



AGENDA

ORDINARY COUNCIL MEETING



18 April 2024

Commencing at 4:00pm 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 18 April 2024 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4:00pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

I have reviewed this agenda, I am aware of all recommendations made to Council, and I support each as presented.

4PM ORDINARY MEETING OF COUNCIL

Sabine Taylor

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

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter 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 section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter 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 interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may 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

It was advised that Denise Martin had recently passed.

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

6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 18 April 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 18 April 2024 ([Attachment 7.1.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 April 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting – 26 March 2024

Minutes of the Shire of the NEWROC Council Meeting held on Tuesday 26 March 2024 ([Attachment 7.2.1](#)).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council Meeting held on Tuesday 26 March 2024 (Attachment 7.2.1) be received.

Noted: Wyalkatchem Do Over - May-September 2024 (Street party September, TBC). (Town Teams Project).

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Councillor Questions on Notice

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Parul Begum
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – March 2024

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the total payments for the month of March 2024 being \$169,654.92.44 which comprised of:

1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$128,409.65;
2. Direct Debit (DD) payments in the Municipal Fund totalling \$41,245.27.

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

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO 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 all payments since the last such list was prepared.

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

COMMENT

The payment listing for March 2024 is presented to Council for endorsement.

MARCH 2024

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3607	EFT 3542
DD	DD	DD 3174.1	DD 3138.1

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 2023/2024 Annual Budget.

COMMUNITY and 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"> • Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> • Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> • High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> • Maintaining Integrated Strategic and Operational plans

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – February 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorses credit card payments for the period 30 January 2024 to 28 February 2024, totalling \$1476.77 (refer to attachment 10.1.2).

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services.

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 FY22/23 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High-quality corporate governance, accountability, and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

10.1.3. MONTHLY FINANCIAL REPORT – MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report March 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 31 March 2024 (refer attachment 10.1.3).

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance of 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 all relate to the Statements of Financial Activity.

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

Total Cash Available as at 31 March 2024 is \$4,144,130;

- cash available is made up of unrestricted cash \$835,659 (20.16%) and
- restricted cash \$3,308,471 (79.84%).

Rates Debtors balance as at 31 March 2024 is \$86,401 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of March 2024 was \$1,426,882 - 94%.

March 2024: Operating Revenue – Operating revenue of \$2,455,292 is made up of Rates - 59%, Grants - 16%, Fees and Charges - 10%, Interest earnings – 5%, profit on asset disposals – 10% and other – 0%.

Operating Expenses – Operating expenses of \$4,689,959 is made of Employee Costs – 24%, Materials and Contracts – 28%, Depreciation – 41%, Insurance – 4% and Utility – 2% and Other Charges – 1%.

COMMUNITY AND 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"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

10.2. WORKS AND SERVICES

10.2.1. MANAGER OF WORKS OFFICER’S REPORT APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 April 2024
Reporting Officer:	Terry Delane, 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,

- 1. Receives the Manager of Works Officer’s report.*

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council approves the footpath replacement and the other recommended minor concrete works be coded against the Capital account for the footpath work at an estimated value of \$ 5,700.

BACKGROUND

To inform Council of the activities of the works and services team during the period March to April 2024.

OVERVIEW

Summary - ROADS / TOWN/ BUILDINGS

A key focus in the Wheatbelt in March is summer sport finals. Wyalkatchem hosted the Cricket Grand Final which was a great success, but not without issues. The wicket roller broke down 3 days before the game with the hydraulic clutch failing. We were unable to source one until the Monday, but managed to secure the hire of the Kellerberrin roller to do the job.

The wicket was presented well and the ground was immaculate.

Unplanned costs incurred include;

Labour to diagnose and remove our roller	\$ 700
Labour to collect and return Keller roller	\$ 400
Hire cost of roller	\$ 200
Parts for our roller	\$ 380
Estimated repair cost	<u>\$ 540</u>
	\$2,220



Thank you to all the crew for their commitment to save the day.

The Wyalkatchem North Rd was the other key focus for the month.

Regional Road Group – Wyalkatchem North Road

Reconstruction work was completed on the Friday 22nd March. The sealing work was scheduled to commence on Monday 25th and suspended on the 24th March after a ratepayer voiced safety concerns.

The pavement is required to be kept moist until sealing is complete resulting in the hire of a water tanker from the Shire of Koorda for the duration, with the sealing being completed on the 7th April. During the closure improvement work in line with the RRG Engineers Report was conducted.

While the seal is still a Type 6 standard 8 metres, to enhance safety, guide posts have been installed and road narrowing signs ordered. These will be installed at both major culverts within the next week or so, as soon as the stock arrives (date to be confirmed).



** Close out budget to be confirmed. Extra costs are not yet to hand and will be submitted once known.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ costs expected	Total	Variance
RRG02	Reconstruction	\$ 593,061	\$ 593,061	\$ 10,120		
				\$ 22,800	\$ 625,981	\$-32,920

Note:

- Labour costs are estimated
- Rural Infrastructure costs are estimated.
- Any table drain and verge work required will be actioned as part of the maintenance grading program.

Black Spot Projects

- Work will begin on the business case next week.
 - Preliminary design engineering may be required as part of the submission.
 - If required suitable engineering opinion will need be sourced.
 - Submission costs are expected to be minimal, however, as outlined last year, costs for the submission are required to be borne by Council until such time as the funding is approved.
-

Road Maintenance Program

- Repairs and reconstruction work will commence next week.
-

Gamble St Drain

- Work is nearly complete.
- Barrier /bollard installed in lieu of Armco barrier has been actioned to minimize the budget impact.
- Asphalt repair, footpath repair and hand rails remain to be installed.
 - Subcontractors required include;
 - Stirling Asphalt (to be actioned with the Hotel – Town Hall path)
 - AP Concrete
 - Subcontractors are booked to complete other works (concrete footpath and asphalt path) and are expected within 2 weeks.

Note: This is carried over remedial works from the original project 2 years ago. This budget was expended then. Financials not available at time of report.

PARKS & GARDENS - TOWN SERVICES

Ashelford Park

- Greenstock has been ordered with minimal changes.
- Sage garden delayed until Spring availability.
- Plantings due early May
- Plaque due end of May early June
- Looking to have the event towards mid – late June, Suggested Opening dates mid to late June 2024.

Note: Financials not available at time of report.

Swimming Pool

Tenders still under evaluation at the time of report.

Recreation Reserve

The oval looks great.

Budget is being prepared for the maintenance regime.

The CDO has suggested that we source community feedback for suggested events to utilise the asset during the year. E.g. car clubs, model aircraft clubs etc., approach to be determined.

Note: Financials not available at time of report.

Footpath Replacement Program

Footpath and concrete works to be covered by the Footpath LRCI budget.

- Hotel to Town Hall footpath and a pram ramp Honour Avenue and Wilson Street
- Pram Ramp – Ashelford Park
- Footpath repairs Community Mart corner
- Repairs Piesse St
- Crossover – Senior Citizens Swan Street entry
- Shire office disabled bay ramp. We are converting the disabled car bay and the one alongside of it to – 1 disabled bay with ramp/ walkway and a motor cycle bay
- Post Office Ramp assistance – approximately \$ 15,000

See below



Note: *Financials not available at time of report.*

Cemetery

Rotary are growing rosemary for the front fence – this will eventually hedge and help with erosion as well as beautify the fence and can also be used for services if required.

Information board to be installed these are being ordered by the Friends of the Cemetery (FOC).

The Shire is ordering a large Tallow tree to put in the old area – this will be done when Ashelford Park green stock is ordered at an est. cost \$200, and a gabion seat installed (already accounted for) – requires rocks sourced and placed at an est. cost of \$ 2,800 (plant and labour) will be placed alongside the tree.

We have re submitted a request for the Works Camp to help at the Cemetery 1 day every second month to help with the erosion – spreading of sand and gravel.

The Parks & Gardens team have been spreading the small white granite stones on some of the old grave sites to restore and enhance them.

FOC AGM is scheduled for the 15th of May to discuss further. Jennie and Terry to attend.

Note: *Financials not available at time of report.*

RUBBISH TIP

Preliminary road construction this month.
Water filled barriers to be investigated to facilitate top tipping.



The original resolution by Council was to install segregation fencing, rubbish fugitive fencing, gates and signs.

There will be a need for a future Council resolution to balance this budget and allow for the directed works. Currently there is the \$20,000 for fencing assigned within the LRCI funding.

An estimate is currently being sourced for the above.

Note: *Financials not available at time of report.*

HUMAN RESOURCES

- One of our casual road crew plant operators has resigned, we are currently looking at budget options with regards to replacing him and advertising this position.
-

OH&S

- Discussions are in progress with Razerpro Construction about door repairs at the Butlin Street Depot as a result of the 2021 storms. Shire staff may help to install.

Note: *Financials not available at time of report.*

- An operator ran over a rock in the Mitsubishi ute resulting in minor damage (scratch to bumper and dent to undercarriage.)
-

VEHICLE/PLANT

- Brake repairs have been completed by Petchell' s on the Haulmore Trailer.
- Air issues with the Iveco prime mover. Foot valve under brake pedal to be serviced.
- Mid-life repairs by Westrac to the grader \$ 9K. No impact to work flow as most of the work was completed on an RDO.

Note: *Financials not available at time of report.*

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 some 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: Our built environment responds to the accessibility and connectivity needs of all.

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

10.3. COMMUNITY DEVELOPMENT

10.3.1. COMMUNITY DEVELOPMENT OFFICER'S REPORT APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Nikki Towell, Community Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	38.44.04
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Community Development Officer's report.

SUMMARY

To provide Council with an update of Community Development initiatives and events for March and April 2024.

COMMENT

Town Wide Bunny Hunt

The Easter event has now concluded. It started on 11th March 2024, and included two weeks of town wide bunny hunting and then finished with a four day after school trade-in for treasure and prizes. The bunnies were traded for chocolate eggs or for stamps featuring an Easter theme. The event has received positive verbal feedback, support from community members, local businesses, community groups and is considered a success. The event organiser CDO has worked diligently to ensure that all aspects of the event were well-organized, safe, and enjoyable for participants. The total of 19 children traded in 75% of the bunnies hidden which was a fantastic rate of return. 25% was due to children not attending trade in's or bunnies being lost, stolen, or kept. The prizes not claimed will be used next year for a similar or same event.

Photos of children below at Trade-In days & Flyer for Trade-In Days

Total cost \$654.05 Budget \$700



Ashelford Park Opening Ceremony

The Shire is currently working on the opening ceremony for Ashelford Park In conjunction with the 21st Anniversary of Tidy Towns. As was discussed on the Ordinary Meeting of Council 21 March 2024.

EXERPT FROM LATE ITEM: ASHELFORD PARK FURTHER BACKGROUND INFORMATION
'That Council Receives the Manager of Works Officer's background report, and directs the CEO to instruct the MOW that Council:
3. Approves the additional expenditure of approximately \$5,600 for the Plaque and Opening event which will incorporate the Tidy Town 21st anniversary from GL code 2040212 Public Relations (2,000) and GL code 2140285 Legal Expenses (2,400).'

Seniors Mystery Bus Trip

On Wednesday 17th April 2024, a group of 18 eager seniors are attending a mystery trip to a secret location.

The participants paid \$20 towards the event to book their spot which was reinvested in the Contributions to Community budget.

Will report on outcomes and accurate costing in May report.

Budget \$1700

Actual Cost: It is unknown which purchases the attendees will make for lunch of which the maximum amount per head has been budgeted for.

Youth Table Tennis Tournament Fridays

On the 19th April (first Friday of school term) from 4-6pm we will be holding a Youth Table Tennis Tournament at the Rec Center. The children will have their names put in a hat and the two children that are drawn out will play against each other, with the winners progressing to the next round until the finals.

The supervision will require a rotating roster of volunteers to assist on the Friday afternoons. Advertising for both volunteers and youth began on the 10th April 2024. This advertising is taking place through the school, Wylie Weekly, and town shop windows.

CarExpert Filming at the Airport

On Tues 2nd – Friday 5th April the town was a buzz with activity as Paul Maric and his team of employees from CarExpert came to Wyalkatchem Airport to film cars borrowed from the LEE Collection. The LEE collection is a large privately-owned collection of very rare, exotic cars, bikes and boats owned by self-made Perth billionaire who is a part owner in CarExpert.

After the filming on the Airstrip on Friday, at 1:30pm the team kindly brought the cars down to the front of the CRC to show the public. Many people got a rare look inside Bentleys, Rolls Royce's, McLaren and a Kawasaki X-Bow as well as a HQ Holden. Around 40 people showed up to take photos and ask questions.

The CarExpert team mentioned on many occasions how amazing the town is, and that Wyalkatchem has the friendliest people they have met, a huge compliment to everyone. They are also looking forward to potentially coming back in future.

Below; some of the cars Car Expert filmed during the time in Wyalkatchem.



STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

- 2.1. Purchasing Policy
- 2.3. Transaction Card Policy
- 9.2. Community Bus Hire

FINANCIAL IMPLICATIONS

There are budgeted financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

Objective No.	Outcome (Business Plan)	Goal No.	Actions (Community Strategic Plan)
ED1.1.2.5	Co-ordinate activities that recognise national events, our leaders, volunteers and new community members.	Goal 2	“An active, engaged and social community.” - Facilitate encourage and support community events.
S2.1.1.4	Collaborate with the CRC to update promotional material – What to see and do in Wyalkatchem and surrounds.	Goal 9	“Improve waste services.” -Encouraging recycling and support initiatives and programs.
E3.1.3.1	Develop a long-term plan for increasing recycling and/or a reduced dependence on renewable inputs.		

10.4. GOVERNANCE AND COMPLIANCE

10.4.1. CHIEF EXECUTIVE OFFICER'S REPORT – APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	10.4.1 – Correspondence as listed in CEO Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Chief Executive Officer's report.

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community with some insight into CEO activities and Council operations.

COMMENT

The focus of the CEO continues to be meetings with Community, Business Owners and individual meetings with all staff.

Organisationally the CEO focus has included progressing the Community Strategic Plan, working to finalise the interim internal audit, reviewing procurement process and procedures and reviewing the operating cadence of Council. Challenges have included CEO emails being hacked and subsequent work with IT provider to reinstate technology. This highlighted some deficiencies in the technology set up of Council; which will be reviewed in due course.

The key focus by the CEO for April – June 2024 will be the Community Strategic Plan and Budgeting.

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

- 10 Mar 2024 Meeting with Auditors
- 14 Mar 2024 Telephone Call with landlord / community member Ruth McWilliams
- 15 Mar 2024 Welcome to Wylie and Citizens Award Event
- 19 Mar 2024 Department of Water and Environmental Regulation (DWER) Round Table
- 20 Mar 2024 Rural Health West
- 21 Mar 2024 Community Resource Centre
- 22 Mar 2024 Morning Tea with Community at Wyalkatchem Swimming Pool
- 22 Mar 2024 Meet with Roz Ashelford and Theresa Ryan – discuss Ashelford Park

22 Mar 2024 Meet with Community Resource Centre – discuss CRC Contract, Aged Care and other services.

27 Mar 2024 Attended WALGA Delegation and Authorisation Essentials Course

03 Apr 2024 Attended Wylie Biz Group Catch Up

04 Apr 2024 Hon Mia Davies MLA, member for Central Wheatbelt & Lachlan Hunter, Nationals Candidate for Central Wheatbelt – attended Shire Offices

11 Apr 2024 Attended Great Easter Country Zone meeting - Kellerberrin

KEY CORRESPONDENCE RECEIVED

Attachment A DG_2024-0473 – Planning Reform Update – Shire of Wyalkatchem

Attachment B DPLH Planning Reform – Stakeholder Kit

Attachment C Letter – CEO Shire of Wyalkatchem – Upfront Payments to Local Governments for Essential Public Asset Reconstruction.

Attachment D Attachment – Essential Public Asset Reconstruction – Funding and Reimbursement Process for Local Governments

Attachment E Email re Standardised meeting Procedures – Consultation now open and closing on 29 My 2024

Attachment F CEACA Management Committee Meeting Minutes 19022024 Final for Signing

Attachment G CEACA Special General Meeting Minutes 190224 Final for Signing

Attachment H Community Engagement Upgrades Fund round 1 – Webinar questions and answers

Attachment I Guidance Council Member State Federal Candidacy

Attachment J Western Power Lighting Consultation

Attachment K Correspondence from Royal Association of Justices of Western Australia

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 direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives, particularly those outlined in Goal 10 which calls on transparent, accountable and effective governance.

Goal 10 Transparent, accountable and effective governance.

Goal 12 Form strategic partnerships and advocate for the Community.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	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



Sabine Taylor

Chief Executive Officer

10.4.2. NEWROC MEMORANDEM OF UNDERSTANDING 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.4.2 – NEWROC Memorandum of Understanding

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

- 1. Adopt the proposed Memorandum of Understanding (see attachment 10.4.2) 2023 – 2025;*
- 2. Enter into an agreement with other member local governments for the North Eastern Wheatbelt Regional Organisation of Councils for a term ending on 30th June 2026; and*
- 3. Authorise the President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Wyalkatchem to the agreement.*

SUMMARY

The North East Wheatbelt Regional Organisation of Councils (NEWROC) has a Memorandum of Understanding (MOU) that underpins its operations, which expired on June 30 2023. The presentation and re-signing of the MoU was an oversight of the Executive Officer. No changes had been made to the previous version and a significant review of the MoU was completed in 2020.

BACKGROUND

The purpose of NEWROC is to:

Provide a means for the local governments, through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them*
- e. Recognition as representing the view of community and business in the Participants*

The purpose of the NEWROC MoU is to affirm the partnership and collaboration of seven local governments and to further the shared aims of the organisation.

COMMENT

NEWROC envisages local governments working together in building successful communities through collective effort. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at a recent NEWROC meeting – 4 December 2023. The NEWROC Executive (local government CEOs) and Council (local government elected representatives) have both reviewed the proposed amendments with the NEWROC Council signing off on the 4 December 2023.

