being divided between the Shires based on their population.*
22. *A maximum quantity of domestic waste per rate payer should be adopted by the NEWROC. For example, all properties with a kerbside collection would be allowed five 6'x4' trailers (or equivalent) per year, while properties with no kerbside collection would have the same, plus the equivalent of 52 x 240L per year. This will help limit the exploitation of C&I waste disposal via residential remote access and provide a limit to assist with enforcement of any significant abuse of this system.*
23. *Should NEWROC adopt one of the Options then a detailed implementation plan should be developed and communicated to residents explaining the reasons for and benefits of the changes.*
24. *The community should be made aware of the need to 'self-police' the remote access facilities. A message used in another rural area that introduced a similar system was "Abuse*



*it and you will lose it", meaning if the local community didn't respect the facilities it may be closed.*

- 25. Complete a Whole of Life cost analysis of the current waste services and the estimated costs for the selected future services to determine the costs and appropriate fees and charges for residential rates and commercial gate fees.*
- 26. Operational Management Plans (OMP) should be produced for the transfer stations, a general OMP may be sufficient for all the sites.*
- 27. An Operational Management Plan should be produced for the staffed landfill(s).*
- 28. Develop or purchase an electronic gatehouse records system for the staffed landfill(s). This would record the commercial waste received and calculate the fee for each load. In addition, as loads were received from the transfer stations and from kerbside collections this would be recorded, thus providing the Shires with an instant record of all the wastes received and transactions.*
- 29. Produce Landfill Closure Management Plans (LCMP) for all the landfills as required under the Rural Landfill Regulations. If produced together there should be savings as some of the content would be common for the sites. The LCMP will produce the Shire with the final landform of their landfills, estimated closure costs and a staged filling plan for the landfills that will be staffed in the future.*
- 30. All landfills should be surveyed to determine the current landform, this will be required to produce the LCMPs.*
- 31. NEWROC should plan to increase the gate fees over the next 3 – 5 years to meet breakeven costs. The breakeven costs would be determined by a Whole of Life cost analysis, it is likely the WoL cost would be between \$50 - \$70 per cubic metre.*
- 32. The data provided by the remote access systems (the user and when used, plus CCTV footage) and the electronic gatehouse records system for the staffed landfill(s), will provide accurate information about when facilities are used and by whom, together with waste quantities brought from each transfer station or remote access landfill to the staffed landfill(s). This information should be reviewed after 18 – 24 months, and the rationalisation of the number of facilities should be considered, based on the frequency of use.*

## 8.2 FUNDING SOURCES

The potential funding sources that ASK are aware of for this project are listed below.

### 8.2.1 Waste Authority: Community and Industry Engagement

The Waste Authority has just completed its 2019 round of project funding via the Community and Industry Engagement (CIE) program, this includes:

*Stream 1: CIE - Recycling Infrastructure Funding Stream The aim of the CIE Recycling Infrastructure Funding Stream is to support investment in local enabling infrastructure, and in particular recycling infrastructure, to support the achievement of the Waste Strategy's objectives and targets. Priority will be given to infrastructure projects that support recovery and reprocessing of focus materials as described in the Waste Strategy. A maximum \$250,000 grant limit applies per project.*

*For the purposes of this funding stream, infrastructure means physical infrastructure such as plant and equipment to support the sorting and processing of materials collected for recovery and recycling. Projects that are eligible for the CIE - Recycling Infrastructure Funding Stream are:*

*Projects that support infrastructure which recovers value and resources from focus materials, including plastics, paper and cardboard, organics, construction and demolition waste, metals, glass and textiles.*

*It is envisaged that recycling infrastructure projects will primarily support the Waste Strategy's recover objective, however projects that support the Waste Strategy's avoid and protect objectives are eligible.*

More details can be found at <https://www.wasteauthority.wa.gov.au/programs/view/cie>

The NEWROC group should liaise with the Waste Authority to define the criteria of this fund stream. Funding should be sought for a project that would include the capital cost to establish the transfer stations with remote access systems, then collect and assess the data these systems will provide (number of users, times of use, etc) and finally produce a report after 12 months of use that would assess the effectiveness of the system, actual costs incurred and any 'lessons learnt'. This will potentially produce a blueprint for a system that could be replicated throughout rural WA generating the same economic, environmental, regulatory and social benefits.

Items that could be included in the funding application could include:

- The capital and installation cost for the transfer stations
- The capital and installation cost for the staffed landfill(s)
- The documentation required to support these facilities (LCMP and OMP)
- Complying and analysing the data from the remote access system and landfill electronic system
- Producing a report after 12 months of operations that would list the 'actual' costs and assess the effectiveness of the project and any lessons learnt.

The funding application must be phrased and written to align with the funding stream's objectives and maximise the likelihood of success.

#### 8.2.2 Building Better Regions Fund (BBRF)

The \$841.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The fund invests in projects located in or benefiting eligible areas outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

Round four of this project has just closed, the Federal Government is yet to confirm if there will be a Round five of funding.

Grant funding is available through two funding streams:

- The Infrastructure Projects Stream: Supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure.
- The Community Investments Stream: Funds community development activities including, but not limited to, new or expanded local events, strategic regional plans, leadership and capability building activities.

The NEWROC Shires should regularly check to see if a fifth round of funding is announced: <https://www.regional.gov.au/regional/programs/>

### 8.3 IMMEDIATE NEXT STEPS

This report provides the NEWROC group with a range of viable Options, included cost estimates. However, the implementation of any of the Options recommended will require additional analysis and assessment, the development of an action plan, identification of funding sources and close liaison with the region's community.

The initial steps suggested would ensure the projects detailed assessment are completed and NEWROC are able to select an Option, develop the plan, communicate with the community and seek funding, these steps include:

8. NEWROC provisionally agree to one or more of the Options for further consideration.
9. Complete a more detailed assessment of the preferred Option(s), including:

- a. Ask Avon Waste to review and provide feedback on the transport modelling assumptions, costs and rationale.
  - b. Complete a sensitivity analysis with the financial model (changes to waste quantities and other assumptions) to quantify these impacts on the validity of the economic results.
10. NEWROC select a preferred Option for implementation.
11. Produce a detailed project plan, with costing and an implementation schedule including most of the recommendations listed above. This will provide the information for the Shires and towards any funding application. The project plan should be developed with consideration of the criteria and information required for any funding stream.
12. Develop and implement a communication plan with the NEWROC community explaining the reasons, benefits and changes to services resulting from the project.
13. Liaise with potential funding stream providers to explain the project benefits and potential for replication throughout rural WA, then complete funding applications.
14. Implement the remainder of the project.

## REFERENCES

ASK Waste Management (ASK). 2010-2018. *Recycling Activity Review*. Produced for Waste Authority WA.

Australian Bureau of Statistics (ABS). 2016. *Local Government Census*.

Bolton, Neal. 1995. *The Handbook of Landfill Operations: A practical guide for landfill, engineers, owners and operators*. Blue Ridge Solid Waste Consulting. California, USA.

Watkins, Ian. 2012. *Landfill Assessment and Waste Management Future Strategy*. Produced for North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

## APPENDIX A – BREAKDOWN OF COSTS FOR OPTIONS

*Capital and operational cost estimate for remote access system*

Item	Unit Cost	Transfer station (two cameras)	Landfill (one camera)
Additional camera	800.00	800.00	
No power available	5,300.00	5,300.00	5,300.00
Pin code entry pad etc	2,500.00	2,500.00	2,500.00
Tracked gate (4m) inc. motor and solar power	6,000.00	6,000.00	6,000.00
Installation of concrete foundation	3,000.00	3,000.00	3,000.00
Contingency at 25%	25%	4,400.00	4,200.00
<b>TOTAL CAPEX</b>		<b>22,000.00</b>	<b>21,000.00</b>
Amortisation cost (15 years)	15	1,466.67	1,400.00
<b>Operational cost</b>			
OpenALPR subscription per pole (up to 2 cameras)	871	871	871
10 Hours of Remote Assistance	1000	1000	1000
1Tb Internet Access Per Year Per Camera	1000	2000	1000
Gate maintenance	1500	1500	1500
<b>TOTAL OPEX</b>		<b>5,371</b>	<b>4,371</b>

### Capital and operational costs for remote access landfills

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Infrastructure &amp; Equipment purchase (for all sites)</b>							
	Signage	3,000	No.	1	3,000	5	600
	Automated access gates	21,000	m	1	21,000	15	1,400
				<b>Total</b>	<b>24,000</b>		<b>2,000</b>

### Site Specific Costs (Operational and fencing requirements)

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Koorda</b>	Current budget / cost for landfill operations				14,000		14,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	200	15,000	25	600
	1.8m stock fencing (remining perimeter of drop off area)	10	m			25	
	Generic cost to install remote access system				24,000		2,000
<b>Koorda Landfill (Existing)</b>				<b>Total</b>	<b>57,371</b>		<b>20,971</b>

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Mt Marshall - Bencubbin</b>	Current budget / cost for landfill operations				19,436		19,436
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	0		25	
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000
<b>Mt Marshall - Bencubbin Landfill</b>				<b>Total</b>	<b>47,807</b>		<b>25,807</b>

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Mt Marshall - Beacon</b>	Current budget / cost for landfill operations				12,851		12,851
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	0		25	
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		26	
	Generic cost to install remote access system				24,000		2,000
<b>Mt Marshall - Beacon Landfill</b>				<b>Total</b>	<b>41,222</b>		<b>19,222</b>