The NEWROC MoU is aligned to the organisations strategic planning review period (3yrs) and the minimum term of membership (3yrs).

The term of the proposed agreement is from 1 July 2023 – 30 June 2025.

The MoU is now being presented to member Councils for adoption and execution by their respective CEOs and Presidents.

STATUTORY ENVIRONMENT

Section 3.62 of the *Local Government Act 1995* (the Act) enables the Shire of Wyalkatchem to form a regional local government with other local governments subject to the provisions of sections 3.63 to 3.68 of the Act.

3.62. Constitution and purpose of regional local government

- (1) *A regional local government —*
 - (a) *is a body corporate with perpetual succession and a common seal; and*
 - (b) *is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.*
- (2) *The purpose for which a regional local government is established (referred to in this Division as the **regional purpose**) is as set out in the establishment agreement.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The operations of NEWROC are currently financed by an annual contribution from each of the member local governments (\$14,300 incl GST based on FY23/24) and other project specific amounts from time to time.

COMMUNITY AND 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 12 Form strategic partnerships and advocate for the community

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	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

10.4.3. COMMUNITY BUSINESS SUPPORT GRANT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 April 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.04
Attachment Reference:	Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves the entire Business Support Grant of \$5,000 to the Wyalkatchem Post Office to contribute towards the Post Office ramp construction.

BACKGROUND

Community Business Grant applications began in March 2024 under new Policy and guidelines which were developed and approved in the 21 December 2023 ordinary Meeting of Council.

The intent of the business grant is to demonstrate Council's commitment to supporting our local business community which is consistent with our strategic plan because a vibrant retail/business sector supports a vibrant and engaged community. It's primarily intended that the grant will be invested to improve the streetscape and/or business sustainability.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(162/2023) Moved: Cr Petchell

Seconded: Cr Begley

- 1. That Council adopt the proposed Business Support Grants Policy as published below.*
- 2. That for the purposes of considering applications for grant funding in the current financial year, applications be opened between 1 February to 31 March 2024.*

CARRIED 7/0

COMMENT

Applications closed for the Business Support Grant of \$5,000 on the 30 November 2021. One application was received by the deadline.

The Wyalkatchem Post Office

The application explains the need and requirement to provide access to the community for people with mobility support needs which will also benefit those with prams.

The application also justifies the need for support from the grant to achieve the required ramp in order to continue the community's access to Postal and Banking services.

COMMUNITY BUSINESS SUPPORT GRANT APPLICATION WYALKATCHEM POST OFFICE – CONTRIBUTION OF \$5000.00 REQUESTED TO CONTRIBUTE TOWARDS POST OFFICE RAMP

Ref	Key Selection Criteria	Meets Requirements	Comments
1 BENEFIT	A) Alignment with the guidelines and eligibility criteria	✓	Other funding sources have been sought, there is a major benefit to the wider community and residents through provision and access of services.
	B) Demonstration of the business and community need for the project	✓	Yes – small business is unable to cover the expense of the project and the Community have been advocating for an access ramp for over 10 Years. It is also a requirement now of Australia Post that all have disability access. If not met, the business will have to close.
	C) Benefit to the Wyalkatchem Community (i.e. contribution to community well-being)	✓	Community access for all – equal opportunity and enabling the aging population and those with mobility issues to access services and retain their independence and dignity – a basic Human right
	D) Alignment to the Shire of Wyalkatchem Strategic Community Plan goals and strategies	✓	The project has demonstrated that it is aligned to SCP - Goal 2 - An active, engaged and social community. Goal 3 - A community for all ages. Goal 5 – Growth in business opportunity. Goal 8 - Our built environment responds to the accessibility and connectivity needs of all. Goal 10 - Transparent, accountable and effective governance.
2 ORGANISATION	A) ABN	✓	Yes
	B) Business Type and Purpose	✓	Post office, Banking Services and other.
3 PROJECT CYCLE	A) Planning and design of project	✓	Design proposal included.

	B) Management and delivery of project (incl. milestones and works schedule)	N/A	it is to be Shire Management and delivery.
	C) Project Budget	✓	Estimates provided.
	D) Capacity to make a significant financial or in-kind contribution to the project/event	✓	The application is requesting a Council contribution of \$5,000.00 and will contribute \$5,000 cash. There is also a Grant application with Qantas - date unknown.
	E) Evaluation of Project	✓	There are no known issues relating to past Council funding to the applicant.
	F) Sustainability of project	✓	Long term.
	G) Use of local suppliers for capital works	✓	Yes

Score 1-5

Proposed weighting is: -

Community Benefit - 40%	5	40/100
Organisation - 20%	5	20/100
Project Planning - 40%	3	24/100
TOTAL	13/15	84/100

10.5. PLANNING AND BUILDING

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

To be circulated and discussed separately – Confidential in nature.

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

14. MATTERS BEHIND CLOSED DOORS

14.1. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council moves behind closed doors in accordance with Section 5.23 (2)(b), (c) and (e)(iii) of the Local Government Act 1995 which states, that a Council may move its meeting behind closed doors;

b) to deal with matters that relate to the personal affairs of a person;

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

e) (1) information that has a commercial value to a person; or

(11) to deal with a matter that if disclosed, would reveal Information about the business, professional, commercial or financial affairs of a person.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

That Council move out from behind doors.

15. CLOSURE OF THE MEETING

ATTACHMENTS

Shire of Wyalkatchem Business Support Grants Process

Step 1

Contact the Community Development Officer to discuss your project idea and confirm it is eligible for the Business Support Grants and request an application package 9681 1166 or cdo@wyalkatchem.wa.gov.au



Step 2

Complete the Application Form between 9 February and 12 March 2024



Step 3

Submit the application form to the Shire of Wyalkatchem



Step 4

Grants Team to evaluate and score applications with recommendations forwarded to Council for consideration at the next Council Meeting



Step 5

Successful applicants will be notified in writing of their success. Unsuccessful applications will also be notified and encouraged to seek feedback



Step 6

Successful applicants must ensure they have acquitted their funds by way of completing the Business Support Grants Scheme Acquittal form and return it to the Shire of Wyalkatchem within 12 months of the funding being awarded

APRIL 2024

ATTACHMENTS APRIL 2024

- 1. 7.1.1 OMC Minutes – 21 March 2024**
- 2. 7.2.1 NEWROC Council Minutes – 26 March 2024**
- 3. 10.1.1 Accounts for Payment – March 2024**
- 4. 10.1.2 Credit Card Declaration – February 2024**
- 5. 10.1.3 Monthly Financial Report – March 2024**
- 6. 10.4.1 CEO Correspondence Binder**
- 7. 10.4.2 NEWROC MOU 2023 - 2025**



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 21 March 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:05pm
Closure: 7:09pm**

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 draft minutes were approved for distribution on 28 March 2024.



Sabine Taylor

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

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter 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 section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter 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 interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may 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

Shire President, Cr Garner, declared the meeting open at 4:05pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Eric Anderson:

1. What is the balance of the Medical Trust Fund?

A: \$1,147,279 – this information is found in Note 3 (page 10) and the Reserve account is called “Community Health”

2. How much money is in Plant Reserves?

A: Currently \$663,315 and it is budgeted to be \$691,754 at year end – the current balance is found in Note 3 (page 10) and the Budget Review figures, which will show actual year-end figures, will be updated as of the March Monthly Financial Report.

3. How much money is in Reserve?

A: \$3,308,471 - the current balance is found in Note 3 (page 10) and the Budget Review figures, which will show actual year-end figures, will be updated as of the March Monthly Financial Report.

4. How much money is owed by Debtors to Council?

A: \$37,239 – this information is found on Note 6 (page 14) under Trade receivables

5. How much does Council owe to Creditors?

A: This is a bit of a tricky question, it is obviously a moving target. Currently we have about \$122,000 waiting to be processed but invoices come in daily so it’s not an exact answer.

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:09pm.

Sheryll Wood

Q: Does the Council know who the Mable Co-ordinator is going to be?

A: The Shires understanding is that current co-ordination is in house with the existing CRC staff. As the project gets running, we understand they will be introducing an independent co-ordinator.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:11pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:

Cr. Owen Garner	Shire President
Cr. Christy Petchell	Deputy resident
Cr. Mischa Stratford	
Cr Christopher Loton	
Cr. Tracy Dickson	
Cr. Justin Begley	

Staff:

Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services – left the meeting at 4:50pm
Terry Delane	Manager of Works
Stephanie Elvidge	Governance Executive Officer

Visitors:

Eric Anderson – left the meeting at 5:41pm
Sheryll Wood – left the meeting at 5:41pm

3.2. Apologies

Cr. Rod Lawson Kerr

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Max Ward, long term resident and Shire Councillor from 1983 – 2005 had passed.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

John Wu – Business Development Shuttle Service for the Community Case – *This has been postponed.*

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 – 15 February 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 15 February 2024 (Attachment 7.1.1)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(20/2024) Moved: Cr Petchell Seconded: Cr Begley

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 February 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. Local Emergency Management Committee (LEMC) Minutes –4 October 2023

Minutes of the LEMC Meeting held on Wednesday 7 February 2024 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(21/2024) Moved: Cr Begley Seconded: Cr Petchell

That the minutes of the LEMC Meeting held on Wednesday 4 October 2023 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

BUSINESS ARISING

Nil

7.2.2. Local Emergency Management Committee (LEMC) Minutes – 7 February 2024

Minutes of the LEMC Meeting held on Wednesday 7 February 2024 (Attachment 7.2.2).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(22/2024) Moved: Cr Dickson Seconded: Cr Begley

That the minutes of the LEMC Meeting held on Wednesday 7 February 2024 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

BUSINESS ARISING

Nil

7.2.3. Local Emergency Management Committee (LEMC) Minutes – 6 March 2024

Minutes of the LEMC Meeting held on Wednesday 6 March 2024 (Attachment 7.2.3).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(23/2024) Moved: Cr Begley Seconded: Cr Petchell

That the minutes of the LEMC Meeting held on Wednesday 6 March 2024 (Attachment 7.2.3) be received by Council.

CARRIED 6/0

BUSINESS ARISING

LEMC COMMITTEE RESOLUTION/ RECOMMENDATION

Moved – Cr Tracy Dickson Seconded – Emma Holdsworth

That the LEMC Terms of Reference be amended to reflect the change in Committee Membership to include the Community Resource Centre Committee Chair and Manager as voting delegates, and endorsed by Council.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(24/2024) Moved: Cr Dickson Seconded: Cr Loton

That Council endorse the LEMC Terms of Reference be amended to reflect the change in Committee Membership to include the Community Resource Centre Committee Chair and Manager as voting delegates.

CARRIED 6/0

7.2.4. NEWTRAVEL Draft Minutes – 29 February 2024

Minutes of the NEWTRAVEL Meeting held on Thursday 29 February 2024 (Attachment 7.2.4).

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(25/2024) Moved: Cr Petchell Seconded: Cr Dickson

That the minutes of the NEWTRAVEL Meeting held on Thursday 29 February (Attachment 7.2.4) be received by Council.

CARRIED 6/0

7.2.5. Audit and Risk Management Committee Minutes – 21 March 2024

Minutes of the Audit and Risk Management Committee Meeting held on Thursday 21 March 2024 (Attachment 7.2.5 Minutes to be provided).

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(26/2024) Moved: Cr Petchell Seconded: Cr Begley

That the minutes of the Audit and Risk Management Committee Meeting held on Thursday 21 March (Attachment 7.2.4) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Note the change in order of Reports. Reports will now be re commencing with the Finance Sections and followed by the Manager of Works Report.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Late Item 13.1.3 - CarExpert

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 March 2024
Reporting Officer:	Parul Begum
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – February 2024

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

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO 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 all payments since the last such list was prepared.

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

COMMENT

The payment listing for December 2023 and January 2024 is presented to Council for endorsement.

FEBRUARY 2024

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3541	EFT 3447
DD	DD	DD 3132.2	DD 3087.1

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 2023/2024 Annual Budget.

COMMUNITY and 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"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(27/2024) Moved: Cr Begley Seconded: Cr Petchell

That Council endorse the total payments for the month of February 2024 being \$487,687.44 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$433,638.28;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$54,049.16.*

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report February 2024

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance of 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 all relate to the Statements of Financial Activity.

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

Total Cash Available as at 29 February 2024 is \$4,240,349;

- cash available is made up of unrestricted cash \$931,878 (21.98%) and
- restricted cash \$3,308,471 (78.02%).

Rates Debtors balance as at 29 February 2024 is \$149,227 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of February 2024 was \$1,364,056 - 90%.

February 2024: Operating Revenue – Operating revenue of \$2,431,209 is made up of Rates - 60%, Grants - 16%, Fees and Charges - 10%, Interest earnings – 4%, profit on asset disposals – 10% and other – 0%.

Operating Expenses – Operating expenses of \$4,283,399 is made of Employee Costs – 24%, Materials and Contracts – 29%, Depreciation – 40%, Insurance – 4% and Utility – 2% and Other Charges – 1%.

COMMUNITY AND 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"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(29/2024) Moved: Cr Petchell

Seconded: Cr Loton

That Council accepts the Statements of Financial Activity for the month ending 29 February 2024 (refer attachment 10.1.3).

CARRIED 6/0

PRESIDENTS RECOMMENDATION/ COUNCIL RESOLUTION

(30/2024) Moved: Cr Dickson Seconded: Cr Petchell

That Council suspends standing orders in order to discuss the Budget Review Document.

CARRIED 6/0

PRESIDENTS RECOMMENDATION/ COUNCIL RESOLUTION

(31/2024) Moved: Cr Dickson Seconded: Cr Petchell

That Council resumes standing orders.

CARRIED 6/0

10.1.4. 2023/24 BUDGET REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.4 – 2023/24 Budget Review, Statement of Budget Review by Program, notes on closing funds and budget amendments. – Provided

SUMMARY

To consider the Shire of Wyalkatchem financial position as at 29 February 2024 and performance for the period 1 July 2023 to 29 February 2024 in relation to the adopted budget and projections estimated for the remainder of the financial year.

BACKGROUND

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

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

COMMENT

The budget review report includes Statement of budget review by Program, note on closing funds and budget amendments.

Features of the budget review include:

Opening Balance Adjustments	\$114,056
Revenue from Operating Activities – Increase	\$460,289
Expenditure from Operating Activities - Increase	(\$467,264)
Investing Activities – Decrease	\$507,857
Financing Activities – Borrowing etc - Decrease	(\$614,938)
Overall Change (surplus)	\$0

Consultation:

Chief Executive Officer
Manager of Work and Services

STATUTORY ENVIRONMENT

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

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) (a) Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.
- (b) Consideration and review is to be given to the local government's financial position as at the review date.
- (c) Review of the outcomes for the end of the financial year that are forecast in the budget is to be undertaken.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget will be amended to reflect the variances to estimated budget 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"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(32/2024) Moved: Cr Petchell

Seconded: Cr Dickson

RECOMMENDATION

- 1** *That Council adopt by absolute majority the 2023/24 Budget Review as attached;*
- 2** *That Council adopt by absolute majority the following budget amendments to the 2023/24 adopted Annual Budget.*

CARRIED 6/0

10.1.5. COMPLIANCE AUDIT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.5.1 – 2023 Compliance Audit Return Attachment 10.1.5.2 – 2023 Compliance Audit Return Action Plan

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2024. The period examined by this audit is 1 January to 31 December 2023.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the Regulations in detail. The audit findings must be recorded in the supplied pro forma which has been completed and is provided as Attachment 10.1.5.1

COMMENT

The Compliance Audit Return has been carried out by the Manager of Corporate Services. The Compliance Audit Return comprises of questions in the following areas of activities.

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Service

Items of non-compliance have been reviewed and an action plan has been developed to address the areas of non-compliance.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance audits by local governments

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no direct 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

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

VOTING REQUIREMENT

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION

(33/2024) Moved: Cr Begley Seconded: Cr Petchell

That Council:

- 1. Adopts the 2023 Compliance Audit Return for the period 1 January 2023 to 31 December 2023.*
- 2. Notes the areas of non-compliance within the 2023 Compliance Audit Return and accepts the 2023 Compliance Audit return Management Action Plan.*
- 3. Submit a certified copy of the 2023 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries.*

CARRIED 6/0

10.2. WORKS AND SERVICES

10.2.1. MANAGER OF WORKS OFFICER’S REPORT FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.1.1 – Attachment A – 5 Year Road Program Attachment 10.2.1.2 – Attachment B – Road Maintenance Programme

BACKGROUND

To inform Council of the activities of the works and services team during the period February to 13 March 2024.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Further clean up after the storms continued with a focus on the most dangerous or damaged areas. Tree clearing will continue later in the year.

Repairs to failed infrastructure were carried out, in particular a re-cored radiator installed in the Admin Office emergency generator to replace the original aluminium one.

After initially thinking we may have lost the recreation oval, we have now restored it to its previous condition.



REGIONAL ROAD GROUP – WYLIE NORTH ROAD

Stage 1 of the reconstruction work on Wylie North Rd have been completed. Gravel was resourced from a local pit. Some issues with the procurement of the gravel were encountered. (Please refer to the CEO’s report.)

Wet mixing work has been pushed back to 19-21st March with the sealing work scheduled for the week after.

Some clearing works were undertaken by a subcontractor along a difficult section on the Garn pit crest and alongside the Water Corp pipeline on the Eastern side.

A Regional Rag Group Zone meeting was planned to take place on Monday 11th, however it was postponed due to uncertainty of a quorum attending. It is now scheduled for Monday the 18th March.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ costs expected	Total	Variance
RRG02	Road Reconstruction	\$ 616,605	\$ 257,748	\$ 257,348		
				\$ 99,612	\$ 614,708	\$ 1,897

FUTURE YEARS ROAD PROGRAMS

The Shire’s 5-year road programs is as tabled at the Roads Audit Group road inspection trip. Appendix A (see attachment 10.2.1.1)

The estimated costs for the edge break repair and the potholes/ shoving issues on the Cunderdin Road are as follows:

- Full crew for potholes and seal failures per day \$ 8,000
- Edge breaks 300mm wide x 40mm deep \$25K per km (both sides included)
- Complete strip is approximately 4km
- Traffic Control not included.