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Mukinbudin</b>	Current budget / cost for landfill operations				25,000		25,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	0		25	
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000

Mukinbudin Landfill				Total	53,371		31,371
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Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
Nungarin	Current budget / cost for landfill operations				12,000		12,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	0		25	
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000
Nungarin Landfill				Total	40,371		18,371

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
Trayning - Kununoppin	Current budget / cost for landfill operations				15,000		15,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	200	15,000	25	600
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000
Trayning - Kununoppin Landfill				Total	58,371		21,971

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
Trayning - Yelbeni	Current budget / cost for landfill operations				15,000		15,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	100	7,500	25	300
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000
Trayning - Yelbeni Landfill				Total	50,871		21,671

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
Wyalkatchem	Current budget / cost for landfill operations				32,000		32,000
	Operational cost associated with remote access				4371		4,371
	Chainlink fencing (at entrance of drop off area)	75	m	0		25	
	1.8m stock fencing (remining perimeter of drop off area)	10	m	0		25	
	Generic cost to install remote access system				24,000		2,000
Wyalkatchem Landfill				Total	60,371		38,371

### Capital and operational costs for remote access transfer stations

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Design &amp; Approvals</b>							
	Facility design	20,000	ea	0.2	4,000	30	133
	DWER approvals (licencing)	15,000	ea	1	15,000	20	750
<b>Site establishment</b>							
	Groundworks (level site)	10.00	m2	1200	12,000	20	600
	Drop off apron area (compacted unsealed)	3.50	ea	1200	4,200	20	210
	Allocation for construction of ramped and raised platform	10,000	ea	1	10,000	20	500
	Perimeter bunds (earthworks)	10.00	m	140	1,400	20	70
	Add regional price index for construction	20%	percent	1	9,320		453
<b>Infrastructure &amp; Equipment purchase</b>							
	Transfer containers (6m with lid)	2,500	No.	4	10,000	7	1,429
	Chainlink fencing (at entrance of drop off area)	75	m	30	2,250	25	90
	1.8m stock fencing (remaining perimeter of drop off area)	10	m	110	1,100	26	42
	Signage	3,000	No.	1	3,000	5	600
	Automated access gates	22,000	m	1	22,000	15	1,467
<b>Capex Total</b>					<b>94,270</b>		<b>6,344</b>

### Operational (exc transport)

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Operational costs for remote access</b>							
	Data management opex and gate maintenance	5,371	No.	1	5,371		5,371
	Shire monitoring and maintenance (estimate)	5,000	No.	1	5,000		5,000
<b>Opex Total</b>					<b>10,371</b>		<b>10,371</b>



Capital and operational costs for staffed landfills (Additional cost which are then added to remote access landfill cost)

Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Site establishment</b>							
	Perimeter bunds (earthworks)	10.00	m	140	1,400	20	70
	Add regional price index for construction	20%	percent	1	280		14
<b>Infrastructure &amp; Equipment purchase</b>							
	Automated access gates	6,000	m	1	6,000	15	400
	Access and CCTV system	6,100	No.	1	6,100	10	610
	Installation of gates and access system	3,000		1	3,000	15	200
	Chainlink fencing (at entrance of drop off area)	75	m	30	2,250	25	90
	1.8m stock fencing (remaining perimeter of drop off area)	10	m	110	1,100	25	44
	Signage	3,000	No.	1	3,000	5	600
	3m x 4m Gatehouse (second hand, installed)	15,000		1	15,000	15	1,000
	Boom gate	1,500	each	1	1,500	8	188
	3KW Generator for gatehouse a/c and computer	1,500	each	1	1,500	5	300
<b>Capex Total</b>					<b>41,130</b>		<b>3,516</b>

Extra Operational (exc transport)

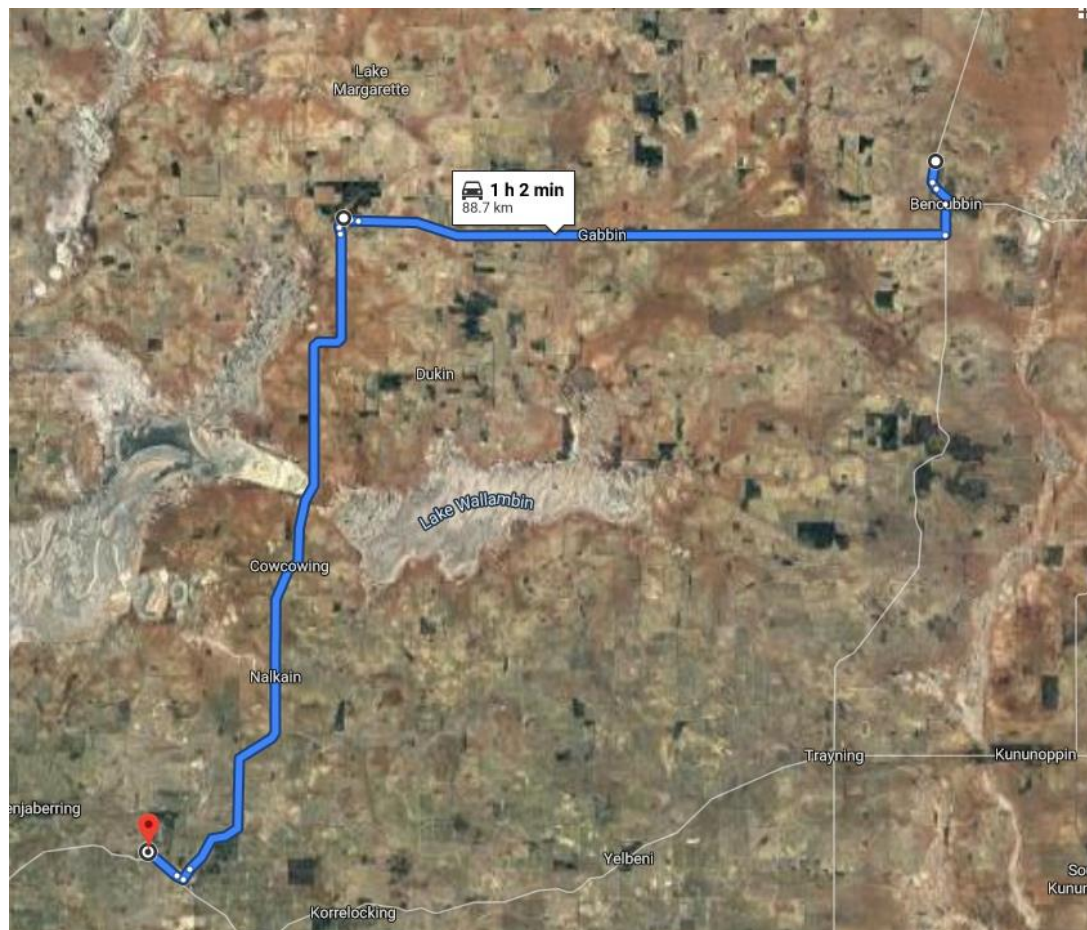
Description	Parameter	Unit cost (\$)	Unit	No. of units	Total cost	Life (years)	Annualised cost
<b>Operational costs for remote access</b>							
	Site staff (gatehouse operator)	72,800	FTE	0.3	21,840		21,840
	Electronic waste records system	7,000		1	7,000		7,000
<b>Opex Total</b>					<b>28,840</b>		<b>28,840</b>

## APPENDIX B – MODELLED ROUTES FOR EACH OPTION

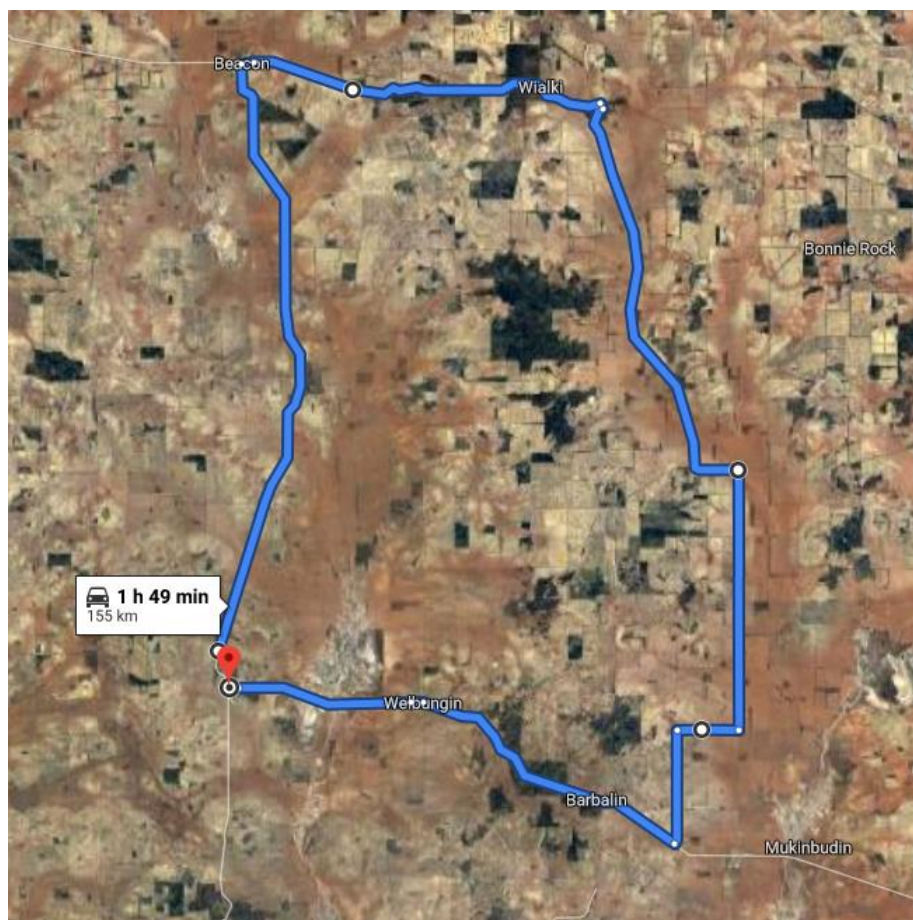
### TRANSPORT MODELLING FOR TWO LANDFILLS – WYALKATCHEM AND BENCUBBIN

As per advice given by Avon Waste, in a worst-case scenario, a truck would be mobilised from Northam to Wyalkatchem and Bencubbin. This has been built into the financial modelling. The following shows the routes used for the modelling.