BLACK SPOT PROJECTS

- A site visit was undertaken with council to better understand the issues.
- Work on the business case is to commence.

ROAD MAINTENANCE PROGRAM

The immediate road maintenance program is tabled at Appendix B (see attachment 10.2.1.2).

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ Costs expected	Total	Variance
	Road Maintenance – Muni	\$ 785,916	\$ 693,984	\$ 0	\$ 693,984	
	R2R funding	\$ 285,000	\$269,402	\$0	\$269,402	
		\$1,070,916	\$963,386			\$ 107,530

GAMBLE ST DRAIN

Work has recommenced on the drain at the intersection of Railway and Gamble.



The price and availability of suitable barriers resulted in the installation of heavy-duty U bar barrier bollards and a heavy-duty barrier kerb to protect pedestrian traffic. Also planned is to install one-way cats’ eyes along the length of the kerb.

The realignment of the footpath to protect pedestrians is pending.



PARKS & GARDENS – TOWN SERVICES

ASHELFORD PARK

Work is completed apart from the planting of green stock. This is planned for the end of March, stock and budget agreement permitting. A survey is being collated by Nikki Towell to ensure that we have captured the community’s suggestions for our decision making.



Job	Description of works	Total Budget \$	JTD Actual	Orders released/ Costs expected	Total	Variance
LRC004	Landscaping to block cnr Honour and Railway Tce	\$ 65,000	\$ 103,589	\$ 22,476	\$126,335	-\$ 61,335
				?? TBC all inv posted		

SWIMMING POOL

The re-release of the Pool upgrade tender closed on the 4th March.

The Manager of Works has hosted site inspections from all suitors. There were 6 submissions with one ruled non-compliant in the first round of acceptances.

The evaluation process has commenced with Procurement Associates as an independent Tender consultancy firm leading the process. This will be expenditure from the Pool Refurbishment budget.

RECREATION RESERVE

A discussion with the Western Power regional supervisor about whether it is possible to take the dam power off the existing spur line and connect it to the Town grid to gain a reconnection priority was not positive. Western Power said they would look at it, but it appears costs may preclude that happening.

There has still been no award of a contract to reconnect the Water Corp suction system. The system is still running off the jury-rigged set up using our original suction pipe and foot valve. Recent storms did cause some run off in to the dam and we have undertaken regular pumping from the White Dam to supplement the Town Dam water. We still have a reasonably healthy stock of water in the dam, albeit the reef is showing approximately a metre of earth.

The Cricket Grand Final is a big focus for the P&G team this week.

CEMETERY

Minor maintenance only is being undertaken, pending the review of the budgets from Shire and Friends of the Cemetery (FOC).

Finance permitting stage 3 work will be scheduled for the 2024.25 FY budget.

Irrigation is ready for the Rosemary shrubs for the fence line which are currently being propagated by Rotary.

Job	Description of works	Total Budget \$	JTD Actual	Orders released / costs expected	Total	Variance
	Cemetery	\$ 26,002	\$ 22,577	\$ 0	\$ 22,577	\$ 3,428
	FOC	\$				

WYLIE WATERPROOFING – NATIONAL GRID CONNECTION PROJECT

There have been no further discussions with DEWR about possible funding to upgrade pumps and pipes to facilitate the school, town dam and club requirements.



RUBBISH TIP

The 2 trial CCTV towers have been installed and a number of inappropriate activities have been recorded.

Job	Description of works	Total Budget \$	JTD Actual	Orders released	Total	Variance
WO004	Rubbish Tip	\$ 49,613	\$ 31,695	\$ 0	\$ 31,695	\$17,918

FOOTPATH REPLACEMENT PROGRAM

A path and ramp audit have not been completed as yet. It is recommended that some funds from this account be used to cover the costs of repair work at Ashelford Park and Gamble St southbound.

The Post Office ramp could also be considered.

Job	Description of works	Total Budget \$	JTD Actual	Orders released / costs expected	Total	Variance
	Footpath Replacement Program	\$ 75,000	\$ 0	\$ 21,345	\$ 21,345	
	Post Office ramp	\$ 0	\$ 0	\$ 10,000	\$ 10,000	
				\$ 31,345	\$ 31,345	\$ 43,655

RODEO

A late item may be provided with approximate costings.

HUMAN RESOURCES

- Performance issues discussed with Employee.

OH&S

- A new procedure is being developed for the operation of box cutters.

VEHICLE/PLANT

Budget process to consider an additional works vehicle for the Works Administrator/ Leading Hand.

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 some financial implications in relation to this item.

13.1. LATE ITEM ANNUAL RODEO – 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	10.3.24
Attachment Reference:	Attachment 13.1 – Appendix D Wylie Rodeo Budget

BACKGROUND

The second annual Wyalkatchem Rodeo was hosted at the Recreation Centre by the Shire of Wyalkatchem and Double Barrel Entertainment on Saturday 26 August 2023.

The event was very well attended, attracting almost 3,000 people, with attendance no doubt boosted by the warm spring-like weather which, was in stark contrast to the previous year’s event.

At the December 2023 Ordinary Meeting of Council, Council confirmed their support of the rodeo event to be held in Wyalkatchem on 24 August 2024.

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(161/2023) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That Council confirm its support for a rodeo event to be held in Wyalkatchem on 24 August 2024.

CARRIED 7/0

COMMENT

There is a community appetite for hosting an annual rodeo event and the Wyalkatchem Rodeo is coming up to its 3rd year. The event itself has been a huge success 2 years running.

The 2024 Rodeo needs actions and tasks to begin immediately, some of which will entail expenses to Shire in this financial year (\$20,000). A spreadsheet is attached which outlined the costs to Council last year and projected costs for this year. (\$20,000 + 55,000, Totalling \$75,000.)

The original concept accorded by Council was that infrastructure requirements would lessen each year as some would remain on site from year to year. Specific items such as an unloading race have not yet eventuated.

As the only revenue stream is the camping fees, the budget is totally dependent on number of patrons.

Key to the budget costs is the labour cost which was significant last year, however is not expected to be anywhere near as much this year.

The event does require more input from the community which will also lessen the Shires involvement, and also cut down the labour hours currently absorbed by Shire.

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

Last year the event cost the Council a total of \$116,535 including labour, plant and not considering the income revenue of 29,338 from camping tickets.

A number of expenses incurred last year will not be repeated for the 2024 rodeo. In addition, staff labour will not be as intense next year as the camping grounds are established, signs produced and site layout has been optimised, for the time being – see attachment 13.1.

COMMUNITY & STRATEGIC OBJECTIVES

Goal No.	Action No.	Actions
Goal 2 An active, engaged and social community	2.1	Support and engage agencies to enhance local services and activities for all members of the community
	2.2	Facilitate, encourage and support community events
	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
Goal 4 Increase visitors to our region	4.1	Promote, develop tourism & maintain/enhance local attractions
	4.2	Collaborate with our partners to promote local and regional tourism initiatives
	4.3	Provide facilities to encourage tourist and resident visitation
	4.4	Work with the community to develop & promote tourism initiatives
	4.5	Encouraging visitors into the town centre

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(38/2024) Moved: Cr Dickson

Seconded: Cr Begley

That Council,

- 1. Endorse the support of the Wyalkatchem Rodeo to be held on Saturday 24 August, 2024 and,**
- 2. Approve a budget of \$20,000 to be allocated immediately from 2140361 – Engineering & Technical Support (\$15,000), 2040212 – Public Relations (\$2,500) and 2030114 – Debt Collection (\$2,500) to be used in the 23/24 FY for initial preparation materials as per the highlighted items in Attachment 13.1 Appendix D Wylie Rodeo Budget and,**
- 3. Consider the remainder of the estimated budget of \$19,300 to be allocated in FY 24/25 Budget for the remainder of the materials and contactors required to hold the rodeo, and**
- 4. Consider the total amount of staff time of 291 hrs (\$26,280) and plant use of 80hrs (\$9,720) is acceptable. (This has been included in the total cost estimate of \$75,000.)**

CARRIED 6/0

13.2. LATE ITEM: ASHELFORD PARK FURTHER BACKGROUND INFORMATION MARCH 2024

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	10.03.24
Attachment Reference:	13.2.1 – Appendix C.1 Ashelford Park Analysis 13.2.2 – Appendix C.2 Green Stock Report 13.2.3 – Planting Plan

SUMMARY

The Ashelford Park project is significantly over budget and I have been tasked to analyse the costs and make recommendation to complete.

Attached to this report is a detailed list of the costs to date, see Attachment 13.3.1 appendix C.1 Ashelford Park Analysis.

The initial overspends of \$54,187 been allocated to the budget review.
There are outstanding open Purchase Orders of \$9,800 yet to be processed.
Total Overspend of \$59,969.07

COMMENT

The project had an initial budget of \$ 65,000, which was a grant from Local Roads and Community Infrastructure.

Staff labour and plant is very hard to itemise as it is split across a number of items of scope.
The total amount is; Labour \$10K + \$15K of overheads and Plant \$3.3K

The preliminaries for the Job (costs incurred before the project started) are \$9.7K.
This consists of the design costs and land purchase costs. The hard landscaping amounted to \$58K

In October I was tasked to install the soft landscaping. I alerted Council at the October meeting that the project was a long way over budget then, but soft landscaping was essential to the park and recommended that it still go in.

However, a Green stock Report was not evident and I advised that I would produce one, but given that no planting would occur until March 24 it would not be done for some time.

The Green stock report has not been finalised but suggested varieties are in this revision – see attachment 13.3.2 Appendix C.2 Green Stock Report and Attachment 13.3.3 Planting Plan.

Planning is in progress for an Opening Event for the Ashelford and Tidy Town anniversary, estimated at \$5,600.

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 some financial implications in relation to this item – unbudgeted expenditure.

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: Our built environment responds to the accessibility and connectivity needs of all.

Outcome No.	Action No.	Actions
Our built environment responds to the accessibility and connectivity needs of all.	8.2	Developing and planning community infrastructure to improve use and social interaction.
	8.3	Implement Aged Friendly Plan.
	8.4	Implement the Disability Access and Inclusion Plan (DAIP).

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(39/2024) Moved: Cr Begley Seconded: Cr Petchell

That Council Receives the Manager of Works Officer’s background report, and direct the CEO to instruct the MOW that Council:

- 1. Approves the suggested Green Stock and Planting Plan, and*
- 2. Approves the additional expenditure of approximately \$5,000 for green stock which has been allocated in the Budget Review and,*
- 3. Approves the additional expenditure of approximately \$5,600 for the Plaque and Opening event which will incorporate the Tidy Town 21st anniversary from GL code 2040212 Public Relations (2,000) and GL code 2140285 Legal Expenses (2,400).*

CARRIED 6/0

Note: Natural order of business has resumed.

Note - Declaration of potential conflict of interest – all councillors apart from Cr Loton have land that potentially may have gravel or a spent gravel pit. None of these are active at this time.

10.2.2 REVIEW OF GRAVEL FEES AND CHARGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – Revised Policy with Mark Up.

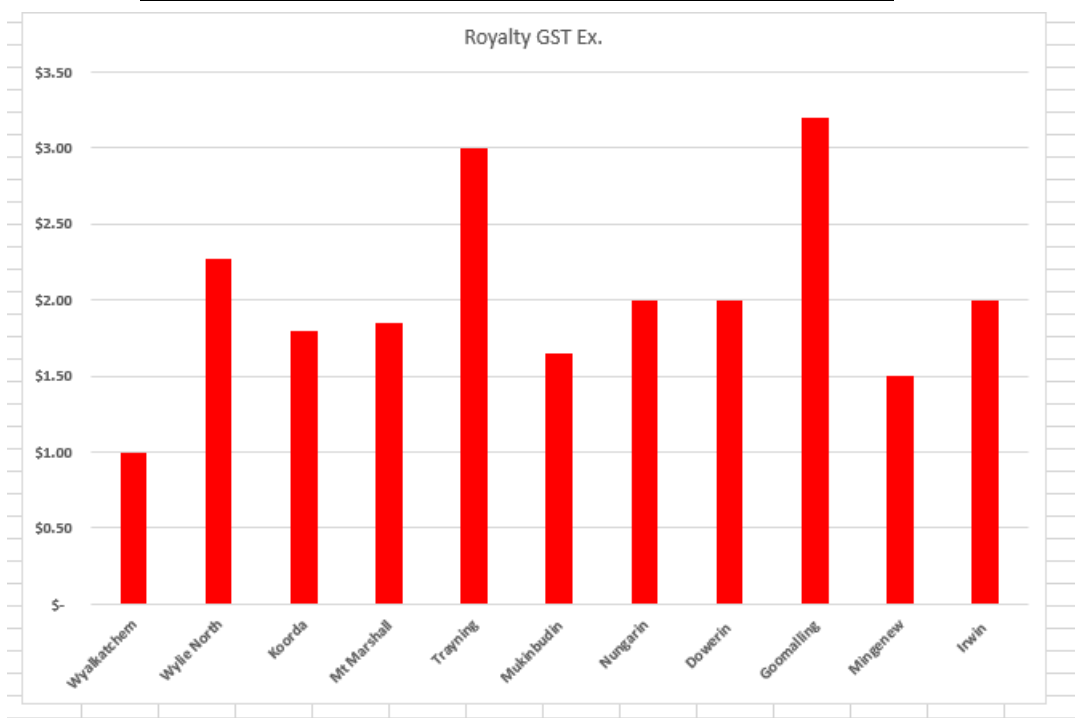
BACKGROUND

Gravel is becoming harder to gain access to. Agreements are increasingly being questioned, and compulsory acquisition is an option but not palatable to landowners.

COMMENT

A survey of gravel royalties from other Shires showed the following;

GRAVEL	Charge Rate		
Shire	Royalty GST Ex.	Push Up	Locations
Wyalkatchem	\$ 1.00	\$ 2.60	All pits
Wylie North	\$ 2.27	\$ 2.60	Swann / Owens pit
Koorda	\$ 1.80		All pits
Mt Marshall	\$ 1.85		All pits
Trayning	\$ 3.00	\$ 2.00	All pits
Mukinbudin	\$ 1.65		All pits
Nungarin	\$ 2.00		All pits
Dowerin	\$ 2.00		All pits
Goomalling	\$ 3.20		All pits
Mingenew	\$ 1.50		Rate varies on a quality basis between \$1 & \$2
Irwin	\$ 2.00		By negotiation



APPENDIX 1 HISTORY OF MAIN ROADS COMPENSATION RATES

FINANCIAL YEAR	MAXIMUM RATE \$ per cubic metre	DETAILS
2001-2007	1.00	Determined by comparison with typical local government rates
2007/08	1.20	Increase based on CPI 2001 to 2007
2008/09	1.25	Increase based on CPI
2009/10	1.27	Increase based on CPI
2010/11	1.31	Increase based on CPI
2011/12	1.35	Increase based on CPI
2012/13	1.37	Increase based on CPI
2013/14	1.40	Increase based on CPI
2014/15	1.45	Increase based on CPI
2015/16	1.47	Increase based on CPI
2016/17	1.48	Increase based on CPI
2017/18	1.51	Increase based on 2016/17 CPI
2018/19	1.54	Increase based on 2017/18 CPI
2019/20	1.56	Increase based on 2018/19 CPI
2020/21	1.56	Increase based on 2019/20 CPI
2021/22	1.62	Increase based on 2020/21 CPI
2022/23	1.72	Increase based on 2021/22 CPI

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.16.

6.16. *Imposition of fees and charges*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

POLICY IMPLICATIONS

A minor review of Policy 7.1 Road Making Materials will be required.

FINANCIAL IMPLICATIONS

Income derived from fees and charges in the 2023/24 financial year.

COMMUNITY & STRATEGIC OBJECTIVES

The MOW’s activity promotes the Strategic Community Plan objectives, particularly those outlined in Goal 10 which calls on transparent, accountable and effective governance.

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

Goal No.	Action No.	Actions
10 <i>Transparent, accountable and effective governance</i>	10.1	Ensuring a well-informed Council makes good decisions for the community
12 <i>Form strategic partnerships and advocate for the community</i>	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(40/2024) Moved: Cr Stratford

Seconded: Cr Loton

That Council,

- 1. Receives the Manager of Works Officer’s recommendation to revise Council policy (see attachment 10.2.2) to align with Main Roads WA rates, and*
- 2. Approve the amendment to the current Fees and Charges.*

CARRIED 6/0

10.3 COMMUNITY DEVELOPMENT

10.3.1 COMMUNITY DEVELOPMENT OFFICER’S REPORT MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Nikki Towell, Community Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	38.44
Attachment Reference:	Attachment 10.3.1 – Clean Up Day Flyer

PURPOSE

To provide Council with an update of Community Development initiatives and events for February and March 2024.

DISCUSSION

Clean-Up Wylie Day

Clean Up Wylie Day, held on Sunday, 10th March 2024, brought together 20 dedicated individuals who actively contributed towards the cleanliness and preservation of the Wylie area. The significant amount of rubbish collected (including 6 bags, and 1 bag of cans and bottles) showcases their determination to combat littering and promote recycling.

The bottles and cans were given as a donation to the Men’s shed for the assistance on the day. The half a Ute load of metals collected adds to the overall success of the event.

The post-event BBQ lunch, prepared by Gary Ashelford from the Men's Shed, provided a delightful conclusion to a productive day of community service. This event not only improved the aesthetics of the area, but it also stood as an exemplary demonstration of unity, environmental consciousness, and a commitment to maintaining a clean and sustainable community.

With the amount of positive feedback, the CDO is looking into the Adopt A Spot program and making this a possibility of bi monthly or monthly event in the community.

Total Cost \$411.45 Budget \$500

This includes the in-kind support of the Community Development officer.

Additional staffing costs - a works depot employee - of \$274.17



Final Total Cost \$685.62

Some participants from Clean – Up day with certificates and the rubbish collected.



Town Wide Bunny Hunt

The Easter event started on 11th March 2024, and will include two weeks of town wide bunny hunting (see below hidden bunnies) and then conclude with a four day after school trade-in for treasure.

The bunnies are traded for chocolate eggs and special bunnies get an extra prize or gift. The parents wishing to not have sugar items will exchange the bunnies for stamps featuring an Easter theme in place of the chocolate eggs.

So far, the event has received positive feedback and support from community members, local businesses, and community groups. Officers have worked diligently with the Manager of Works to ensure that all aspects of the event are well-organized, safe, and enjoyable for participants.

The report containing the participant numbers and budget will be presented in April at conclusion of activity.

Total cost \$654.05 Budget \$700



Citizens Awards

On Friday 15th March 2024, the annual Citizens Award’s and Welcome to Wylie event will be held at the Community Club. This has been a jointly arranged event by the Governance Executive Officer, CDO and Auspire.

Heritage Site Register Work

Work continues weekly on Wednesday’s updating the Heritage Inventory register with the help and guidance of Ross Crute and Kevin Jones. Officers and Heritage volunteers have visited a large portion of the sites that were accessible and taken photos and noted the current condition of the site. These areas such as the Dams, Town buildings and monuments have needed corrections or updating from 1999. We have identified two additional sites the community would like added to the register and I have been granted CEO permission to record and add them – Cowcowing compass from WW11 and a shop site towards Nalkain.

This is an ongoing project that will likely take until the end of this year to complete. The addition of not only the historical information and significant information that we are adding from the knowledge of both Ross and Kevin is priceless.

In addition to this officer's will also speak to the Aboriginal elders in the area to get the aboriginal significance of some of the sites, or the meaning it has to their people to preserve that portion of the heritage for future generations.

After project completion, a draft conservation plan with approximate costings to preserve these sites will be presented to Council.

Volunteer Week 2024 Grant

Officer's applied for a Thank the Volunteers grant for \$1,500 on 9th February 2024 to recognise the work of Friends of the Cemetery and Pioneer Park volunteers. If successful we will hold a high tea to thank the volunteers and provide a small gift.

Feedback from the board of National Volunteer Week on 28th February advised us to adjust some item costs. Adjustments were made and resubmitted. *Grant applied for \$1500*

Welcome to Wylie Bags

Officers are working alongside the CRC in creating Welcome to Wylie bags to give to new residents in town. The bags are currently being printed. We are sharing the cost 50/50 with CRC they will have half of bags (50) and we hand out another half at Shire office.

In the bags will be a Shire information flyer (or a copy of the Central Wheatbelt Directory which has the information) Wheatbelt Way and Pioneer Pathway Booklets.

Cost to Shire \$250 for 50 printed bags

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are budgeted financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

Objective No.	Outcome (Business Plan)	Goal No.	Actions (Community Strategic Plan)
ED1.1.2.5	Coordinate activities that recognise national events, our leaders, volunteers and new community members.	Goal 2	"An active, engaged and social community." - Facilitate encourage and support community events.
S2.1.1.4	Collaborate with the CRC to update promotional material – What to see and do in Wyalkatchem and surrounds.		
E3.1.3.1	Develop a long-term plan for increasing recycling and/or a reduced dependence on renewable inputs.	Goal 9	"Improve waste services." -Encouraging recycling and support initiatives and programs.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(41/2024) Moved: Cr Begley

Seconded: Cr Petchell

That Council receives the Community Development Officers report.

CARRIED 6/0

10.4 GOVERNANCE AND COMPLIANCE

10.4.1 CHIEF EXECUTIVE OFFICER’S REPORT – MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 March 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

I commenced as CEO for the Shire of Wyalkatchem on 19th February 2024. My first 4 weeks have been spent with casual meetings with Community, Staff and Business Owners.

Formalised meetings will commence the week beginning 18th March 2024 and familiarising myself with ‘the business of Council’.

- 22 Feb 2024 GECZ, Merredin Regional Community and Leisure Centre
- 26 Feb 2024 NBN, Jennifer Thomas
- 26 Feb 2024 NEWROC CEO Network Dinner
- 27 Feb 2024 NEWROC Meeting
- 27 Feb 2024 Rural Health West, Georgie Nash
- 05 Mar 2024 LGIS, Chris Gilmore re Contract
- 06 Mar 2024 LEMC meeting

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 direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO’s activity promotes the Strategic Community Plan objectives, particularly those outlined in Goal 10 which calls on transparent, accountable and effective governance.

Goal 10 Transparent, accountable and effective governance.

Goal 12 Form strategic partnerships and advocate for the Community.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	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



Sabine Taylor

Chief Executive Officer

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(42/2024) Moved: Cr Dickson

Seconded: Cr Stratford

That Council accepts the Chief Executive Officer's report.

CARRIED 6/0

10.4.2 DELEGATION REVIEW MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.4.2 – Revised Delegation Register – (WALGA Template) provided separately

SUMMARY

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually.

BACKGROUND

The original delegation register adopted in 21 February 2019 had been based on the WALGA template as is usual for LG Shires.

COMMENT

A major review was conducted in October 2021 resulting in the Delegations Register no longer aligning with the WALGA recommendations and so a complete review of the Delegations using the WALGA template has been conducted.

STATUTORY ENVIRONMENT

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

Local Government act 1995 s 5.44 – CEO may delegate some powers and duties to other employees.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND 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. 10	Outcome	Action No.	Actions
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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(43/2024) Moved: Cr Stratford

Seconded: Cr Dickson

That Council adopts the fully revised Delegations Register (attachment 10.4.2) based on the WALGA Template.

CARRIED 6/0

10.4.3 AUSTRROADS LG ROAD SAFETY AUDIT POLICY TEMPLATE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 March 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.04
Attachment Reference:	Attachment 10.4.3 – Draft Policy – Road Safety Audit

SUMMARY

Austrroads Guide to Road Safety Part 6 Road Safety Audit indicates that it is desirable for Local Governments to conduct road safety audits on new roads or road upgrades, to be undertaken whenever practicable during the design and construction and pre-opening phases.

Road safety audits are a proactive process to prevent the occurrence of road crashes. The road safety audit process provides project managers with a powerful mechanism to identify potential crash risk in the delivery of infrastructure projects and aims to reduce the risk of trauma and crashes on the road network.

Resource and cost implications mean that, in practice, their conduct (number and phasing) nearly always needs to be commensurate with the complexity and circumstance of the particular project.

COMMENT

Austrroads also indicates that it is therefore important that the stages and number of road safety audits should be documented and defined by each Local Government by creating a local road safety audit policy.

To assist Local Governments in Western Australia to develop a local road safety audit policy, Austrroads has produced a road safety audit policy template, which is based on the policy of the City of Melville in Western Australia.

The policy template is endorsed by WALGA and is supported by the Road Safety Audit Panel and its adoption is encouraged for all Local Governments in Western Australia.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

New Policy

FINANCIAL IMPLICATIONS

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

COMMUNITY AND 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: Our built environment responds to the accessibility and connectivity needs of all.

Outcome No.	Action No.	Actions
Our built environment responds to the accessibility and connectivity needs of all.	8.1	Improving safety on road, cycle and footpath networks.
	8.2	Developing and planning community infrastructure to improve use and social interaction.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(44/2024) Moved: Cr Stratford

Seconded: Cr Begley

That Council adopt the Road Safety Audit policy based on Austroads LG RSA Policy template.

CARRIED 6/0

10.4.4 SHIRE OF WYALKATCHEM BUSH FIRE BRIGADES LOCAL LAW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2024
Reporting Officer:	Chris Liversage, Consultant via Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	NIL
File Number:	19.08.02
Attachment Reference:	Attachment 10.4.4 – BFB Draft Local Law

SUMMARY

The Shire of Wyalkatchem has bush fire brigades but did not have a local law as required by s43 of the *Bush Fires Act 1954*. A local law was duly made and published in the Government Gazette on 13 March 2023 and came into effect 14 days later.

Local laws are subject to review by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) who scrutinise and review local laws and subsidiary legislation on behalf of Parliament. If a local law offends its terms of reference, is unlawful or it considers that the local law was not correctly made, the Committee can recommend to Parliament that the local law be disallowed. Prior to doing so, the Committee usually requests the responsible authority to amend the regulation or local law.

In June 2023, the Committee requested the Shire to amend its Bush Fire Brigades Local Law as it considered that it did not fully deal with the matters that it considered must be dealt with if a local government makes a bush fire brigades local law. While the Shire’s original local law was the same as one made by the City of Greater Geraldton and the Shire of Carnarvon in 2022 and supported by legal advice obtained by those local governments, the JSCDL noted that it included a clause 7 which stated that:

7. Appointment, Employment, Payment, Dismissal and Duties of Bush Fire Control Officers
The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

The *Shire of Wyalkatchem Bush Fire Brigades Amendment Local Law 2023* was published in the Government Gazette on 7 November 2023 and deleted the apparently offending clause.

In February 2024 the committee advised that the amendment still did not fulfil the undertaking previously requested and amongst other things advised that ‘*Such matters must be regulated by local law. The local law is inconsistent with and not authorised by the Bush Fires Act 1954.*’

COMMENT

The most efficient way to deal with the JSCDL requirements is to replace the local law. A draft new *Shire of Wyalkatchem Bush Fire Brigades Local Law 2024* is attached. It is identical to a template made by the WA Local Government Association.

STATUTORY ENVIRONMENT

Most matters relating to bush fires and the role of local governments are dealt with by the Bush Fires Act and its associated Regulations. Section 43 of the Bush Fires Act provides that a local government which establishes a bush fire brigade shall by its local laws:

... provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

Other sections of the Bush Fires Act where a local government may make local laws are:

- Under s33(5a) to require land owners to make fire breaks. Section 33(1) though allows this to be done simply by publishing a notice in the Gazette or a newspaper circulating in the district; and where a local government does so the provisions of the notice override the local law.
- Under s41(1), to establish and maintain one or more bush fire brigades and equip them with appliances, equipment and apparatus; and
- Under s62, make local laws in relation to —
 - the appointment, employment, payment, dismissal and duties of bush fire control officers; and
 - the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

Section 3.12 of the *Local Government Act 1995* sets out how local governments are to make local laws. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the proposed Shire of Wyalkatchem Volunteer Bush Fire Brigades Local Law is:

Purpose

To regulate the appointment, employment, payment, dismissal and duties of bush fire control officers; the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by the *Bush Fires Act 1954* that are to be dealt with by a local law;

Effect

The matters that the *Bush Fires Act 1954* requires to be regulated by local law are dealt with by a local law.

As part of the process, local governments are also required to send a copy of the proposed local law to the Ministers for Local Government and Emergency Services.

2. *In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, gives local public notice be given stating that:*
 - a. *It is proposed to make a Shire of Wyalkatchem Volunteer Bush Fire Brigade Local Law, and a summary of its purpose and effect;*
 - b. *Copies of the proposed local law may be inspected at the Shire offices;*
 - c. *Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;*
3. *In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, provides a copy of the proposed local law to the Ministers for Emergency Services and Local Government;*
4. *In accordance with s3.12(3)(c) of the Act, provides a copy of the proposed local law to any person requesting it; and*
5. *Notes that the results of the public consultation be presented to Council for consideration of any submissions received.*

CARRIED 6/0

10.5 PLANNING AND BUILDING

Nil. Governance Executive Officer to give an update on Lot 420 Butlin Street.

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
VOTING REQUIREMENT**

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(as per 36/2024) Moved: Cr Stratford Seconded: Cr Begley

That Council approves the admission of late items.

CARRIED 6/0

14 MATTERS BEHIND CLOSED DOORS

13.3 LATE ITEM WYALKATCHEM AIRSTRIP EVENT REQUEST – CarExpert.com.au

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	Attachment 13.3.1 – Shire Proposal Attachment 13.3.2 – Wyalkatchem Airport Filming Risk Ass. Attachment 13.3.3 – Cover force insurance Attachment 13.3.4 – Certificate of Currency Attachment 13.3.5 – Waiver and Hire Fees Permit/ Stat Dec

SUMMARY

In October last year, a request came through our administration email regarding use of our airstrip.

Paul Maric is an Australian entrepreneur and founder of CarExpert.com along with being a very popular YouTube content creator and media personality he is also a journalist who writes pieces form many car magazines both in Australia and overseas.

The owner of the Cars - The collection is called The Lee Collection, owned by Laurence Escalante, an Australian-Filipino businessman.

Lawrence actively engages with his diverse array of cars, which includes passenger vehicles, GT3 race cars, hyper cars, and everyday cruisers, showcasing a remarkable variety of brands. Notably, the collection has a substantial number of Ferraris and Lamborghinis and is the biggest privately-owned supercar collection in the Southern Hemisphere.

Among the highlighted cars in this extraordinary assembly are the Lamborghini Centenario GTR (one of two in Australia), Huracan 60th Anniversary STO Special Edition, Ford GT (possibly one of four in Australia), and several modern Ferraris, such as the 488 Pista Spider, SF90, and tailor-made 812 GTS.

The collection also boasts unique models like the McLaren Elva in both Full Carbon Series and Speed legend variants, as well as the revered McLaren P1 hypercar. Noteworthy additions include Koenigsegg Agera RS (one of two), Gemera, and (almost) the entire Rolls-Royce line-up.

Escalante even has one of the only 40 Aston Martin Valkyrie AMR Pro track-only hypercars in the world, wearing a Ferrari SF-23-like livery.

BACKGROUND

Council has previously approved motorsport activities at the Wyalkatchem Airport with a Porsche V-Max event held on 7-9 October 2011 and the Antilag Airstrip Events from 2012 for a period of years (Race Wars).

COMMENT

Mr Maric and his team have visited the Wyalkatchem Airstrip with the Shire Manager of Works and confirmed the suitability for the filming exercise and that the air strip impact would be minimal if any.

Consultation was held on the 8 February 2024. Mr Maric and his team visited the Shire to consult with the Shire President, The Acting CEO, Governance and Community Development.

It was agreed that the proposal felt do-able and that if it were to occur, the film shoot would initially be a closed event without spectators and just essential video crew and airport/council staff and that at the close of the filming, arrangements would be made for a set of exotic vehicles to be on display in town centre for locals to look at. (This would be advertised).

The aim is for the CarExpert videos to gain traction with the media as filmed at a secret location and if well received, an opportunity for Wyalkatchem to host the filming three to four times/ year in the future. These events would have the opportunity to be made open to the public on a ticket sold basis of which all income would be directed to the Shire.

Local Government Insurance Services WA (LGIS) have assessed and confirmed that the insurances are robust and liability is further protected via the Shire Waiver and Filming Permit along with a Statutory Declaration from CarExpert regarding liability.

Other actions are as follows:

1. Submission of a Risk Management Plan and \$20,000,000 Public Liability Certificate of Currency; (Received)
2. Payment of a \$2,600 bond as security for damage to the airport runway pavement or terminal building;
3. Payment of \$430.00 (Inc GST) per day for hire of Airport Facilities including the main runway for the period in April 2024;
4. Payment of \$250 per day for St John Ambulance should 'stand by' arrangements be required;
5. Risk Management Plan is to include evacuation procedures in the event that the Royal Flying Doctor Service requires use of the runway; (Received)
6. The Shire of Wyalkatchem to provide notice to the Sports Aviation Academy that the Airport cannot be used between the hours of 8.00am to 5.00pm over the period of 2-5 April 2024;
7. The Shire of Wyalkatchem to issue a NOTAM (Notice to airmen or air missions) and the that the runways are closed over the period of 2-5 April 2024 and inform the RFDS.

STATUTORY ENVIRONMENT

Fees and Charges are to be imposed in accordance with Part 6, Division 5, Subdivision 2 of the *Local Government Act 1995* and section 5.23 Meetings generally open to the public.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The recommended fees and charges will ensure that the event is cost positive for the Shire.

A large team of people relying on local goods and services would have a major financial benefit to local business.

COMMUNITY & STRATEGIC OBJECTIVES

Community events provide a much-needed economic stimulus and also an opportunity to showcase the Shire which may result in ongoing inward migration.

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	Action No.	Actions
Goal 2 An active, engaged and social community	2.1	Support and engage agencies to enhance local services and activities for all members of the community
	2.2	Facilitate, encourage and support community events
	2.3	Provide community venues, & open spaces that facilitate opportunities for the community to connect
	2.4	
Goal 4 Increase visitors to our region	4.1	Partner with key stakeholders to achieve an increase in active participation for all ages
	4.2	Promote, develop tourism & maintain/enhance local attractions
	4.3	Collaborate with our partners to promote local and regional tourism initiatives
	4.4	Provide facilities to encourage tourist and resident visitation
	4.5	Work with the community to develop & promote tourism initiatives
		Encouraging visitors into the town centre

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(46/2024) Moved: Cr Petchell

Seconded: Cr Stratford

That Council close the meeting to members of the public under Sec. 5.23 of the Local Government Act 1995 as the meeting will be dealing with:

- a. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**
- b. a matter that if disclosed, would reveal — information that has a commercial value to a person; or(ii) information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.**
- f. (ii) a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property;**

CARRIED 6/0

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(47/2024) Moved: Cr Begley

Seconded: Cr Dickson

That Council

- 1. Approves the CEO to give permission to CarExpert.com to use the Wyalkatchem Airstrip for the purpose of filming a YouTube video series demonstrating high – end vehicles on the 2 April – 6 April 2024 and,**
- 2. Delegates authority to the CEO to work with CarExpert.com to ensure conditions noted in the report are met and,**
- 3. That Council gives the CEO authority to enter into discussions with CarExpert.**

CARRIED 6/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(48/2024) Moved: Cr Petchell

Seconded: Cr Stratford

That Council move out from behind closed doors.