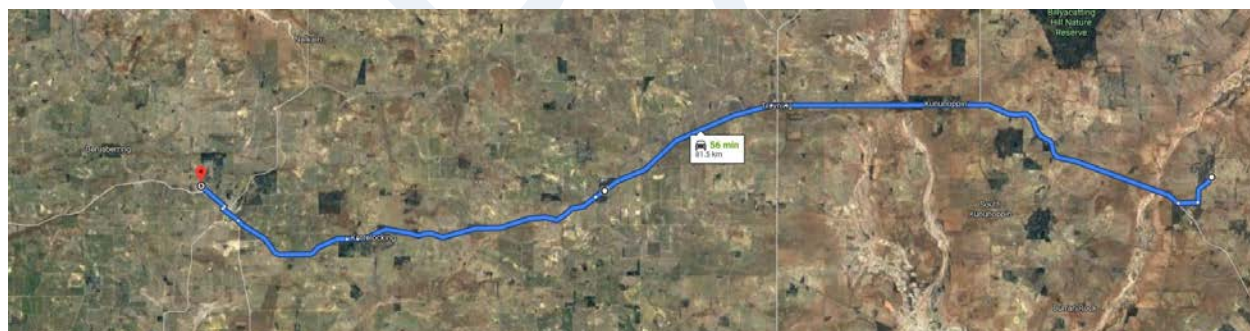
*Route: Wyalkatchem – Koorda – Bencubbin*



Route: Bencubbin – Mukinbudin – Beacon – Bencubbin



Route: Wyalkatchem – Yelbeni – (Trayning) – Kununoppin – Nungarin – Wyalkatchem





## TRANSPORT MODELLING FOR SINGLE REGIONAL LANDFILL – WYALKATCHEM

As per advice given by Avon Waste, in a worst-case scenario, a truck would be mobilised from Northam to Wyalkatchem and back. This has been built into the financial modelling. The following shows the routes used for the modelling.

### *Route if weekly pickup implemented*

If waste is picked up on a weekly basis, a single round trip would be enough to pick up all of the waste.

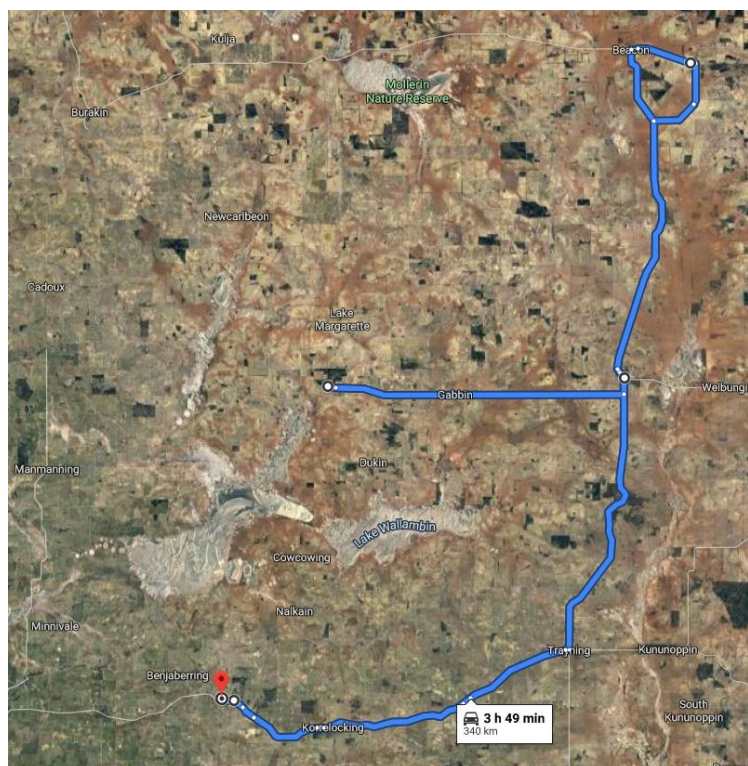
*Wyalkatchem – Yelbeni – Trayning – Kununoppin – Nungarin – Mukinbudin – Beacon – Bencubbin – Koorda – Wyalkatchem*



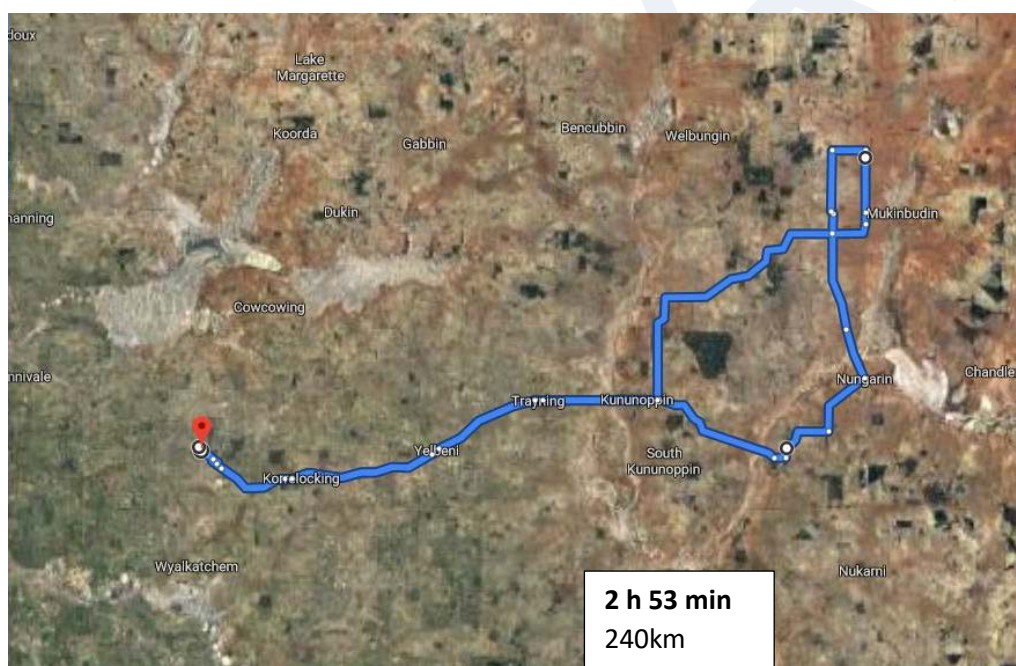
### *Route if fortnightly pickup implemented*

Because of the amount of waste collected in a fortnight, waste could only be picked up by approximately half the facilities before having to be dumped at the Wyalkatchem facility.

Wyalkatchem – Yelbeni – Trayning – Koorda – Bencubbin – Beacon – Wyalkatchem



Wyalkatchem – Kununoppin – Nungarin – Mukinbudin – Wyalkatchem





## TRANSPORT MODELLING FOR SINGLE REGIONAL LANDFILL – BENCUBBIN

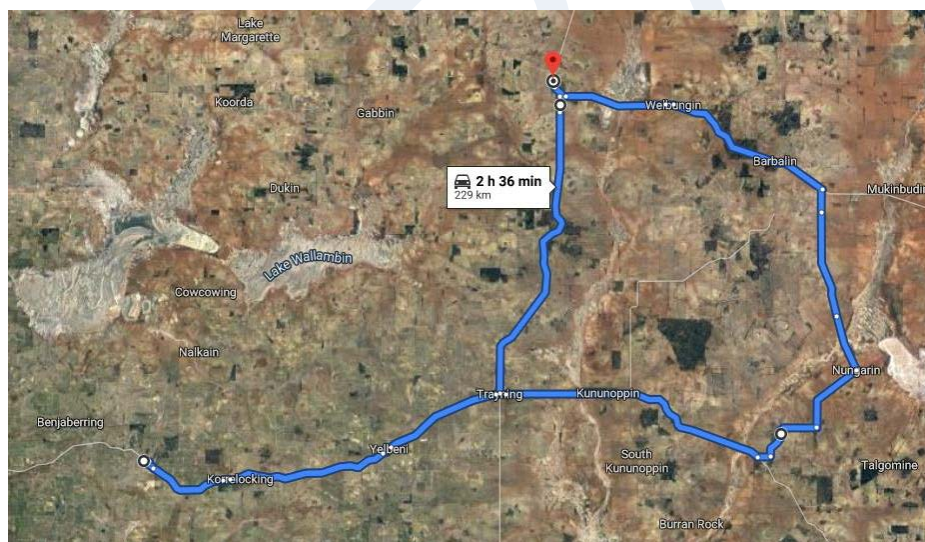
As per advice given by Avon Waste, in a worst-case scenario, a truck would be mobilised from Northam to Bencubbin and back. This has been built into the financial modelling. The following shows the routes used for the modelling.

*Route if fortnightly pickup implemented*

*Bencubbin – Beacon – Mukinbudin – Koorda – Bencubbin*



*Bencubbin – Nungarin – Kununoppin – Trayning – Yelbeni – Wyalkatechem – Bencubbin*



## APPENDIX C – ENVIRONMENTAL PROTECTION (RURAL LANDFILL) REGULATIONS 2002 (EXTRACT)

An extract of the key requirements of the Rural Landfill Regulations is provided below. As the NEWROC landfills are Registered facilities, they must comply with these regulations. This project did not include a compliance audit of the sites, however based on the information provided and the landfills visited by Giles Perryman there appear to be a number of non-compliances at a number of sites, such as:

- 6. Covering of waste (Giles observed large quantities of uncovered waste)
- 12. Firebreaks
- 16. Disposal of clinical waste and material containing asbestos, particularly:
  - (3) The occupier of a landfill site is to ensure that there is kept at the landfill site an accurate and up to date —
    - (a) register of clinical waste and material containing asbestos disposed of at the landfill site; and
    - (b) a plan of the landfill site showing the position of clinical waste and material containing asbestos disposed of at the landfill site.
  - (4) The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to make an entry in the register within 2 hours of supervising the covering of waste under subregulation (2), stating —
    - (a) the date;
    - (b) the person's name;
    - (c) that the waste has been covered in accordance with that subregulation; and
    - (d) where more than one square metre of waste was covered, grid coordinates with reference to the plan of the landfill site so that the position of the waste can be easily and accurately ascertained.
  - (5) The occupier of a landfill site is to ensure that the grid references entered in the register are marked on the plan of the landfill site.
- 17. Post closure plan, specifically *'The occupier of a landfill site must prepare and submit to the Chief Executive Officer for approval a post closure rehabilitation plan, in accordance with subregulation (2), for the site within 18 months of the site being registered under regulation 5B of the Environmental Protection Regulations 1987.'*

An extract of the key sections is below, the complete Regulations can be downloaded from [https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1401\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1401_homepage.html)

### 5. Tipping area

The occupier of the landfill site must ensure that the tipping area of the site is not greater than —

- (a) 30 metres in length; and
- (b) 2 metres above ground level in height.

Penalty: \$5 000.

## 6. Covering of waste

- (1) The occupier of a landfill site must ensure that waste in the tipping area of the site is covered —
- at least as often as is specified in the Table to this regulation; and
  - in accordance with subregulation (2).
- Penalty: \$5 000.
- (2) Waste is to be —
- covered with a dense, inert and incombustible material, or such other material as is approved in respect of a particular landfill site; and
  - totally covered, so that no waste is left exposed.
- (3) The occupier of a landfill site must ensure that there is enough cover material at any time stored and readily available on the site for the tipping area of the site to be covered, in accordance with this regulation, at least twice.
- Penalty: \$5 000.

**Table**

<b>Tonnes of waste received per year</b>	<b>Frequency waste is to be covered</b>
Less than 500 tonnes	Monthly
Between 500 and 2 000 tonnes	Fortnightly
Between 2 000 and 5 000 tonnes	Weekly

## 7. Fencing of landfill site

The occupier of a landfill site must ensure that there is a fence around the boundary of the site which is an effective barrier to cattle, horses and other stock.

Penalty: \$5 000.

## 8. Waste to be contained on landfill site

The occupier of a landfill site must ensure that —

- waste does not get washed, or blown, outside the site; and
- waste that has been washed, or blown, away from the tipping area of the site is returned to the tipping area at least once in each month.

Penalty: \$5 000.

## 9. Separation of waste from water and site boundary

Unless otherwise approved in writing, the occupier of a landfill site must ensure that there is no waste within —

- 35 metres from the fence surrounding the site;
- 100 metres of any surface water body at the site; or
- 3 metres of the highest level of the water table aquifer at the site.

Penalty: \$5 000.



## 10. Stormwater management

The occupier of a landfill site must ensure that stormwater on the site is adequately managed so that —

- (a) it is diverted from areas of the site where there is waste; and
- (b) water that has come into contact with waste is to be diverted into a sump on the site, or otherwise retained on the site.

Penalty: \$5 000.

## 11. Dust suppression

The occupier of a landfill site must ensure that no visible dust escapes from the landfill site.

Penalty: \$5 000.

## 12. Firebreaks

The occupier of a landfill site must ensure that there is a firebreak of at least 3 metres around the boundary of the site.

Penalty: \$5 000.

## 13. Burning of greenwaste only

- (1) The occupier of a landfill site must ensure that waste is not burnt at the site, other than greenwaste burnt in accordance with this regulation.

Penalty: \$5 000.

- (2) Greenwaste may be burnt if —
  - (a) it is dry and seasoned for at least 2 months before it is burnt;
  - (b) it is burnt in a designated burning area of the landfill site;
  - (c) it is burnt in trenches or windrows;
  - (d) it is burnt quickly and in such a way that the generation of smoke is minimised;
  - (e) burning does not commence before 8 a.m. and the Fire Control Officer for the landfill site declares the area safe by 12 noon on the same day; and
  - (f) there is present in the area from the time burning commences until the Fire Control Officer for the landfill site declares the area safe —
    - (i) a fire fighting vehicle carrying at least 500 litres of water, fitted with at least 30 metres of 19 mm diameter rubber hose and with a pump capacity capable of delivering a minimum of 250 litres of water per minute at a minimum of 700 kPA through a nozzle capable of projecting water by spray or by jet; and
    - (ii) 2 persons, who have such qualifications in fire fighting as are approved.

- (3) In this regulation —

**“designated burning area”** means an area of a landfill site that has been designated by the occupier of the site as a designated burning area and which —

- (a) is at least 50 metres from the boundary of the site;
- (b) has no inflammable material on it, other than the greenwaste and live trees, for a radius of 50 metres;
- (c) is positioned on an area of the site where waste (other than the greenwaste to be burnt) has not been deposited; and

- (d) is at least 500 metres from any person's residence or place of employment (other than the landfill site) or an educational institution, hospital or other public place;

“greenwaste” means waste that originates from flora.

#### **14. Outbreak of fire**

- (1) The occupier of a landfill site must ensure that there are appropriate procedures in force at the site so that —
  - (a) any unauthorised fire on the site is promptly extinguished; and
  - (b) appropriate alarm and evacuation procedures are in place.
- (2) The occupier of a landfill site must ensure that an unauthorised fire on the site is extinguished as soon as possible.
- (3) Within 14 days of an unauthorised fire at a landfill site, the occupier of the site must give to the Chief Executive Officer a report on the fire containing —
  - (a) details of the date, time and location of the fire;
  - (b) the time the location of the fire was declared safe by the Fire Control Officer for the site; and
  - (c) the cause, or suspected cause, of the fire.

Penalty: \$5 000.

#### **15. Approval for disposal at landfill site of clinical waste or material containing asbestos**

- (1) The occupier of a landfill site must ensure that clinical waste or material containing asbestos is not disposed of at the site unless the site is approved for the disposal of that waste or material, as is relevant.
  - (2) The occupier of a landfill site must ensure that clinical waste and material containing asbestos is disposed of in accordance with the relevant approval.
- Penalty: \$5 000.
- (3) Where there is a conflict between a requirement of regulation 16 and a requirement of an approval, the requirement of regulation 16 prevails.

#### **16. Disposal of clinical waste and material containing asbestos**

- (1) The occupier of a landfill site is to ensure that clinical waste and material containing asbestos disposed of at the site is disposed of under the occupier's personal supervision or the personal supervision of a person nominated by the occupier.
- (2) The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to ensure that it is covered as soon as is practicable after its disposal —
  - (a) with a dense, inert and incombustible material; and
  - (b) to a depth of at least one metre.
- (3) The occupier of a landfill site is to ensure that there is kept at the landfill site an accurate and up to date —
  - (a) register of clinical waste and material containing asbestos disposed of at the landfill site; and
  - (b) a plan of the landfill site showing the position of clinical waste and material containing asbestos disposed of at the landfill site.
- (4) The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to make an entry in the register within 2 hours of supervising the covering of waste under subregulation (2), stating —
  - (a) the date;

- (b) the person's name;
  - (c) that the waste has been covered in accordance with that subregulation; and
  - (d) where more than one square metre of waste was covered, grid coordinates with reference to the plan of the landfill site so that the position of the waste can be easily and accurately ascertained.
- (5) The occupier of a landfill site is to ensure that the grid references entered in the register are marked on the plan of the landfill site.

Penalty: \$5 000.

### **17. Post-closure plan**

- (1) The occupier of a landfill site must prepare and submit to the Chief Executive Officer for approval a post-closure rehabilitation plan, in accordance with subregulation (2), for the site within 18 months of the site being registered under regulation 5B of the *Environmental Protection Regulations 1987*.
- Penalty: \$5 000.
- (2) A post-closure rehabilitation plan is to set out a plan for the rehabilitation of the site after it has ceased to be a landfill site and, in particular, is to specify —
- (a) options for the use of the site after it has ceased to be a landfill site, and is to specify the preferred option;
  - (b) a conceptual design of the infrastructure needed for the preferred option for the use of the site after it has ceased to be a landfill site;
  - (c) the estimated final contours of the site, after allowing for settlement, and specifying to what extent settlement has been allowed for;
  - (d) the capping materials proposed to be used on the site;
  - (e) a proposed system of drainage of the site;
  - (f) measures proposed for the protection of the environment and the monitoring of the site; and
  - (g) the estimated period for which the site will require protection and monitoring.