CARRIED 6/0

14 CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 7:09pm.





North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 26 March 2024

Shire of Koorda
Council Chambers

MINUTES

1.30pm Light Lunch
2pm Meeting

www.newroc.com.au

@northeast_roc

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 👉 NEWROC CEO and President Handover (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning (Oct 2023 – Oct 2025)

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Shire of Koorda Council Chambers, commencing at 2.10 pm on 26 March 2024.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Brown, NEWROC Chair welcomed everyone and opened the meeting at 4.10 pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Melanie Brown	President, Shire of Trayning, NEWROC Chair
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Jannah Stratford	President, Shire of Koorda
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin
Cr Owen Garner	President, Shire of Wyalkatchem
Leanne Parola	NEWROC CEO, CEO Shire of Trayning
Dirk Sellenger	CEO Shire of Mukinbudin
Zac Donovan	CEO Shire of Koorda
Ric Halse	CEO, Shire of Nungarin

2.2 Apologies

Caroline Robinson	Executive Officer, NEWROC
Sabine Taylor	CEO, Shire of Wyalkatchem
Ben McKay	CEO, Shire of Mt Marshall

2.3 Observers

Cr Mark Leslie	Shire of Trayning
Cr Mischa Stratford	Shire of Wyalkatchem

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:

Description of Delegations	Delegatee	Delegated to	Approval
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

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Bendigo Bank Signatory (Shire of Trayning)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. PRESENTATIONS

Nil

5. MINUTES OF MEETINGS

Minutes of the Council Meeting held on 4 December 2023 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 4 December 2023 are received as a true and correct record of proceedings.

Moved Cr Shadbolt Seconded Cr Garner CARRIED 7/0

Minutes of the Executive Meeting held on 27 February 2024 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 27 February 2024 be received.

Moved Cr Stratford Seconded Cr De Lacy CARRIED 7/0

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:	21 March 2024
ATTACHMENT NUMBER:	#1P and L
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Account transactions for the period 1 December 2023 – 29 February 2024

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			173,538.88	0.00	173,538.88
01 Dec 2023	Bendigo Bank		0.00	4.40	173,534.48
01 Dec 2023	Xero Australia	XEROAUSTRALIPTY	0.00	61.75	173,472.73
12 Dec 2023	Payment: Constructive Visual	INV 465	0.00	22.00	173,450.73
12 Dec 2023	Payment: 150Square	INV-0261	0.00	3,660.96	169,789.77
12 Dec 2023	Payment: Bencubbin Community Resource Centre	INV-2056	0.00	40.00	169,749.77
12 Dec 2023	Payment: 150Square	INV-0260	0.00	4,549.63	165,200.14
12 Dec 2023	Payment: Nungarin Sporting Club	December Meeting	0.00	251.00	164,949.14
01 Jan 2024	Bendigo Bank		0.00	2.00	164,947.14
02 Jan 2024	Xero Australia	XEROAUSTRALIPTY	0.00	61.75	164,885.39
09 Jan 2024	Payment: 150Square	INV-0262 – Canberra All Costs	0.00	4,435.63	160,449.76
30 Jan 2024	Payment: 150Square	INV-0266	0.00	3,715.63	156,734.13
30 Jan 2024	Econisis	Power Report 1	0.00	3,272.50	153,461.63
01 Feb 2024	Xero Australia	XEROAUSTRALIPTY	0.00	61.75	153,399.88
01 Feb 2024	Bendigo Bank		0.00	1.20	153,398.68
29 Feb 2024	Bank Transfer from ATO Integrated Client Account to BB NEWROC Funds-5557	ATO Refund	2,854.00	0.00	156,252.68
Total BB NEWROC Funds-5557			2,854.00	20,140.20	156,252.68
Closing Balance			156,252.68	0.00	156,252.68
Total			2,854.00	20,140.20	(17,286.20)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
As at 29 February 2024

29 FEB 2024

Assets

Bank

BB NEWROC Funds-5557	156,252.68
BB Term Deposit Account-1388	305,671.84
Total Bank	461,924.52

Total Assets	461,924.52
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Liabilities

Current Liabilities

GST	(3,963.39)
Rounding	0.06
Total Current Liabilities	(3,963.33)

Total Liabilities	(3,963.33)
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Net Assets	465,887.85
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Equity

Current Year Earnings	(3,713.85)
Retained Earnings	469,601.70
Total Equity	465,887.85

RESOLUTION

That the income and expenditure from 1 December 2023 to 29 February 2024, P and L and balance sheet be received.

Moved Cr De Lacy

Seconded Cr Garner

CARRIED 7/0

7. MATTERS FOR DECISION

Cr Shadbolt left the meeting at 2.15 pm

7.1 WASTE MANAGEMENT – GRANT APPLICATION

FILE REFERENCE: 103-1 Waste Management
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 March
ATTACHMENT NUMBER: #2 Quotes
CONSULTATION: Ask Waste Management
 Encycle
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

At the last NEWROC Council meeting, the following resolution was passed:

RESOLUTION

The Shires of Nungarin, Trayning, Wyalkatchem, Koorda, Mt Marshall and Dowerin (subject to their Council decision) submits an application to the Regional Precincts and Partnerships Program for waste management planning under the NEWROC organization, with the lead Shire being Trayning.

Moved Cr Shadbolt Seconded Cr De Lacy CARRIED 6/0

A [Regional Precincts and Partnerships Program](#) grant application has been prepared.

The objectives of the Program are to:

- facilitate place-based approaches to planning, characterised by collaborative partnerships engaging in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia
- support community priorities for regional cities, rural or remote centres and areas
- reflect the Government’s approach to regional investment as outlined under the Regional Investment Framework.

The intended outcomes of the Program are to:

- demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure
- develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience
- contribute to the Australian Government’s current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia’s emission reduction goals, social and affordable housing, and National Cultural Policy.

It is the intent of the Program to:

- deliver grants across a broad geographic spread of regional Australia, including remote and very remote areas
- support precinct projects of differing scales and functionalities
- encourage projects from lesser-resourced applicants.

As a requirement of the grant, NEWROC must make contact with:

- RDA Wheatbelt – completed
- Member Shires – letters of support prepared but not yet sent
- Indigenous leader – to be discussed
- Waste Authority WA - completed

Two quotes have been received for the application. The NEWROC EO has met with Ask Waste Management and Encycle.

The scope was:

- Investigate and determine a preferred regional landfill site;
- Deliver a masterplan for the preferred site;
- Undertake studies and obtain approval from relevant authorities for site operation as a landfill;
- Design and cost transfer stations for each participating NEWROC Shire;
- Develop a detailed business case to underpin individual council decisions regarding their future commitments to this project and to support future grant applications for physical project delivery;
- Design and implement a consultation and communications plan to satisfy the information needs of both community and potential funding partners;
- Incorporate circular economy principles and identify economic opportunities locally, recognising the NEWROC as a precinct for waste recovery and resources.

Members need to review and discuss the two quotes as this will influence the grant application and cash / in kind that the NEWROC commits (note we do not need to match the grant request but it is favorable to contribute towards some costs, minimum grant is \$500K)

Quote	Deliverables	Cost ex GST	Comments
ASK Waste Management	<ol style="list-style-type: none"> Updating the Business Case to reflect post-covid costs and changes in legislation and best practice guidance Producing a Business Case for an in-house waste service (bin pick up and transfer by NEWROC) Development of, and implementation of a Community Consultation Programme Producing a Master Plan for the Regional Resource 	\$588,000	<ul style="list-style-type: none"> • Previous relationship with NEWROC • Needs to be updated to include nine waste transfer sites • Project management included across the work • Circular economy is included but potentially not the economic opportunities • NEWROC in kind contribution can be to assist with the community engagement

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	<p>Recovery Facility (the regional hub of the RRRP)</p> <ol style="list-style-type: none"> 5. Producing Master Plans for seven Waste Transfer Stations (the satellite facilities for the RRRP)) 6. Developing and liaison with the group to produce Governance Arrangements 7. Preparing and submitting Planning and Environmental approval applications for all eight facilities. 		<p>and efforts by the NEWROC waste sub committee</p> <ul style="list-style-type: none"> • Cash contribution could also be put forward for contingency costs, to increase the focus on partnerships that deliver circular economy and economic opportunities, potentially establishing relationships with a University
Encycle	<ol style="list-style-type: none"> 1. Inception and Review of current business case and work 2. Future site analysis and selection (transfer stations and regional site) 3. Business case for waste management and internal service 4. Governance arrangements 5. Community Engagement 6. Planning Approvals 	\$1,725,777	<ul style="list-style-type: none"> • Not all services can be delivered in house by Encycle, they will engage numerous sub contractors • Has not visited the sites and hence potentially lacks this understanding • Additional costs of applications and designs not included • NEWROC in kind contribution can be to assist with the community engagement and efforts by the NEWROC waste sub committee • Cash contribution could also be put forward for contingency costs, to increase the focus on partnerships that deliver circular economy and economic opportunities, potentially establishing relationships with a University

Community engagement is a key part of this project and will influence its success and outcomes. The Regional Precincts funding has a strong focus on partnerships – bringing government together to deliver regional precincts that are tailored to the local needs and have a shared vision in how that precinct connects to the region.

A community engagement plan should be developed prior to this grant application, with consideration towards keeping communities informed along the whole way.

The Shire of Mukinbudin advised it did not wish to proceed in the grant application. The Shire of Dowerin was still to vote on the project proceeding.

NEWROC has a term deposit of \$305K. Members should discuss the longer term allocation of these reserve funds as well as current and/or future individual contributions towards the waste management project.

Actions since the February Executive Meeting:

- Visit to Bending Landfill and Naremben Waste Transfer Station, hosted by ROEROC
- Regional Precincts grant application has been prepared

RESOLUTION

Executive recommends the NEWROC contribute \$30,000 cash to the grant application.

Executive recommends both quotes are included in the grant application. Ask Waste Management quote is used in the budget preparations.

NEWROC engage Grants Empire at a cost of \$660 to review the application prior to submission.

Moved Cr Stratford

Seconded Cr De Lacy

CARRIED 6/0

Cr Shadbolt returned to the meeting at 2.17 pm

7.2 POWER AND TELECOMMUNICATIONS

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 March 2024
ATTACHMENT NUMBER:	#3 Draft Impact Report #4 Hansard extract
CONSULTATION:	Mark Wallace, Econisis Rob Cossart (WDC) Rik Soderlund (WBN) Rebekah Burges (WEROC) Hon Mia Davies
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

In January, NEWROC members agreed to commission a report into the economic impact of the January power outages on businesses, wider community and telecommunications.

Econisis is completing this report and has provided the draft for review. Mark was unable to quantify the economic impact of mobile phone outages but he could quantify internet outages. He will keep investigating how this might be reflected in the report. Agriculture is also not included in the impact assessment.

The WBN will provide three case studies on businesses to support the NEWROC impact report.

The NEWROC EO, together with WDC CEO, WBN CEO, RDA Wheatbelt Director and WEROC EO have met online twice to discuss the impact of the power outages and what can be done collectively.

Hon Mia Davies has raised the issue in State Parliament (see Hansard extract).

WALGA held a roundtable online with a selection of local governments, however it was not formally placed on the GECZ Agenda.

Actions since the February Executive Meeting:

- Report sent to stakeholders (below)
- NOTE: No response from Minister for Energy, Darren West. NEWROC EO will follow up.
- Article on ABC Wheatbelt, radio interview and news item
- Quairading power story in The West, NEWROC report sent to Dylan Caporn (reporter)
- Cr Brown and NEWROC EO met with Andrew Skinner (COS) Minister Punch, Shelley Court (Policy) Minister Punch, Amy Tait (Policy) Minister for Energy and Rob Cossart (WDC)
- Economic Regulatory Authority has requested NEWROC meet with them to discuss the report
- NEWROC EO has liaised with Rob Cossart, WDC who is presenting our report and solutions to Chair of Telecommunications Review (Alannah McTiernan) who is in Carnamah Friday 22 March

RESOLUTION

NEWROC receives the Econis Economic Impact Report on Power and Telecommunication Outages.

NEWROC submits the report to the Wheatbelt Development Commission, RDA Wheatbelt, State Ministers for Regional Development, Energy, local state and federal members, WALGA, GECZ, RDA Wheatbelt, TELSTRA, Minister for Small Business, Department of Water, Federal Minister for Communications and Water Corporation.

NEWROC submit a response to the Telecommunications Review Panel on the economic impact of power outages.

Moved Cr Shadbolt

Seconded Cr Garner

CARRIED 7/0

7.3 NEWROC TOWN TEAM BUILDER

FILE REFERENCE:	130-1 Economic Services
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	16 February 2024
ATTACHMENT NUMBER:	#5 NEWROC TTM Plan
CONSULTATION:	Jimmy Murphy Alyce Ventris
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWROC EO met with Jimmy Murphy to discuss the NEWROC Town Team Builder.

A workplan for 2024 was developed (and attached):

1. Koorda Skate Park Project (RAC Funded)- 5-7 April
2. Koorda Skate Park Launch Event + Skate Safety Workshop- July
3. Wheatbelt Town Team Social (road safety focus)- July
4. Mukinbudin Main Street Slower Speeds Project- July/August (Project TBC)
5. Wyalkatchem Do Over - May-September (Street party September, TBC)
6. Face to face Placemaking Education Training with LG's- TBC
7. 1x Youth led project- location TBC - by October

NEWROC was also included in the FRRR Drought Project which will be delivered in 2024/25. The project 'Wheatbelt Rising' will include the following:

- Growth and improved strength of community-based networks Improved implementation of place-based practices by communities to build and enhance resilience to drought.
- NEWROC Do Over including Youth space project
- Leadership workshop (May and August)
- 3-5 drought preparedness activations (e.g vibrant main street mural, green infrastructure, community gardening, mindful meditation, block party- TBC) - 2x by June, 3x July-Oct
- Establish 5 new Town Teams across the WEROC/NEWROC Deliver funded projects (10-15) Deliver workshops (1-4)
- Town Team Social/Networking events (2)

A contract between NEWROC and Alyce Ventris concluded on 31 October 2023.

The 2023/24 Budget allocation to the role was \$35,000.

The actual expenditure to date is \$16,049.

RESOLUTION

NEWROC receives the information.

A new contract is issued to Alyce Ventris, under the same conditions, until 30 June 2024, upon which it will be reviewed in line with the budget process.

Moved Cr Garner

Seconded Cr Trepp

CARRIED 7/0

New Information for all Town Teams in NEWROC

Town Team Movement, in partnership with the State Government and the Western Australian Local Government Association (WALGA), are thrilled to announce the Streets Alive program. The program funded from the State Funds for Local Government Roads consist of \$5 million over 5 years for capacity building and support for eligible community organisations and local governments for projects designed to calm traffic on local roads in urban areas across WA.

There are two streams of funding:

- Stream 1 offers 'seed' grants of \$5,000 inc GST in all towns and neighbourhoods across WA for eligible community groups; and
- Stream 2 offers grants of \$50,000 inc GST and \$100,000 inc GST in all towns and neighbourhoods across WA for eligible community groups and LGAs.

Program guidelines and eligibility criteria of Stream 1 grants for eligible community groups will be available and open for expressions of interest from April 1, 2024.

Details of Stream 2 grants for eligible community organisations and LGAs will be released in May.

[Welcome to Streets Alive! - Streets Alive](#)

8. MATTERS FOR INFORMATION

8.1 LIVE SHEEP BY SEA

FILE REFERENCE:	130-1 Economic Services
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 March 2024
ATTACHMENT NUMBER:	#6 Hansard extract
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Update on meetings:

- Cr Stratford and Quentin Davies met with Senator Van in Perth on 2 February.
- Report and request to meet emailed to Kate Chaney MP. Unavailable.
- Request to meet Prime Minister and Minister for Agriculture whilst in Perth on 19 February. Unavailable.
- Hon Mia Davies has raised the issue in State Parliament (see Hansard extract)
- Coalition Live exports WA tour; dates available [here](#)

Actions since February Executive:

- NEWROC EO attended agriculture meeting in Hyden with Rick Wilson and additional Federal members of Parliament

RESOLUTION

NEWROC receives the information.

Moved Cr De Lacy	Seconded Cr Trepp	CARRIED 7/0
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9. OTHER MATTERS, INTRODUCED BY DECISION OF THE MEETING

Nil

10. GENERAL UPDATES

- NEWROC EO will make contact with Place Based Capital participants to get them together again. Social media tiles will be available for all members to promote the learnings and work of the participants and to start the education process.
- [WBN Wheatbelt Futures Forum](#). 1 May 2024. NEWROC EO will be attending.
- Bringing Dowerin Down Town: [The Future of Farming is Now!](#) Friday 29th July
- Lack of police staff in the district is becoming an issue with four of the local stations only having one office each, it was agreed to invite the District Superintendent to a future NEWROC meeting
- Cr Garner asked whether NEWROC agendas are sent to all Councillors, or just the delegates, the response from other Shires was mixed, with half providing them to all Councillors, and half only providing them to delegates. The Minutes of the NEWROC Council meetings are referred to Ordinary Meetings of Council in all cases.
- Cr Trepp asked for an update on the power project at the next NEWROC meeting.

11. 2024 MEETING SCHEDULE

30 April	Executive	Shire of Mt Marshall
28 May	Council	Shire of Dowerin
25 June	Executive	Shire of Trayning
30 July	Council	Shire of Mukinbudin
23 August	Executive	Shire of Nungarin **FRIDAY
24 September	Council	Shire of Wyalkatchem
29 October	Executive	Shire of Koorda
26 November	Council	Shire of Dowerin

12. CLOSURE

Cr Brown thanked everyone and closed the meeting at 2.40 pm.