# State Emergency Management Capability Webinar for Local Governments

Peta Turner

Program Leader – Capability and Resilience  
DFES State Capability Team

16<sup>th</sup> March 2021



# Welcome and housekeeping

- Ensure you are on mute
- Video optional
- Submit questions through the chat function
- LG capability report

# Overview

- SEMC's Emergency Management Capability Framework
- Annual and Preparedness Report Capability Survey
- EM capability topics
- Individual LG capability summaries

# SEMC's Emergency Management Capability Framework



<https://semc.wa.gov.au/capability-and-preparedness/capability-framework>

# In the early days...

In 2012, the SEMC stated:

***“SEMC believes that adopting a capability based approach (rather than a response-centric focus), will ensure that assessment of preparedness extends to the full range of the emergency management spectrum, including the prevention and recovery phases.”***

Also in 2012, the SEMC decided to produce the first Emergency Preparedness Report.



# Complexities involved

SEMC responsibilities span the entire EM spectrum:

**P**revention  
**P**reparation  
**R**esponse  
**R**ecovery

Emergency Management Act  
2005 & EM Regulations 2006

170 EM organisations (8 HMAs,  
~140 LGs, plus others)

## State Core Objectives

### People

To protect the lives and wellbeing of people.



### Economy

To maintain and grow the state's productive capacity.



### Infrastructure

To maintain key infrastructure such as transport and utilities.



### Social setting

To maintain public order, safety, sanitation, education, health and culture.



### Government

To maintain public administration, democracy and rule of law.



### Environment

To protect the ecosystem and biodiversity of the state.



# Prescribed hazards



**Earthquake**



**Collapse  
(structure or landform)**



**Nuclear powered  
warship**



**Human epidemic**



**Fire**



**Natural gas supply  
disruption**



**Marine search**



**Animal or plant,  
pests or diseases**



**Flood**



**Liquid fuel supply  
disruption**



**Land search**



**Marine oil pollution**



**Heatwave**



**Electricity supply  
disruption**



**Rail crash freight**



**Marine transport  
emergency**



**Cyclone**



**Biological  
substance**



**Rail crash passenger**



**Terrorism**



**Tsunami**



**Chemical  
substance (HAZMAT)**



**Road crash**



**Hostile act**



**Storm**



**Radiological  
substance (HAZMAT)**



**Air Crash**

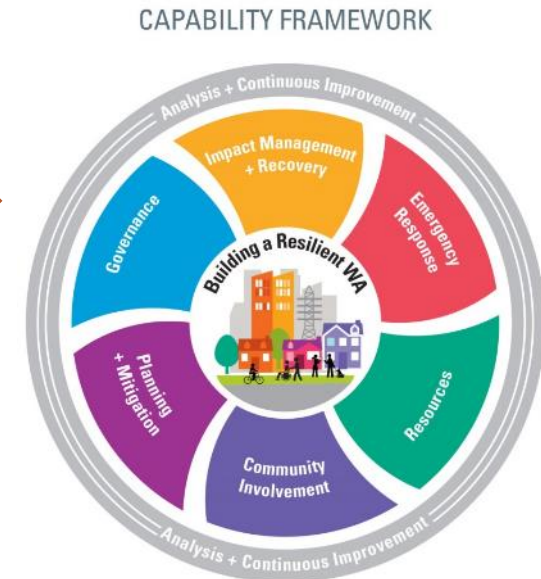


**Space re-entry  
debris**

# Evolution of the framework

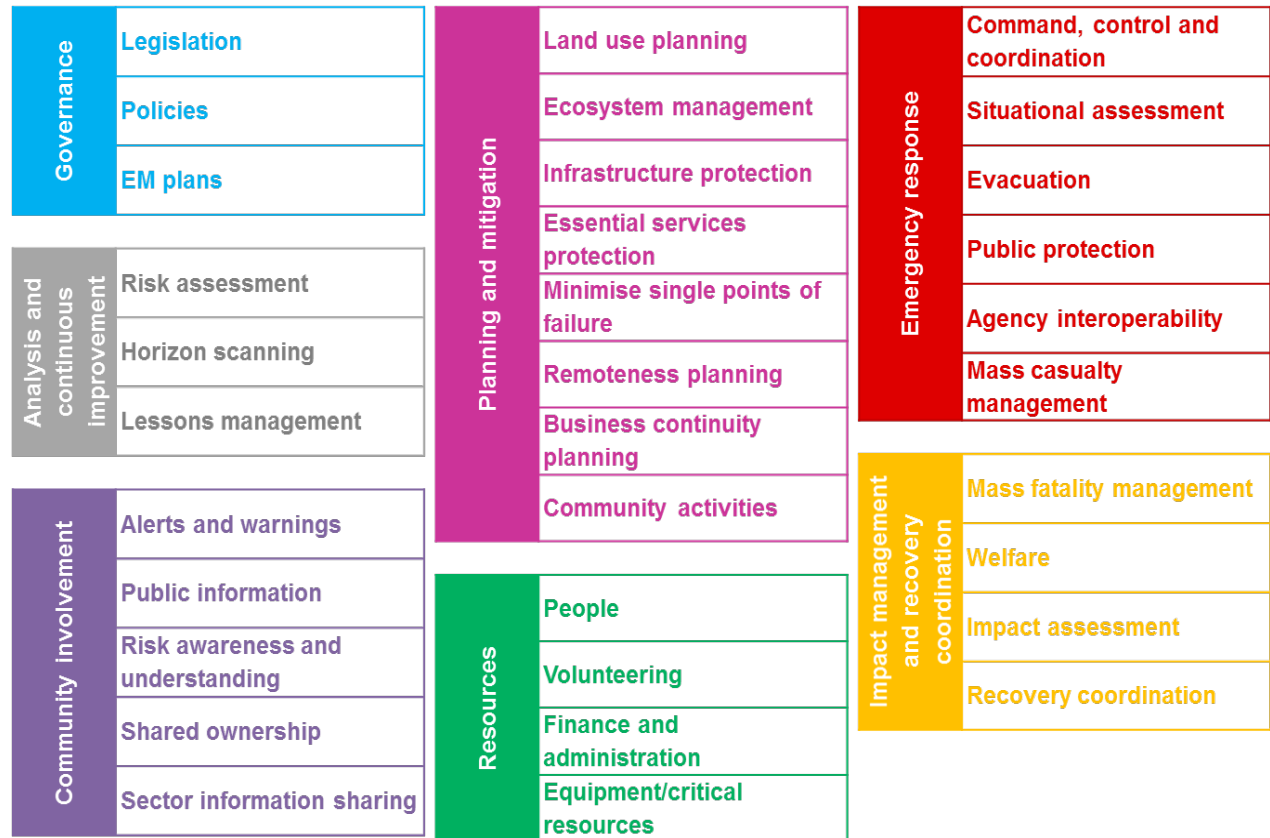
Needed a way to measure how prepared we are, based on capabilities:

- 2012 – Used FEMA's (US Federal Emergency Management Agency)
- 2013 – Evolved to suit WA context
- 2014 – Revised
- 2015 – Maintained
- 2016 – Radically overhauled
  - ✓ Based on the review of 12 national and international frameworks
  - ✓ Comparing 117 capability indicators considering rigor, strength, applicability to WA, common themes
- 2017 – Minor tweaks



# SEMC's EM Capability Framework

3 levels  
 7 capability areas  
 ↓  
 33 core capabilities  
 ↓  
 48 achievement objectives



# Framework capability area: Governance

Capability Area	Core Capabilities	Achievement Objective
Governance	Legislation	1.1 Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation.
	Policies	1.2 State level policies are appropriate, useful, usable and used and the intent of these policies flows consistently through individual supporting agencies.
	EM plans	1.3 Emergency Management plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place. 1.4 Emergency Management plans are regularly reviewed, exercised and tested.

A full copy of the framework is available at the end of this presentation and at <https://semc.wa.gov.au/capability-and-preparedness/capability-framework>


# Application of the framework

- Important to note:
  - not all capabilities apply directly to LGs (e.g. public alerts and warnings)
  - some capabilities can impact LGs but LGs have limited direct control over them (e.g. State EM legislation and policy)
  - while LGs' primary legislated EM role is recovery, many of the capabilities are still applicable (good practice, support recovery function, public expectation) (e.g. business continuity, public information)
- Has multiple uses:
  - assess preparedness (basis of the annual capability survey)
  - gap analysis
  - exercise planning and assessment
  - assurance
- Overall, the framework comprises all the elements required for the WA EM sector to prevent, prepare for, respond to and recover from large scale emergencies

# Framework review

- Why? Updates to foundation documents, new documents, COVID-19, framework becoming a foundation document
- 3 main components:
  1. desktop literature and best practice review
  2. SME consultation (workshops?)
  3. broad stakeholder consultation
- Complete end 2022
- Incorporated into suite of State Emergency Management documents
- Inform review of capability survey
- LGs role/involvement