Shire of Wyalkatchem
List of accounts - March 2024

ATTACHMENT 10.1.1 PAYMENT LISTING

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3542	07/03/2024	Staff Reimbursement	-59.66	1
EFT3543	07/03/2024	Staff Reimbursement	-1157.10	1
EFT3544	07/03/2024	Staff Reimbursement	-130.15	1
EFT3545	07/03/2024	Staff Reimbursement	-291.21	1
EFT3546	07/03/2024	Elyon Global Medics Pty Ltd	-29700.00	1
EFT3547	07/03/2024	Staff Reimbursement	-140.00	1
EFT3548	07/03/2024	Wyalkatchem Tyre Service	-670.75	1
EFT3549	15/03/2024	Staff Reimbursement	-48.45	1
EFT3550	15/03/2024	Wheatbelt Plumbing & Gas	-3390.42	1
EFT3551	15/03/2024	Anglo American Exploration Australia P/L	-268.96	1
EFT3552	15/03/2024	Aurora Tenement Consulting Pty Ltd	-413.74	1
EFT3553	15/03/2024	TOLL Australia	-37.32	1
EFT3554	15/03/2024	T & E Services Pty Ltd	-450.80	1
EFT3555	25/03/2024	Wyalkatchem General Store	-627.07	1
EFT3556	25/03/2024	Yvettes Cakes And Grazing Tables	-3200.00	1
EFT3557	25/03/2024	Staff Reimbursement	-220.40	1
EFT3558	25/03/2024	Benjamin Chandler	-400.00	1
EFT3559	25/03/2024	Wyalkatchem Lock & Key	-110.00	1
EFT3560	25/03/2024	Elyon Global Medics Pty Ltd	-13365.00	1
EFT3561	25/03/2024	Australia Post	-482.76	1
EFT3562	25/03/2024	Pattons Panel & Paint	-300.00	1
EFT3563	28/03/2024	Seton Australia	-265.76	1
EFT3564	28/03/2024	Officeworks	-139.65	1
EFT3565	28/03/2024	G&C Glass	-330.00	1
EFT3566	28/03/2024	Shire of Kellerberrin	-1850.00	1
EFT3567	28/03/2024	Prompt Safety Solutions	-1210.00	1
EFT3568	28/03/2024	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-67.05	1
EFT3569	28/03/2024	Infinitum Technologies Pty LTD	-380.31	1
EFT3570	28/03/2024	LG Best Practices	-2772.00	1

Shire of Wyalkatchem
List of accounts - March 2024

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3571	28/03/2024	SHERRIN RENTALS PTY LTD	-8804.40	1
EFT3572	28/03/2024	Staff Reimbursement	-93.10	1
EFT3573	28/03/2024	Wyalkatchem Community Club Inc	-56.50	1
EFT3574	28/03/2024	Great Eastern Freightlines	-118.25	1
EFT3575	28/03/2024	Wyalkatchem Hotel (SL Tyler and TJ Tyler)	-450.00	1
EFT3576	28/03/2024	Avon 4WD Centre	-1348.00	1
EFT3577	28/03/2024	Staff Reimbursement	-46.74	1
EFT3578	28/03/2024	T J Depiazzi & Sons	-4169.33	1
EFT3579	28/03/2024	Parks & Leisure Australia	-33.00	1
EFT3580	28/03/2024	Cerena Stratford	-1300.00	1
EFT3581	28/03/2024	Australian Taxation Office	-2984.00	1
EFT3582	28/03/2024	BOC Gases	-51.09	1
EFT3583	28/03/2024	Bunnings Midland	-536.77	1
EFT3584	28/03/2024	TOLL Australia	-255.19	1
EFT3585	28/03/2024	Wyalkatchem Electrical and Air conditioning Services	-4301.00	1
EFT3586	28/03/2024	Elders	-278.22	1
EFT3587	28/03/2024	Midalia Steel	-2692.34	1
EFT3588	28/03/2024	Moore Australia (WA) Pty Ltd	-1320.00	1
EFT3589	28/03/2024	Petchell Mechanical	-2165.20	1
EFT3590	28/03/2024	WA Contract Ranger Services	-522.50	1
EFT3591	28/03/2024	Wheatbelt Office & Business Machines	-469.40	1
EFT3592	28/03/2024	SHERRIN RENTALS PTY LTD	-9702.00	1
EFT3593	28/03/2024	Staff Reimbursement	-100.70	1
EFT3594	28/03/2024	Paynes Pest Control	-180.00	1
EFT3595	28/03/2024	Twinkarri/intelife Group	-5225.00	1
EFT3596	28/03/2024	Wyalkatchem Licensed Post Office(RJ+ME Crute_	-157.29	1
EFT3597	28/03/2024	Staff Reimbursement	-75.00	1
EFT3598	28/03/2024	Avon 4WD Centre	-485.00	1
EFT3599	28/03/2024	Safety Sign Services	-152.97	1

Shire of Wyalkatchem
List of accounts - March 2024

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3600	28/03/2024	T J Depiazzi & Sons	-8573.40	1
EFT3601	28/03/2024	Image Extra	-1402.50	1
EFT3602	28/03/2024	Premier Awards Pty Ltd	-891.10	1
EFT3603	28/03/2024	Bunnings Midland	-43.48	1
EFT3604	28/03/2024	D & D Transport	-4412.10	1
EFT3605	28/03/2024	Dunnings	-1846.77	1
EFT3606	28/03/2024	Trophy Specialists	-48.75	1
EFT3607	28/03/2024	Wyalkatchem Spraying Service1	-640.00	1
Total EFT			-128409.65	
DD3138.1	04/03/2024	Crisp Wireless	-625.90	1
DD3140.1	05/03/2024	Water Corporation.	-583.82	1
DD3145.1	12/03/2024	HESTA Superannuation	-1036.10	1
DD3145.2	12/03/2024	Macquarie Super Consolidator II	-264.53	1
DD3145.3	12/03/2024	MTAA Superannuation Fund	-230.55	1
DD3145.4	12/03/2024	Superannuation Fund	-26.40	1
DD3145.5	12/03/2024	Prime Superannuation	-16.83	1
DD3145.6	12/03/2024	CBUS Superannuation	-891.77	1
DD3145.7	12/03/2024	Aware Superannuation Fund	-2008.49	1
DD3145.8	12/03/2024	BT Panorama Superannuation	-995.01	1
DD3145.9	12/03/2024	Colonial Superannuation	-628.95	1
DD3151.1	21/03/2024	Telstra	-273.60	1
DD3153.1	22/03/2024	Synergy	-1947.91	1
DD3156.1	18/03/2024	Foxtel	-140.00	1
DD3159.1	14/03/2024	Synergy	-132.25	1
DD3160.1	01/03/2024	Water Corporation.	-5886.19	1
DD3162.1	05/03/2024	NAB	-1476.77	1
DD3166.1	26/03/2024	HESTA Superannuation	-1036.10	1
DD3166.2	26/03/2024	Macquarie Super Consolidator II	-264.53	1
DD3166.3	26/03/2024	MTAA Superannuation Fund	-280.92	1




SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 January 2024 to 28 February 2024

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
02-Feb-24	Wyalkatchem Community Centre	Change plate from PWM 027 to PWM216	\$ 18.90
02-Feb-24	Wyalkatchem Community Centre	Change plate from Triton to PWM027	\$ 18.90
02-Feb-24	Plastic Plus	Ford Ranger Under Water Tank	\$ 155.00
05-Feb-24	Wyalkatchem Community Centre	Plates Change WM015	\$ 31.10
08-Feb-24	SMS Broadcast PTY Ltd	SMS Broadcast	\$ 361.08
09-Feb-24	ALCOLIMIT Breathlyser	Recalibration of Breathalyser	\$ 85.00
09-Feb-24	GeraghtysEng	Forklift Licencing	\$ 188.70
12-Feb-24	CANVA	CANVA Subscription	\$ 167.88
12-Feb-24	Nespresso Australia	Coffee Pod for Coffee machine	\$ 153.40
20-Feb-24	JAMF Software	JAMF Software Subscription	\$ 36.80
21-Feb-24	Shein Aus	Bages & Decoration for Easter Event	\$146.76
23-Feb-24	Wyalkatchem Community Centre	Forklift Licencing	\$103.15
20-Feb-24	NAB Bank	Card fee and other Bank Charges	\$10.10
TOTAL CREDIT CARD PAYMENTS			\$ 1,476.77

I, Parul Begum, 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

Parul Begum 





SHIRE OF WYALKATCHEM

MONTHLY FINANCIAL REPORT

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

For the period ended 31 March 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	Budget Review (c)	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	9	1,458,642	1,458,642	1,458,642	1,449,062	(9,580)	(0.66%)	
Grants, subsidies and contributions	12	274,645	470,858	379,213	397,880	18,667	4.92%	▲
Fees and charges		211,683	279,663	233,090	242,568	9,478	4.07%	
Interest revenue		14,450	191,783	100,818	110,745	9,927	9.85%	
Other revenue		1,050	1,050	783	37	(746)	(95.27%)	▼
Profit on asset disposals	5	142,867	161,630	244,260	255,000	10,740	4.40%	▲
		2,103,337	2,563,626	2,416,806	2,455,292	38,486	1.59%	
Expenditure from operating activities								
Employee costs		(1,505,318)	(1,544,689)	(1,129,032)	(1,122,892)	6,140	0.54%	
Materials and contracts		(1,584,764)	(1,960,936)	(1,177,884)	(1,308,026)	(130,142)	(11.05%)	▼
Utility charges		(195,123)	(209,264)	(146,043)	(113,808)	32,235	22.07%	▲
Depreciation		(1,484,522)	(2,937,949)	(2,003,462)	(1,939,841)	63,621	3.18%	▲
Finance costs		(2,312)	(2,312)	(1,728)	(1,370)	358	20.72%	▲
Insurance		(170,847)	(189,665)	(189,665)	(176,565)	13,100	6.91%	▲
Other expenditure		(51,681)	(51,681)	(28,726)	(27,457)	1,269	4.42%	
		(4,994,567)	(6,896,496)	(4,676,540)	(4,689,959)	(13,419)	(0.29%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,341,655	2,776,319	1,759,202	1,684,841	(74,361)	(4.23%)	▼
Amount attributable to operating activities		(1,549,575)	(1,556,551)	(500,532)	(549,826)	(49,294)	(9.85%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	13	1,570,316	1,722,914	449,271	283,049	(166,222)	(37.00%)	▼
Proceeds from disposal of assets	5	244,544	254,999	244,544	255,000	10,456	4.28%	▲
		1,814,860	1,977,913	693,815	538,049	(155,766)	(22.45%)	
Outflows from investing activities								
Payments for property, plant and equipment	4	(835,499)	(467,238)	(447,791)	(465,051)	(17,260)	(3.85%)	▼
Payments for construction of infrastructure	4	(1,908,646)	(1,932,103)	(1,007,583)	(1,006,885)	698	0.07%	
		(2,744,145)	(2,399,341)	(1,455,373)	(1,471,935)	(16,562)	(1.14%)	
Amount attributable to investing activities		(929,285)	(421,428)	(761,558)	(933,886)	(172,328)	(22.63%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	10	165,000	0	0	0	0	0.00%	
Transfer from reserves	3	472,408	167,714	0	0	0	0.00%	
		637,408	167,714	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	10	(62,897)	(50,192)	(40,910)	(40,910)	0	0.00%	
Transfer to reserves	3	(184,291)	(342,239)	(78,165)	(78,165)	0	0.00%	
		(247,188)	(392,431)	(119,075)	(119,075)	0	0.00%	
Amount attributable to financing activities		390,220	(224,717)	(119,075)	(119,075)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year								
Amount attributable to operating activities		2,088,640	2,202,696	2,202,696	2,202,696	0	0.00%	
Amount attributable to investing activities		(1,549,575)	(1,556,551)	(500,532)	(549,826)	(49,294)	(9.85%)	▼
Amount attributable to financing activities		(929,285)	(421,428)	(761,558)	(933,886)	(172,328)	(22.63%)	▼
Amount attributable to financing activities		390,220	(224,717)	(119,075)	(119,075)	0	0.00%	
Surplus or deficit after imposition of general rates		0	0	821,531	599,909	(221,622)	(26.98%)	▼

KEY INFORMATION

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

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

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

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	30 June 2024	31 March 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	2,581,555	762,947
Trade and other receivables		322,842	129,446
Other financial assets		3,230,306	3,308,471
Inventories	7	5,168	34,720
TOTAL CURRENT ASSETS		6,139,871	4,235,584
NON-CURRENT ASSETS			
Trade and other receivables		29,740	29,740
Other financial assets		61,117	61,117
Property, plant and equipment		13,446,168	13,511,651
Infrastructure		56,079,905	55,546,516
TOTAL NON-CURRENT ASSETS		69,616,930	69,149,024
TOTAL ASSETS		75,756,801	73,384,608
CURRENT LIABILITIES			
Trade and other payables	8	402,857	23,692
Other liabilities	11	236,238	236,238
Borrowings	10	53,126	12,216
Employee related provisions	11	88,414	88,414
TOTAL CURRENT LIABILITIES		780,635	360,560
NON-CURRENT LIABILITIES			
Employee related provisions		40,032	40,032
TOTAL NON-CURRENT LIABILITIES		40,032	40,032
TOTAL LIABILITIES		820,667	400,592
NET ASSETS		74,936,134	72,984,016
EQUITY			
Retained surplus		26,351,153	24,320,870
Reserve accounts	3	3,230,306	3,308,471
Revaluation surplus		45,354,675	45,354,675
TOTAL EQUITY		74,936,134	72,984,016

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 April 2024

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	2	2,384,124	2,581,555	762,947
Trade and other receivables		377,104	322,842	129,446
Other financial assets		3,230,306	3,230,306	3,308,471
Inventories	7	45,768	5,168	34,720
		6,037,302	6,139,871	4,235,584
Less: current liabilities				
Trade and other payables	8	(476,699)	(402,857)	(23,692)
Other liabilities	11	(176,665)	(236,238)	(236,238)
Borrowings	10	(53,126)	(53,126)	(12,216)
Employee related provisions	11	(64,992)	(88,414)	(88,414)
		(771,482)	(780,635)	(360,560)
Net current assets		5,265,820	5,359,236	3,875,024
Less: Total adjustments to net current assets	Note 2(c)	(3,177,180)	(3,156,540)	(3,275,115)
Closing funding surplus / (deficit)		2,088,640	2,202,696	599,909

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(142,867)	(244,260)	(255,000)
Add: Depreciation		1,484,522	2,003,462	1,939,841
Total non-cash amounts excluded from operating activities		1,341,655	1,759,202	1,684,841

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
		\$	\$	\$
Less: Reserve accounts	3	(3,230,306)	(3,230,306)	(3,308,471)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	53,126	53,126	12,216
- Current portion of employee benefit provisions held in reserve	3	0	20,640	21,139
Total adjustments to net current assets	Note 2(a)	(3,177,180)	(3,156,540)	(3,275,115)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	18,667	4.92%	▲
No material variance			
Other revenue	(746)	(95.27%)	▼
No material variance			
Profit on asset disposals	10,740	4.40%	▲
Journals need to be completed to dispose of the assets and these will be completed in April.		Timing	
Expenditure from operating activities			
Materials and contracts	(130,142)	(11.05%)	▼
Due to timing of maintenance grading and road maintenance works - the bulk of these works occur through the first half of the year (-\$100,000).		Timing	
Utility charges	32,235	22.07%	▲
Timing due to receipt of bills		Timing	
Depreciation	63,621	3.18%	▲
No material variance			
Finance costs	358	20.72%	▲
No material variance			
Insurance	13,100	6.91%	▲
No material variance			
Non-cash amounts excluded from operating activities	(74,361)	(4.23%)	▼
No material variance			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(166,222)	(37.00%)	▼
Due to the timing of grants being received.		Timing	
Proceeds from disposal of assets	10,456	4.28%	▲
No material variance			
Outflows from investing activities			
Payments for property, plant and equipment	(17,260)	(3.85%)	▼
No material variance			
Surplus or deficit after imposition of general rates	(221,622)	(26.98%)	▼
Due to variances described above			

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
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SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.09 M	\$2.20 M	\$2.20 M	\$0.00 M
Closing	\$0.00 M	\$0.82 M	\$0.60 M	(\$0.22 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.84 M	20.2%
Restricted Cash	\$3.31 M	79.8%

Refer to 2 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	100.0%
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 8 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.09 M	94.3%
Trade Receivable	\$0.04 M	% Outstanding
Over 30 Days		(47.4%)
Over 90 Days		(47.4%)

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.55 M)	(\$0.50 M)	(\$0.55 M)	(\$0.05 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.45 M	
YTD Budget	\$1.46 M	(0.7%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.40 M	
YTD Budget	\$0.38 M	4.9%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.24 M	
YTD Budget	\$0.23 M	4.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.93 M)	(\$0.76 M)	(\$0.93 M)	(\$0.17 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.26 M	
Adopted Budget	\$0.24 M	4.3%

Refer to 5 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.01 M	
Adopted Budget	\$1.91 M	(47.2%)

Refer to 4 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.28 M	
Adopted Budget	\$1.57 M	(82.0%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	(\$0.12 M)	(\$0.12 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.04 M)
Interest expense	(\$0.00 M)
Principal due	\$0.01 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$3.31 M
Interest earned	\$0.08 M

Refer to 3 - Cash Reserves

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

**SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank Account	Cash and cash equivalents	497,076		497,076		NAB		
Municipal Investment	Cash and cash equivalents	338,583		338,583		BOQ	4.35%	Apr-24
Reserve Investment Account	Financial assets at amortised cost	0	3,308,471	3,308,471		BOQ	5.20%	May-24
Total		835,659	3,308,471	4,144,130	0			
Comprising								
Cash and cash equivalents		835,659	0	835,659	0			
Financial assets at amortised cost		0	3,308,471	3,308,471	0			
		835,659	3,308,471	4,144,130	0			

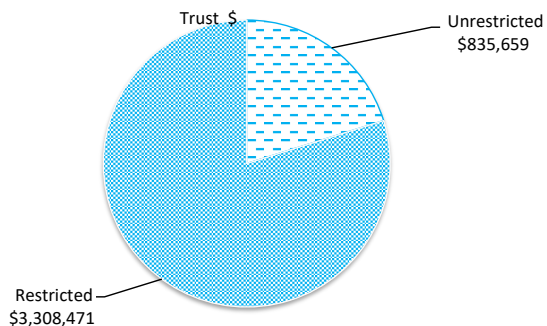
KEY INFORMATION

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

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

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

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



SHIRE OF WYALKATCHEM
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

3 RESERVE ACCOUNTS

Reserve name	Original					Amended					Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council															
Reserve account - by council - Building	331,555	616			332,171	331,555	16,742			348,297	331,555	8,023	0	0	339,578
Reserve account - by council - Waste Management	111,395	207			111,602	111,395	5,625			117,020	111,395	2,695	0	0	114,090
Reserve account - by council - Plant & Equipment	647,644	1,203	178,291	(312,273)	514,865	647,644	33,533	178,291	(167,714)	691,754	647,644	15,671	0	0	663,315
Reserve account - by council - Community Bus	85,826	159			85,985	85,826	4,334			90,160	85,826	2,077	0	0	87,903
Reserve account - by council - Government Joint Venture Housing	11	0			11	11	1			12	11	0	0	0	11
Reserve account - by council - Sport & Recreation Facilities	338,363	628		(160,135)	178,856	338,363	17,086			355,449	338,363	8,187	0	0	346,550
Reserve account - by council - Community Development	529,706	984			530,690	529,706	26,748			556,454	529,706	12,817	0	0	542,523
Reserve account - by council - Community Health	1,120,174	2,082			1,122,256	1,120,174	56,566			1,176,740	1,120,174	27,105	0	0	1,147,279
Reserve account - by council - Airport Development	44,830	83			44,913	44,830	2,264			47,094	44,830	1,085	0	0	45,915
Reserve account - by council - Depot	162	0			162	162	8			170	162	4	0	0	166
Reserve account - by council - Leave	20,640	38			20,678	20,640	1,042			21,682	20,640	499	0	0	21,139
	3,230,306	6,000	178,291	(472,408)	2,942,189	3,230,306	163,949	178,291	(167,714)	3,404,832	3,230,306	78,165	0	0	3,308,471

4 CAPITAL ACQUISITIONS

	Budget	Adopted Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Capital acquisitions					
Buildings - non-specialised	128,632	81,099	49,152	63,320	14,168
Furniture and equipment	0	8,168	8,168	8,168	0
Plant and equipment	706,867	390,471	390,471	393,563	3,092
Acquisition of property, plant and equipment	835,499	479,738	447,791	465,051	17,260
Infrastructure - roads	827,535	901,606	577,729	577,713	(16)
Infrastructure - footpaths	75,000	75,000	0	0	0
Infrastructure - other	1,006,111	948,597	429,854	429,172	(682)
Acquisition of infrastructure	1,908,646	1,925,203	1,007,583	1,006,885	33,822
Total capital acquisitions	2,744,145	2,404,941	1,455,373	1,471,935	51,082
Capital Acquisitions Funded By:					
Capital grants and contributions	1,570,316	1,722,914	449,271	283,049	(166,222)
Borrowings	165,000	0	0	0	0
Other (disposals & C/Fwd)	244,544	254,999	244,544	255,000	10,456
Reserve accounts					
Reserve account - by council - Plant & Equipment	312,273	167,714	0	0	0
Reserve account - by council - Sport & Recreation Faciliti	160,135	0	0	0	0
Contribution - operations	291,877		761,558	933,886	172,327
Capital funding total	2,744,145		1,455,373	1,471,935	16,562

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

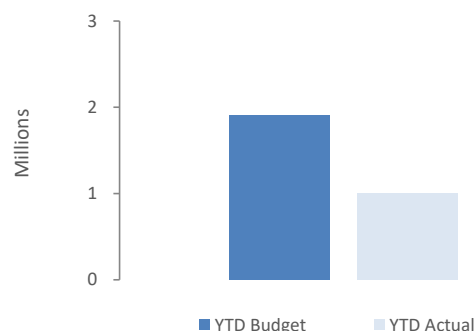
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

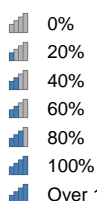
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



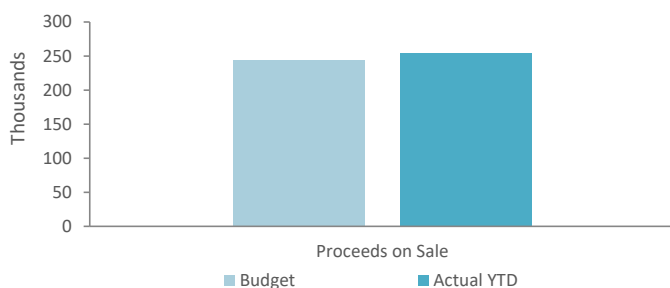
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description		Budget	Adopted Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$		\$	\$	\$
Land & Buildings						
LRC001	Railway Tce (NAB) Building Improvement	47,632	45,319	31,755	33,423	(\$1,668)
BC045	Asbestos remediation program	45,000	17,397	17,397	17,397	\$0
BC040	Depot	26,000	0	0	0	\$0
BC043	Carport for light vehicles at Grace St Depot	10,000	0	0	0	\$0
BC046	Museum Building Refurbishment	0	12,500	12,500	12,500	\$0
LRC005	Lady Novar	0	5,883	2,942	1,204	\$1,737
Plant & Equipment						
WM000	WM000 Toyota Hilux	53,475	57,400	57,400	57,400	\$0
WM216	Mitsubishi Triton 4x2	30,674	33,635	33,635	33,635	\$0
PC0104	Prime Mover	220,000	110,000	110,000	113,092	(\$3,092)
Side Tipper	Side Tipper Trailer	80,000	80,000	80,000	80,000	\$0
Grader	Second grader (second hand)	250,000	0	0	0	\$0
PC0101	Dolly	0	35,800	35,800	35,800	\$0
WM00	WM00 Toyota Prado	72,718	73,636	73,636	73,636	\$0
Furniture and Equipment						
PEC002	Photocopier	0	8,168	8,168	8,168	\$0
Roads						
RRG02	Wyalkatchem North Rd	542,535	616,606	316,479	308,311	\$8,168
R2R	Roads 2 Recovery program 2023/24	285,000	285,000	261,250	269,402	(\$8,152)
Footpaths						
LRCI	Footpath & kerbing upgrade project	75,000	75,000	0	0	\$0
Infrastructure - Other						
LRCI	Wyalkatchem Pool Refurbishment program	463,650	463,650	0	0	\$0
CSRFF	Practice Cricket Wicket	51,657	0	0	0	\$0
CSRFF	Gymnasium	54,106	0	0	0	\$0
LRC010	Korrelocking Cemetery No 2	6,096	6,006	4,572	4,079	\$493
CIO016	Korrelocking Cemetery No 1	9,000	9,000	0	0	\$0
LRC009	Flag poles at Admin Building	2,084	2,084	0	0	\$0
LRC006	Town entry statement improvements	8,825	8,825	0	38	(\$38)
LRCI/Shire	Rubbish Tip	45,000	20,000	0	0	\$0
Shire	Rubbish Bin - CRC	3,500	3,500	0	0	\$0
CIO015	Asset Security/Protection - CCTV	40,000	20,000	20,000	18,042	\$1,958
Shire	Shire Asset Signage	2,750	2,750	0	0	\$0
BC036	Family Day Care Centre upgrade	10,000	10,000	2,500	2,000	\$500
CIO007	Cemetery	15,000	0	0	0	\$0
CIO013	Airport Runway Reseal	294,443	306,085	306,085	306,085	\$0
LRC004	Waterwise garden	0	96,697	96,697	98,928	(\$2,231)
		2,744,145	2,404,941	1,470,815	1,473,139	(\$2,324)

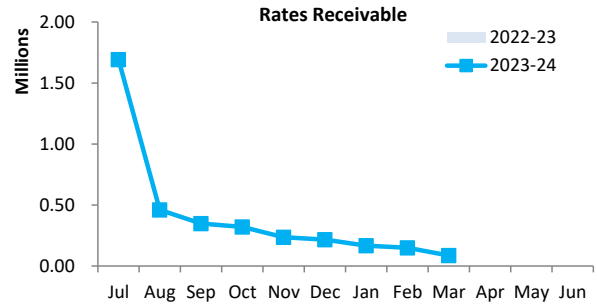
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Plant and equipment									
	WM000 Toyota Hilux	49,842	50,909	1,067	0	0	45,455	45,455	0
	Isuzu Dmax	1,136	18,181	17,045	0	0	20,636	20,636	0
	Isuzu 6 wheeler	0	72,727	72,727	0	0	110,909	110,909	0
	WM00 Toyota Prado	47,914	72,727	24,813	0	0	66,364	66,364	0
	Skid steer	2,785	30,000	27,215	0	0	11,636	11,636	0
		101,677	244,544	142,867	0	0	255,000	255,000	0



6 RECEIVABLES

Rates receivable	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	54,644	64,221
Levied this year	0	1,449,062
Less - collections to date	9,577	(1,426,882)
Gross rates collectable	64,221	86,401
Net rates collectable	64,221	86,401
% Collected	(17.5%)	94.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(36,668)	79,713	0	0	(13,852)	29,193
Percentage	(125.6%)	273.1%	0.0%	0.0%	(47.4%)	
Balance per trial balance						
Trade receivables	0	29,193	0	0	0	29,193
GST receivable	0	50,520	0	0	0	50,520
Allowance for credit losses of other	(36,668)	0	0	0	0	(36,668)
Total receivables general outstanding						43,045

Amounts shown above include GST (where applicable)

KEY INFORMATION

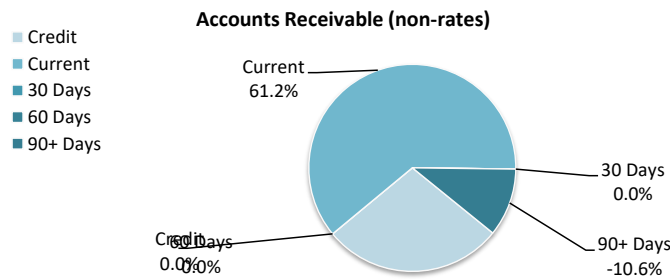
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Diesel	5,168	29,552	0	34,720
Total other current assets	5,168	29,552	0	34,720

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

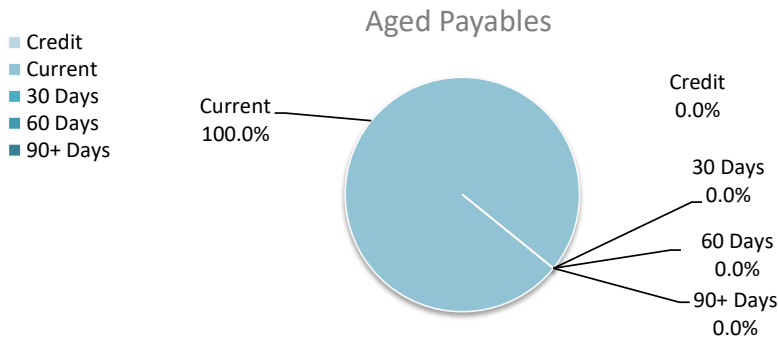
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	23,692	0	0	0	23,692
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	(47,700)	0	0	0	(47,700)
Other payables	0	(1,534)	0	0	0	(1,534)
Bonds and deposits held	0	10,429	0	0	0	10,429
GST Payable	0	19,887	0	0	0	19,887
PAYG Payable	0	42,610	0	0	0	42,610
Total payables general outstanding						23,692

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value - Town	0.1173	194	1,340,466	157,272	0	157,272	157,271		157,271
Unimproved value									
Unimproved Value - Rural	0.0108	209	119,273,500	1,287,438	0	1,287,438	1,287,438		1,287,438
Unimproved Value - Mining	0.0108	0	0	0	0	0			0
Sub-Total		403	120,613,966	1,444,710	0	1,444,710	1,444,709	0	1,444,709
Minimum payment									
			Minimum Payment \$						
Gross rental value									
Gross Rental Value - Town	533	53	71,787	28,249	0	28,249	28,249		28,249
Unimproved value									
Unimproved Value - Rural	593	18	521,600	10,674	0	10,674	10,674		10,674
Unimproved Value - Mining	593	17	57,595	10,081	0	10,081	10,081	(1,093)	8,988
Sub-total		88	650,982	49,004	0	49,004	49,004	(1,093)	47,911
Discount						(45,824)			(43,558)
Amount from general rates						1,447,890			1,449,062
Ex-gratia rates						10,752			0
Total general rates						1,458,642			1,449,062

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
	43 & 45 Wilson St Grader	68	28,959	0	0	(28,959)	(28,959)	0	0	(1,506)	(1,506)
	CRC Building	73	24,167	0	0	(11,951)	(24,167)	12,216	0	(535)	(806)
	Total		53,126	0	165,000	(40,910)	(62,897)	12,216	155,229	(2,041)	(2,312)
	Current borrowings		53,126					12,216			
			53,126					12,216			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				%	\$	\$	\$	
Grader	0	165,000	WATC				0	165,000	0	
	0	165,000				0	0	165,000	0	

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		236,238	0	0	0	236,238
Total other liabilities		236,238	0	0	0	236,238
Employee Related Provisions						
Provision for annual leave		88,414	0			88,414
Total Provisions		88,414	0	0	0	88,414
Total other current liabilities		324,652	0	0	0	324,652

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	Annual	Budget	Expected	
	1 July 2023	Liability	Liability	31 Mar 2024	Liability	Budget Revenue	Budget	Budget	Variations		
	\$	\$	(As revenue)	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	0	47,936	0	63,915	63,915	47,936
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	0	20,991	0	27,988	27,988	20,991
GEN PUR - Other Grants	0	0	0	0	0	0	5,100	0	9,900	9,900	5,100
ESL BFB - Operating Grant	0	0	0	0	0	36,410	33,690	36,410	8,510	44,920	33,170
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
REC - Grants	0	0	0	0	0	0	63,260	0	63,260	63,260	63,260
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	135,748	137,977	135,748	2,229	137,977	137,977
	0	0	0	0	0	176,158	312,954	176,158	175,802	351,960	312,434
Contributions											
OTH HEALTH - Contributions, Donations & Reimbursements	0	0	0	0	0	84,987	42,494	84,987	0	84,987	59,890
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St	0	0	0	0	0	2,000	1,494	2,000	0	2,000	2,652
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	0	0	0	0	0	2,800	2,097	2,800	0	2,800	2,154
STF HOUSE - Staff Rental Reimbursements - 43 Wilson St	0	0	0	0	0	2,800	2,097	2,800	(2,800)	0	0
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	2,097	2,800	0	2,800	2,154
STF HOUSE - Staff Rental Reimbursements - 53 Piesse St	0	0	0	0	0	2,800	2,097	2,800	0	2,800	2,154
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	100	72	100	2,711	2,811	2,811
OTH HOUSE - Rental Reimbursements - Joint Venture	0	0	0	0	0	200	144	200	0	200	0
ADMIN - Fees & Charges	0	0	0	0	0	0	0	0	0	0	786
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	0	0	13,667	0	20,500	20,500	12,845
	0	0	0	0	0	98,487	66,259	98,487	20,411	118,898	85,446
TOTALS	0	0	0	0	0	274,645	379,213	274,645	196,213	470,858	397,880

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	Annual	Budget	YTD Revenue	
	1 July 2023		(As revenue)	31 Mar 2024	31 Mar 2024	Revenue	Budget	Budget	Variations	Expected	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
GEN PUR - Other Grants	59,573	0	0	59,573	59,573	501,101	5,278	501,101	(12,878)	488,223	7,122
Recreation and Culture											
REC - Grants	0	0	0	0	0	35,615	0	35,615	164,385	200,000	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	436,938	149,550	436,938	18,310	455,248	158,150
ROADC - Roads to Recovery Grant	0	0	0	0	0	285,000	0	285,000	0	285,000	0
AERO - Grants	176,665	0	0	176,665	176,665	294,443	294,443	294,443	0	294,443	117,778
	236,238	0	0	236,238	236,238	1,553,097	449,271	1,553,097	169,817	1,722,914	283,049
Capital contributions											
REC - Non- Operating Contributions	0	0	0	0	0	17,219	0	17,219	(17,219)	0	0
	0	0	0	0	0	17,219	0	17,219	(17,219)	0	0
TOTALS	236,238	0	0	236,238	236,238	1,570,316	449,271	1,570,316	152,598	1,722,914	283,049

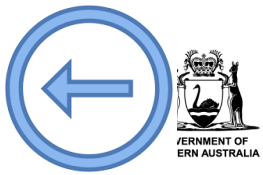
SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