# Annual and Preparedness Report Capability Survey



Government of Western Australia  
State Emergency Management Committee

2021 Annual and Preparedness Report

Capability Survey



Capability Survey Video 2021

Watch later Share

2021 Capability Survey

Introduction

Please select your organisation type

☐ Local Government

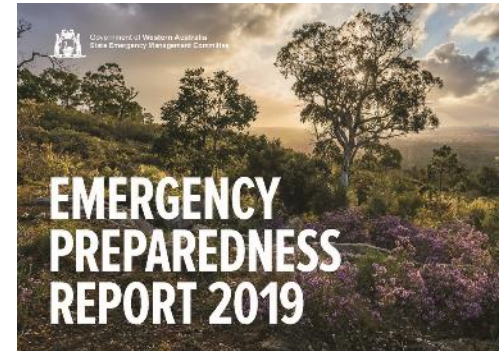
☐ Other

Next



# Annual and Preparedness Report Capability Survey

- Based on the State Capability Framework
- Variety of questions to assess each of the 48 achievement objectives (some Qs are better than others)
- Evolved over time – stable since 2018
- Used to assess the state's preparedness for large-scale emergencies
  - Emergency Preparedness Report
  - SEMC → Minister for Emergency Management → Parliament
- Supports LEMC annual reporting requirements



# Conducting the survey

- DFES State Capability Team
- Conducted each year in April (except 2020 due to COVID-19)
- Online survey
- ~170 agencies are sent the survey
- Up to 70 questions are asked
- Hazard specific questions
- Agency specific questions
- Same survey as 2019 (pre/'post' COVID comparison)

# 2021 survey – key dates

- To be released week commencing 12<sup>th</sup> April
  - survey will be emailed to each LG CEO and cc'd to the LG EM contact
  - email will contain a survey link and intro letter
  - user guide and video is available when the survey is opened
- Closes Wednesday 9<sup>th</sup> June (8½ weeks for LGs)
  - closed means closed – no extensions

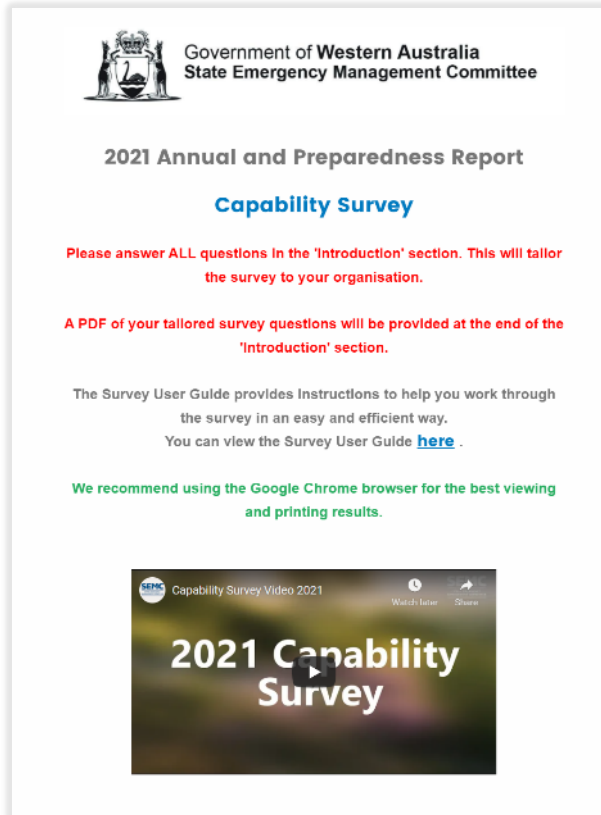


# How to complete your survey

- Team effort
  - one person is unlikely to be able to answer everything
  - a team effort is strongly recommended
  - consider staff availability in your planning
  - survey link can be forwarded to get input from others
  - print hard copy and discuss in workshop, meeting, etc
- Can be done in stages (close browser window will save)
- Approvals and sign-off can impact your timeframes
- Once you have approval, ensure you hit the 'submit' button at the very end
- Need help answering a question → ask your DEMA
- Have a problem with your survey → contact the DFES State Capability Team

# 2021 survey – tools

## Instructional video



The screenshot shows the top of a webpage for the '2021 Annual and Preparedness Report Capability Survey'. It features the Government of Western Australia State Emergency Management Committee logo. The text includes instructions to answer all questions in the 'Introduction' section, a note about a PDF of tailored questions at the end, a link to the Survey User Guide, and a recommendation to use Google Chrome. At the bottom is a video player titled '2021 Capability Survey'.

Government of Western Australia  
State Emergency Management Committee

2021 Annual and Preparedness Report  
**Capability Survey**

Please answer ALL questions in the 'Introduction' section. This will tailor the survey to your organisation.

A PDF of your tailored survey questions will be provided at the end of the 'Introduction' section.

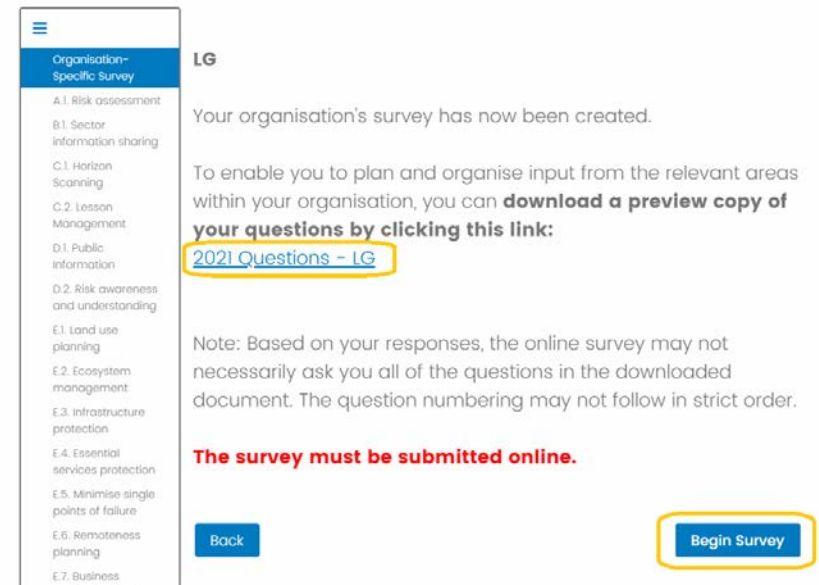
The Survey User Guide provides instructions to help you work through the survey in an easy and efficient way.  
You can view the Survey User Guide [here](#).

We recommend using the Google Chrome browser for the best viewing and printing results.

2021 Capability Survey

## Navigation Menu

- Down left-hand side of each survey page
- It will be open, or use menu icon ☰ to open



The screenshot shows a survey interface. On the left is a navigation menu with a hamburger icon at the top. The menu items are: Organisation-Specific Survey, A.1. Risk assessment, B.1. Sector information sharing, C.1. Horizon Scanning, C.2. Lesson Management, D.1. Public information, D.2. Risk awareness and understanding, E.1. Land use planning, E.2. Ecosystem management, E.3. Infrastructure protection, E.4. Essential services protection, E.5. Minimise single points of failure, E.6. Remoteness planning, and E.7. Business. The main content area on the right shows a message: 'Your organisation's survey has now been created. To enable you to plan and organise input from the relevant areas within your organisation, you can download a preview copy of your questions by clicking this link: 2021 Questions - LG'. Below this is a note about the online survey and a red warning that the survey must be submitted online. At the bottom are 'Back' and 'Begin Survey' buttons.

Organisation-Specific Survey

LG

Your organisation's survey has now been created.

To enable you to plan and organise input from the relevant areas within your organisation, you can **download a preview copy of your questions by clicking this link:**  
[2021 Questions - LG](#)

Note: Based on your responses, the online survey may not necessarily ask you all of the questions in the downloaded document. The question numbering may not follow in strict order.

**The survey must be submitted online.**

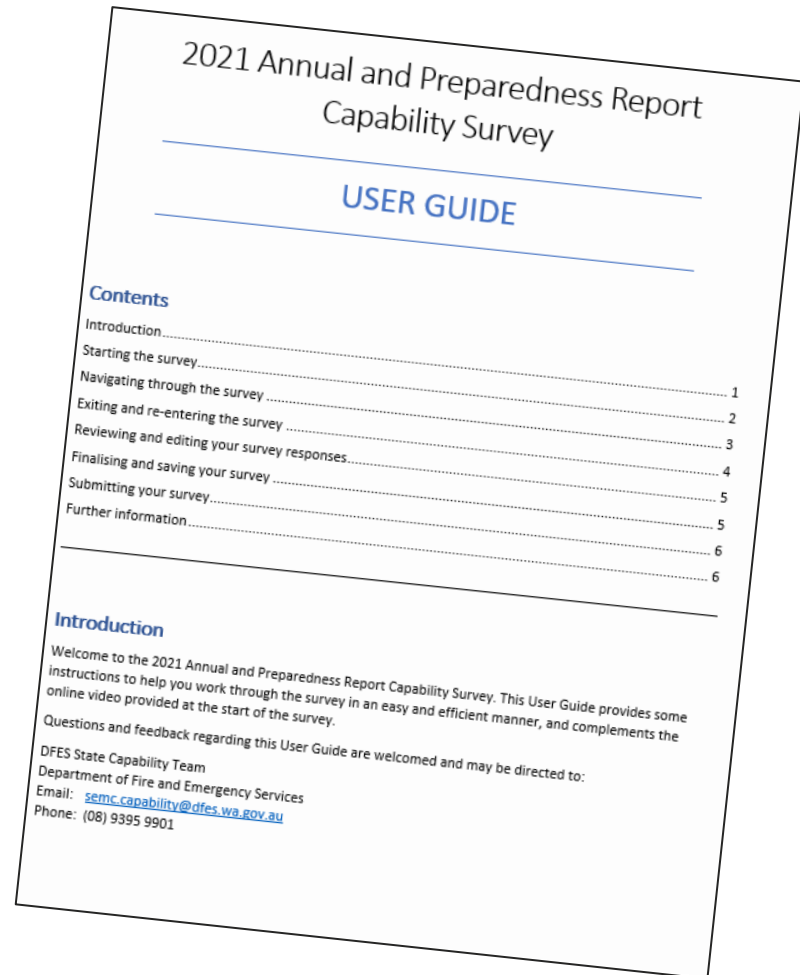
Back

Begin Survey

# New tools for 2021

## User Guide (new)

- Found at the start of the survey and within the 'organisation specific survey' section
- Print off for reference



# New tools for 2021

## ‘Final Survey Review’ function (new)

- Located at the very bottom of the navigation menu
- Check answers as you go
- Go back into your survey to check and make changes
- Print for final sign-off
- Print final copy for your records
- Use it to make changes before submission, there is no re-take link this year!

I.1. Exercises and  
LEMC annual  
reporting

J.1. Legislation

J.2. Policies


K.1. Evaluation

Final survey review

You have completed but have **NOT YET SUBMITTED** the survey.

### FINAL SURVEY REVIEW

**STEP 1:** Scroll down this page to review all your questions and answers. Make sure you have answered every question.

**STEP 2:** To make any changes, navigate through the survey using the menu icon  in the top left corner of this page. Remember to click **Save Page** after you make changes.

To return to this page, click **Final Survey Review** in the navigation menu.

**STEP 3:** Save a PDF of your responses using the **Print this page** button below.

**STEP 4:** When you have finished making all your changes, scroll to the bottom of this page and click the **SUBMIT SURVEY** button.

**THIS IS THE LAST TIME YOU CAN CHANGE YOUR ANSWERS. No changes can be made after submitting the survey.**

**Print this page**

[How to print to correct size](#)

# EM Capability Topics







# EM Capability Topics

- Developed in 2019
- Purpose: more concise reporting, enable comparisons, reporting against the framework
- Relevant survey questions grouped together to create each topic (not all survey Qs are incorporated – but still used)
- Capability topics vary depending on organisation type:
  - Local Govt – 23      Combat Agencies – 15
  - HMAs – 17      Essential Support Services – 8
  - Industry Bodies – 9      Essential Service Providers – 14
- (Mostly) align with SEMC Capability Framework's core capabilities

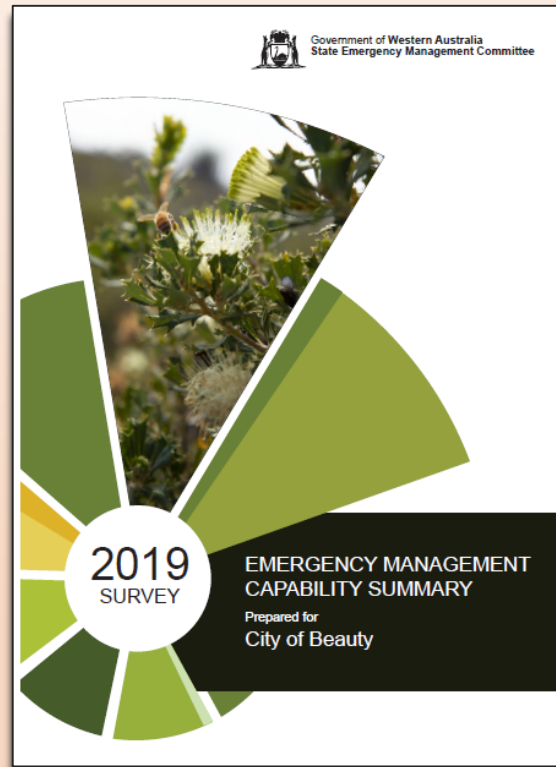
# All Capability Topics

<b>Analysis and Continuous Improvement</b>	Risk Assessment*
	Horizon Scanning*
	Hazard Information
	Lessons Management*
<b>Community Involvement</b>	Alerts and Warnings Quality
	Alerts and Warnings Tools
	Public Information Quality*
	Public Information Tools*
	Sector Information Sharing*
<b>Planning and Mitigation</b>	Natural Buffers*
	Infrastructure Protection*
	Critical Infrastructure
	Essential Services Protection*
	Remoteness Planning
	Business Continuity Plans*
<b>Resources</b>	EM Personnel*
	Finance and Administration*
	Equipment and Infrastructure*

<b>Emergency Response</b>	Situational assessment*
	Evacuations*
	Evacuation/ Welfare Centres*
	Agency Interoperability (including MOU) *
	Emergency MOU
<b>Impact Management and Recovery</b>	Community Welfare*
	Impact Assessment*
	Recovery Resources*
	Recovery Skills*
	Sustained Recovery*
	Recovery Plans*

\* Local government topic

# Individual LG Capability Summaries

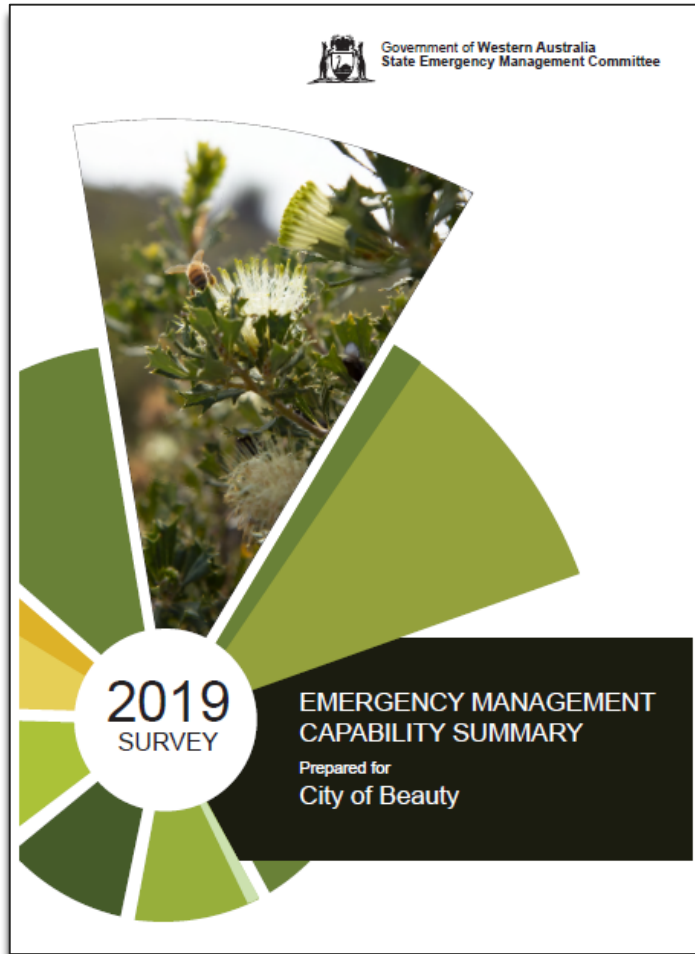




# Individual LG capability summaries

- Reports for individual organisations (LGs, HMAs)
- Why: to ‘give data back’, for organisations to use, to get the data and information ‘out there’
- LG reports – batch 1 in July 2020 (manual)
  - batch 2 in March 2021 (auto)
- Based on each organisation’s own survey responses
- Reporting based on capability topics
- Data covers 2018 and 2019
- Data in 3 main sections
  - 2019 results
  - 2018/2019 comparison
  - comparison with similar LGs
- Data in graphs, plus individual survey question responses for top/bottom/changed 3-4 capability topics

# City of Beauty report



## Key components:

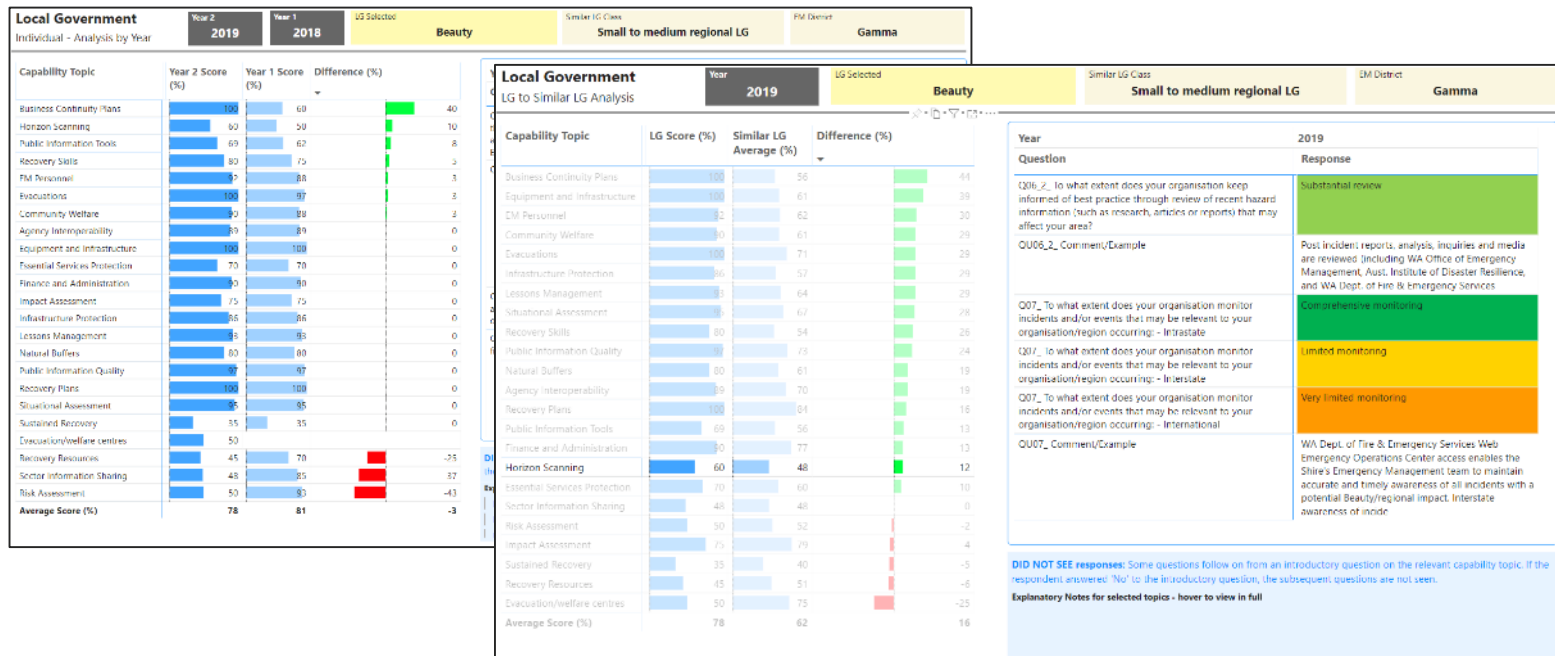
- Executive summary
- Section 2: LG EM capability in 2019 (graph and summary)
- Section 3: 2018 to 2019 comparison (graph and summary)
- Section 4: comparison with similar LGs (graph and summary)
- Appendix 4: 2018 to 2019 table
- Appendix 5: comparison with similar LGs table

# LG capability summaries cont'd

- For organisation's own use – NOT shared or publicly released (though your DEMA has a copy)
- Potential uses include:
  - informing LEMC / LG planning
  - informing exercising priorities
  - business cases
  - rationales
  - awareness raising
  - education
  - recognition of strengths
  - identification of areas to target
- Evolving process – feedback and ideas for improvement are most welcome!
- Plan to produce each year for all LGs (2021 in ~ Oct/Nov)

# Power BI tool

- DEMA Power BI tool for more in-depth interrogation (cost, data privacy)
- Can break down other capability topics of interest



# Thank you!

## Any questions?

**[semc.capability@dfes.wa.gov.au](mailto:semc.capability@dfes.wa.gov.au)**





# The SEMC Capability Framework

Capability Area 1: Governance	
Legislation	1.1 Comprehensive emergency management legislation exists that is current, appropriate and congruent with supporting legislation.
Policy	1.2 State level policies are appropriate, useful, usable and used and the intent of these policies flow consistently through individual supporting agencies.
EM Plans	1.3 Emergency Management plans (Westplans) are comprehensive, documented and predetermined processes and procedures are in place. 1.4 Emergency Management plans are regularly reviewed, exercised and tested.

## Capability Area 2: Analysis and Continuous Improvement

Risk Assessment	2.1 Agencies have the ability to and regularly conduct relevant risk assessments and the findings are implemented and shared with relevant stakeholders.
Horizon Scanning	2.2 Organisations examine existing and ongoing hazard research. 2.3 Pre-incident situational awareness occurs through examination of international and interstate events that may impact locally. 2.4 Implement best practice identified through hazard research and pre-incident situational awareness.
Lessons Management	2.5 Incident or exercise performance is reviewed and appropriate treatments are implemented based upon the findings.

### Capability Area 3: Community Involvement

Public Warnings	<p>3.1 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.</p> <p>3.2 The messages are clear, consistent, accessible, culturally and linguistically appropriate.</p>
Public information	<p>3.3 Messages to communities at all stages of emergency management are planned, coordinated, prompt, reliable and actionable.</p> <p>3.4 The messages are clear, consistent, accessible, culturally and linguistically appropriate.</p>
Risk awareness and understanding	<p>3.5 The community is aware of the hazards that may affect them, the vulnerable elements and understands the role they should play during an emergency.</p>
Shared ownership	<p>3.6 Individuals take responsibility to minimise the impacts of emergencies through the preparation and adoption of appropriate mitigation measures. This includes understanding, having emergency action plans, monitoring and responding to emergency messaging and alerts.</p>
Sector information sharing	<p>3.7 Engagement occurs between government, industry and communities to share emergency management information including risks, vulnerabilities and treatment options.</p>

## Capability Area 4: Planning and Mitigation

Land use planning	4.1 Land use planning is in place to manage and minimise the impact of known risks
Ecosystem management	4.2 The ecosystem is effectively managed to preserve natural barriers that aid community protection and biosecurity maintenance.
Infrastructure protection	4.3 Plans are in place to identify and protect critical infrastructure, community assets and individual housing. 4.4 Effective use of building codes is in place to mitigate potential hazards and insurance is considered as a treatment option.
Essential services protection	4.5 Planning for the continuity or rapid restoration of essential services are in place including: water, food distribution, power, sewerage, telecommunications, fuel and local government services.
Minimise single points of failure	4.6 Exposure to hazards is limited through the minimisation of single points of failure and that mitigation options or redundancy planning are in place.
Remoteness planning	4.7 Emergency management planning takes account of emergencies occurring in remote areas of the State.
Business continuity planning	4.8 Business continuity plans are in place across government, industry and business and consider hazard specific risks.
Community activities	4.9 Consideration is given to the protection and rapid re-establishment of community activities. This may include cultural and community events, sporting activities and schools.

## Capability Area 5: Resources

People	5.1. Agencies have appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.
Volunteering	5.2. A clear strategy exists for the recruitment, retention and ongoing training of volunteers that addresses motivation, barriers and includes a means of managing spontaneous volunteers.
Finance and administration	5.3. Robust financial and administrative processes exist to capture and track emergency management expenditure. 5.4 Funding for proactive measures and mitigation is available and sufficient. 5.5 Adequate funding arrangements are in place to manage the response and recovery of a large scale emergency.
Equipment/ critical resources	5.6. Organisations have or can readily access appropriate infrastructure and equipment during an emergency. 5.7 Equipment can be mobilised during an emergency and plans are in place to address pre-deployment, peak surges and redundancies for outages.

## Capability Area 6: Emergency Response

Command, control and coordination	6.1. Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.
Situational assessment	6.2. Situational assessments are undertaken to accurately inform decision makers about the nature and extent of the hazard, vulnerable elements and what resources are required.
Evacuation	6.3. Agencies have the resources and skills to undertake both directed and voluntary evacuation of both people and animals. 6.4. Suitable sites have been identified and are available that maintain the provision of critical goods and services (e.g. food, potable water, shelter).
Public protection	6.5. Necessary measures exist to control access and verify the identity of personnel or members of the public seeking entry to critical locations. 6.6. Organisations have the ability to protect against unwanted activity within an impacted area.
Agency interoperability	6.7. Effective and interoperable communication systems (including incident management systems) exist to allow seamless communications during an emergency. 6.8. Interagency cultural differences are identified and managed so as not to impede or inhibit effective response.
Mass casualty management	6.9. Pre Hospital—mass casualty management services are available, timely and sufficient during an emergency event. This includes pre hospital treatments of first aid (physiological and psychological), ambulance, aero-medical retrieval and medical teams. 6.10 Hospital—mass casualty management is considered within workforce and surge planning including the provision and maintenance of specialist services, community health and early discharge programs.

## Capability Area 7: Impact Management

Mass fatality management	7.1 Services are available to deal with a mass fatality incident. This includes: body recovery, disaster victim identification, mortuary, burial and cremation services and the management of information.
Welfare	7.2 Welfare and social services are available, timely and sufficient during or immediately after an emergency event. This includes critical support services and communication plans to inform affected people of impacts.
Impact assessment	7.3. Agencies have the ability to undertake and complete comprehensive impact assessments across the natural, built, social and economic environments. These findings inform recovery coordination and future emergency management planning.
Recovery coordination and rehabilitation	7.4. Agencies have the resources and skills to aid impacted communities in restoring the normal state. This includes rehabilitation of the natural, built, social and economic environments. 7.5 Recovery arrangements are in place following a major incident. This should include engagement between HMAs, local government, NGOs, industry and communities and should consider long term impacts.



## **MEDIA RELEASE – 2 April 2021**

### **DOWERIN DO-OVER**

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) is pleased to partner with Town Team Movement, the RAC and the Shire of Dowerin to deliver the inaugural 'Dowerin Do-Over' on Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> of April 2021.

The showcase event and street party finale will explore what can be achieved when local leaders and government partners collaborate with the aim of creating great places.

"The NEWROC is pleased to sponsor the Dowerin Do Over with Town Teams to support our local leaders in activating and growing vibrant town centres within our communities. It is also an opportunity for cross community collaboration which is a core value of the NEWROC" Cr Jannah Stratford, NEWROC Chair said.

NEWROC is a voluntary group of seven local governments and its purpose is to work together for successful communities. The 'Do-Over' is a great natural alignment in working towards achieving this purpose.

The 'Do-Over' is part conference, part hands-on placemaking, and will include 1.5 days of interactive activities along Dowerin's Mainstreet.

The event is targeted at regional local and state government staff, elected members, community resource centre representatives, community and business organisations and absolutely everyone keen to find new and innovative ways to create great regional towns.

Tickets can be purchased at <https://events.humanitix.com/dowerin-do-over-conference>

END

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