13 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption						0
Operating Surplus	32/2024			114,056	0	114,056
RATES - Valuation Expenses	32/2024	Operating expenses		(10,000)		104,056
RATES - Administration Allocated	32/2024	Operating expenses		(4,061)		99,995
GEN PUR - Administration Allocated	32/2024	Operating expenses		(364)		99,631
MEMBERS - Training & Development	32/2024	Operating expenses		(6,997)		92,634
MEMBERS - Insurance Expenses	32/2024	Operating expenses		(1,131)		91,503
MEMBERS - Refreshments	32/2024	Operating expenses		(4,000)		87,503
MEMBERS - Administration Allocated	32/2024	Operating expenses		(20,938)		66,565
OTH GOV - Contributions to Community	32/2024	Operating expenses	10,000	0		76,565
OTH GOV - Other Expenses	32/2024	Operating expenses		(2,000)		74,565
OTH GOV - Administration Allocated	32/2024	Operating expenses		(2,969)		71,596
FIRE - Administration Allocated	32/2024	Operating expenses		(487)		71,109
ANIMAL - Administration Allocated	32/2024	Operating expenses		(893)		70,216
COL OPS - Administration Allocated	32/2024	Operating expenses		(4,988)		70,128
ESL BFB - Maintenance Plant & Equipment	32/2024	Operating expenses		(33,635)		36,493
ESL BFB - Administration Allocated	32/2024	Operating expenses		(530)		35,963
HEALTH - Administration Allocated	32/2024	Operating expenses		(239)		35,725
OTH HEALTH - Depreciation	32/2024	Operating expenses		(1,666)		34,059
OTH HEALTH - Administration Allocated	32/2024	Operating expenses		(695)		33,364
FAMILIES - Daycare Building Expense	32/2024	Operating expenses		(3,241)		30,223
FAMILIES - Administration Allocated	32/2024	Operating expenses		(326)		29,897
AGED OTHER - Administration Allocated	32/2024	Operating expenses		(326)		29,571
STF HOUSE - Rental Property Expenses - 2 S	32/2024	Operating expenses		(8,425)		19,146
STF HOUSE - Rental Property Expenses - 22i	32/2024	Operating expenses	3,831	0		23,777
STF HOUSE - Rental Property Expenses - 51	32/2024	Operating expenses		(10,720)		13,057
STF HOUSE - Rental Property Expenses - 43	32/2024	Operating expenses		(2,294)		10,763
STF HOUSE - Rental Property Expenses - 45	32/2024	Operating expenses	1,286	0		12,049
STF HOUSE - Depreciation	32/2024	Operating expenses		(3,409)		8,640
STF HOUSE - Administration Allocated	32/2024	Operating expenses		(1,512)		7,128
OTH HOUSE - Rental Property Expenses	32/2024	Operating expenses		(11,138)		(4,010)
OTH HOUSE - Rental Property Expenses - 57	32/2024	Operating expenses		(3,833)		(7,843)
OTH HOUSE - Other Housing Expenses - 43	32/2024	Operating expenses		(6,363)		(14,206)
OTH HOUSE - Administration Allocated	32/2024	Operating expenses		(1,512)		(15,718)
SAN - General Tip Maintenance	32/2024	Operating expenses		(49,813)		(65,331)
SAN - Administration Allocated	32/2024	Operating expenses		(636)		(65,967)
STORM - Administration Allocated	32/2024	Operating expenses		(42)		(66,011)
ENVIRON - Administration Allocated	32/2024	Operating expenses		(326)		(66,337)
PLAN - Administration Allocated	32/2024	Operating expenses		(608)		(66,945)
COM AMEN - Cemetery Maintenance/Operatic	32/2024	Operating expenses		(2,139)		(69,084)
COM AMEN - Public Toilets Maintenance	32/2024	Operating expenses		(4,363)		(94,447)
COM AMEN - Community Bus Expense	32/2024	Operating expenses		(9,213)		(103,660)
COM AMEN - Depreciation	32/2024	Operating expenses		(2,407)		(106,067)
COM AMEN - Administration Allocated	32/2024	Operating expenses		(735)		(106,802)
HALLS - Town Halls Expenses	32/2024	Operating expenses		(1,658)		(108,460)
HALLS - Depreciation	32/2024	Operating expenses		(5,623)		(114,083)
HALLS - Administration Allocated	32/2024	Operating expenses		(486)		(114,569)
SWIM AREAS - Depreciation	32/2024	Operating expenses	49,071	0		(65,498)
SWIM AREAS - Administration Allocated	32/2024	Operating expenses		(1,094)		(66,592)
REC - Parks & Gardens Maintenance/Operatic	32/2024	Operating expenses	49,410	0		(17,172)
REC - Oval Maintenance/Operations	32/2024	Operating expenses		(65,426)		(82,598)
REC - Depreciation	32/2024	Operating expenses		(260,138)		(342,736)
REC - Administration Allocated	32/2024	Operating expenses		(1,435)		(344,171)
LIBRARY - Administration Allocated	32/2024	Operating expenses		(118)		(344,289)
HERITAGE - Building Expenses	32/2024	Operating expenses		(4,351)		(348,641)
HERITAGE - Administration Allocated	32/2024	Operating expenses		(359)		(349,013)
OTH CUL - Festival & Events	32/2024	Operating expenses		(71,661)		(420,674)
OTH CUL - Administration Allocated	32/2024	Operating expenses		(1,270)		(421,944)
ROADM - Road Maintenance	32/2024	Operating expenses		(5,199)		(427,143)
ROADM - Depreciation	32/2024	Operating expenses		(1,218,771)		(1,645,914)
ROADM - Administration Allocated	32/2024	Operating expenses		(2,857)		(1,648,771)
PLANT - Administration Allocated	32/2024	Operating expenses		(804)		(1,649,575)
AERO - Airstrip & Grounds Maintenance/Oper	32/2024	Operating expenses		(5,765)		(1,655,340)
AERO - Depreciation	32/2024	Operating expenses		(22,166)		(1,677,506)
AERO - Administration Allocated	32/2024	Operating expenses		(401)		(1,677,907)
RURAL - Administration Allocated	32/2024	Operating expenses		(401)		(1,678,308)
TOUR - Railway Barracks Expenses	32/2024	Operating expenses		(43,804)		(1,722,112)
TOUR - Administration Allocated	32/2024	Operating expenses		(1,760)		(1,723,872)
BUILD - Administration Allocated	32/2024	Operating expenses		(401)		(1,724,273)
SALEYARDS - Administration Allocated	32/2024	Operating expenses		(194)		(1,724,467)
ECONOM - Old NAB Bank Expenses	32/2024	Operating expenses		(1,510)		(1,725,977)
ECONOM - Depreciation	32/2024	Operating expenses		(726)		(1,726,723)
ECONOM - Administration Allocated	32/2024	Operating expenses		(1,556)		(1,728,279)
PRIVATE - Private Works Expenses	32/2024	Operating expenses		(11,077)		(1,739,356)
PRIVATE - Administration Allocated	32/2024	Operating expenses		(572)		(1,739,928)
ADMIN - Recruitment	32/2024	Operating expenses		(11,687)		(1,751,615)
ADMIN - Insurances	32/2024	Operating expenses		(13,439)		(1,765,053)
ADMIN - Consultants	32/2024	Operating expenses	11,687	0		(1,753,366)
ADMIN - Valuations	32/2024	Operating expenses		(26,460)		(1,779,826)
ADMIN - Admin Office Building Expenses	32/2024	Operating expenses		(6,175)		(1,786,001)
ADMIN - Depreciation	32/2024	Operating expenses		(4,297)		(1,790,298)
ADMIN - Administration Overheads Allocated 1	32/2024	Operating expenses	50,901	0		(1,739,397)
PWO - Motor Vehicle Expenses	32/2024	Operating expenses		(39,900)		(1,779,297)
PWO - Insurances	32/2024	Operating expenses	3,419	0		(1,775,878)
PWO - Depot Building Expenses	32/2024	Operating expenses		(7,250)		(1,783,130)
PWO - Depreciation	32/2024	Operating expenses		(4,742)		(1,787,872)
POC - Internal Plant Repairs - Waqes & O/Hs	32/2024	Operating expenses		(31,977)		(1,819,849)
POC - External Parts & Repairs	32/2024	Operating expenses		(83,000)		(1,902,849)
POC - Insurance	32/2024	Operating expenses		1,078		(1,901,771)
POC - Depreciation	32/2024	Operating expenses	27,810	0		(1,873,961)
POC - LESS Plant Operation Costs Allocated	32/2024	Operating expenses	86,089	0		(1,787,872)
GEN PUR - Financial Assistance Grant - Gene	32/2024	Operating Revenue	63,915	0		(1,723,957)
GEN PUR - Financial Assistance Grant - Roac	32/2024	Operating Revenue	27,385	0		(1,696,572)
GEN PUR - Other Grants	32/2024	Capital Revenue		(2,978)		(1,698,947)
GEN PUR - Interest Earned - Reserve Funds	32/2024	Operating Revenue	135,859	0		(1,563,088)
GEN PUR - Interest Earned - Municipal Funds	32/2024	Operating Revenue	41,474	0		(1,521,614)
ESL BFB - Operating Grant	32/2024	Operating Revenue	8,510	0		(1,513,104)
STF HOUSE - Staff Rates Reimbursements -	32/2024	Operating Revenue	0	(2,800)		(1,515,904)
OTH HOUSE - Rental Reimbursements	32/2024	Operating Income	20,910	0		(1,494,994)
PLAN - Planning Application Fees	32/2024	Operating Income	3,058	0		(1,491,936)
COM AMEN - Cemetery Fees (Burial)	32/2024	Operating Income	2,955	0		(1,488,981)
REC - Non-Operating Contributions	32/2024	Operating Income		(17,219)		(1,506,200)
REC - Grants	32/2024	Capital Revenue	227,845	0		(1,278,355)
REC - Annual Sporting Group Hire	32/2024	Operating Income	1,604	0		(1,276,951)
OTH CUL - Fees & Charges	32/2024	Operating Income	32,139	0		(1,244,812)
ROADC - Regional Road Group Grants (MRW)	32/2024	Capital Revenue	18,310	0		(1,226,502)
ROADM - Direct Road Grant (MRWA)	32/2024	Operating Income	2,229	0		(1,224,273)
PLANT - Profit on Disposal of Assets	32/2024	Operating Income	22,603	0		(1,201,670)
AERO - Other Income Relating to Aerodromes	32/2024	Operating Income		(4,844)		(1,206,514)
ECONOM - Other Fees & Charges	32/2024	Operating Income	2,869	0		(1,203,645)
PRIVATE - Private Works Income	32/2024	Operating Income	12,000	0		(1,191,645)
ADMIN - Profit on Disposal of Assets	32/2024	Operating Income		(6,364)		(1,198,009)
PWO - Profit on Disposal of Assets	32/2024	Operating Income	2,524	0		(1,195,485)
POC - Fuel Tax Credits Grant Scheme	32/2024	Operating Income	20,500	0		(1,174,985)
Railway Toe (NAB) Building improvement	32/2024	Capital Expenses	2,313	0		(1,172,672)
Lady Novar	32/2024	Capital Expenses		(5,883)		(1,178,555)
Asbestos remediation Program	32/2024	Capital Expenses	27,603	0		(1,150,952)
Caport for Light vehicle at new Depot	32/2024	Capital Expenses	10,000	0		(1,140,952)
New Depot - Grace Street	32/2024	Capital Expenses	26,000	0		(1,114,952)
Photocopier	32/2024	Capital Expenses		(8,168)		(1,123,120)
Works Manager Vehicle Replacement	32/2024	Capital Expenses		(3,925)		(1,127,045)
Leading Hand Dual Cab Replacement PWW2	32/2024	Capital Expenses		(2,961)		(1,130,006)
Prime Mover	32/2024	Capital Expenses	110,000	0		(1,020,006)
Dolly TDM	32/2024	Capital Expenses		(35,800)		(1,055,806)
Second grader	32/2024	Capital Expenses	250,000	0		(805,806)
CEO Vehicle Capital	32/2024	Capital Expenses		(918)		(806,724)
R2R William Rd	32/2024	Capital Expenses		(61,458)		(868,182)
Wyalkatchem-Kooras Road (rural road), Wyal	32/2024	Capital Expenses		(17,643)		(885,825)
Elsesood Road (Rural road), Elsesood, betwe	32/2024	Capital Expenses		(59,344)		(945,169)
R2R Yorkrakin West Rd	32/2024	Capital Expenses		(89,158)		(1,034,327)
R2R Davies South Rd	32/2024	Capital Expenses		(57,397)		(1,091,724)
Roads 2 Recovery	32/2024	Capital Expenses	285,000	0		(806,724)
RRC Wyalkatchem North Road	32/2024	Capital Expenses		(74,070)		(880,794)
Practice Cricket Wicket	32/2024	Capital Expenses	51,657	0		(829,137)
Gymnasium	32/2024	Capital Expenses	54,106	0		(775,031)
Rubbish Tip	32/2024	Capital Expenses	25,000	0		(750,031)
Korelock Cemetery	32/2024	Capital Expenses	89	0		(749,942)
Asset Security/Protection	32/2024	Capital Expenses	20,000	0		(729,942)
Museum Building Refurbishment	32/2024	Capital Expenses		(12,500)		(742,442)
Ashford Park	32/2024	Capital Expenses		(91,097)		(833,539)
Cemetery	32/2024	Capital Expenses	15,000	0		(818,539)
Airport Runway Reseal	32/2024	Capital Expenses		(11,842)		(830,381)
Non-cash amounts excluded from operating as	32/2024	Non Cash Item	1,434,664	0		(694,483)
Proceeds from disposal of assets	32/2024	Operating revenue	10,455	0		614,938
Repayment of borrowings	32/2024	Capital expenses	12,705	0		627,643
Proceeds from new borrowings	32/2024	Operating revenue		(165,000)		462,643
Transfers to reserves	32/2024	Capital expenses		(157,949)		304,694
Transfers from reserves	32/2024	Capital expenses		(304,694)		0
Ashford Park	39/2024	Capital expenses		(5,600)		(5,600)
Public Relations	39/2024	Operating expenses	2,000	0		(3,600)
Legal Expenses	39/2024	Operating expenses	2,400	0		(1,200)
			3,394,722	(3,395,922)		(1,200)





Department of Planning,
Lands and Heritage



GOVERNMENT OF
WESTERN AUSTRALIA



Western
Australian
Planning
Commission

Our ref: DG-2024-0473
Enquiries: director.general@dplh.wa.gov.au

Mr Stephen Tindale
Chief Executive Officer
Shire of Wyalkatchem
Via email to: ceo@wyalkatchem.wa.gov.au

Dear Mr Tindale,

PLANNING REFORM UPDATE

This week, a number of changes to Western Australia's planning system will take effect. These changes have been many years in the making, are the subject of broad consultation and align with the National Planning Reform Blueprint. Amendments to existing legislative and regulatory provisions will provide streamlined approval pathways to support the delivery of housing. From 1 March 2024, the following changes to assessment pathways, planning policies and systems will be in force:

Development Assessment Panels (DAP)

- Most development proposals over \$2million in value can opt-in to be determined by a DAP. Community housing projects of any value can also opt to use the DAP pathway.
- There are now three panels – Metro Inner, Metro Outer and Regional.
- Panel composition remains the same with three specialist members – a Presiding, Deputy Presiding and Specialist Member – and two nominated representatives from your Council. There is no impact from these reforms on your nominated Councillors. The terms of current specialist DAP members have been extended while recruitment of fixed-term, full-time members is finalised, which is expected to be complete in the coming weeks.
- There are no changes to processes for lodging DAP applications. Local government officers will continue to assess applications, prepare and submit Responsible Authority Reports where the applicant has selected the option of a DAP determination.
- DAP meetings will be live streamed. The DAP Secretariat will liaise with your planning team with regards to the logistics of each meeting. Agendas, minutes and links to watch the meetings will also be published on our new website (see below) once a Responsible Authority Report is received.
- The Planning and Development (Development Assessment Panel) Amendment Regulations 2024 can be downloaded from legislation.wa.gov.au. These amendments will be incorporated into the *Planning and Development (Development Assessment Panel) Regulations 2011* on 1 March 2024.

Significant Development Pathway

- The *Planning and Development Amendment Act 2023* has introduced a new provision that provides a permanent pathway for determination of significant development applications by the Western Australian Planning Commission.
- This new pathway is now open to development applications valued at more than \$20 million in the Perth and Peel regions, or over \$5 million in any other region. Development applications should be lodged directly with the Department. Planning assessments, referrals, public consultation and report preparation will be undertaken by the Department.
- The first step for applicants is a pre-lodgement discussion – an [online form](#) is available to register interest in the pathway and commence the process. Applicants will have their application referred to relevant authorities – including the respective local government – and the statutory timeframe for determination is 120 days.
- Assessment of applications previously lodged under the Part 17 pathway will continue.

Applications determined by Local Government

- Where an application is lodged with the local government and the applicant has not selected determination by a DAP, the local government will be responsible for undertaking all processes associated with the assessment and determination of that development application regardless of the value or type of the development.

Local Planning Schemes

- Changes to the Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) clarify the required process for local governments to submit proposed local planning schemes, or scheme amendments, to the WAPC for consideration and the Minister for Planning for approval prior to advertising for public consultation.
- Other changes to the LPS Regulations include an amended definition of a 'basic amendment' to make explicit that this class of amendment does not require advertising.

Supporting Regulations

- The following regulatory changes support amendments to the *Planning and Development Act 2005*:
 - Lands Regulations Amendment Regulations 2024 – to amend the definition of the R-Codes to include reference to planning codes in the *Metropolitan Redevelopment Authority Regulations 2011* and *Strata Titles (General) Regulations 2019*.
 - *Swan Valley Planning Regulations 2024* – new Regulations for amending the Swan Valley Planning Scheme (as a result of changes to the LPS Regulations).
 - *Planning and Development (State Planning Policies) Regulations 2024* and *Planning and Development (Planning Codes) Regulations 2024* – two new sets of Regulations setting out processes and procedures for making, amending and repealing State Planning Policies, and Planning Codes.

New Website and Portal

- Visit planning.wa.gov.au for a one-stop-shop with simple information about the State's planning system, the various decision makers and their roles and responsibilities, consultation processes and access to a dedicated online portal for lodging and tracking of applications.
- Planning Online – the portal that replaces FASTplan/ePlan – is a more contemporary online solution to lodge planning applications, track progress through the assessment pathway and upload clearance of conditions of approval. The portal provides a user dashboard and a communication tool with planners and case managers from the Department. Details and guidance on how to access the portal can be found [here](#).

We appreciate the convergence of a significant number of system changes that may impact your staff and customers and want to reassure you that officers from across the Department are available to assist. To that end, attached is a stakeholder pack to assist with your internal and external communications and provide links to key resources and help services.

The next tranche of planning reform will take effect over the coming weeks through publication and Gazettal of the revised R-Codes (including the Medium Density provisions). We are working with the Western Australian Local Government Association to schedule information sessions. The reform of the Western Australian Planning Commission and changes to planning delegations and approval requirements for single house dwellings will follow thereafter, effective from 1 July 2024.

Yours sincerely



Anthony Kannis
Director General

29 February 2024



David Caddy
Chairman

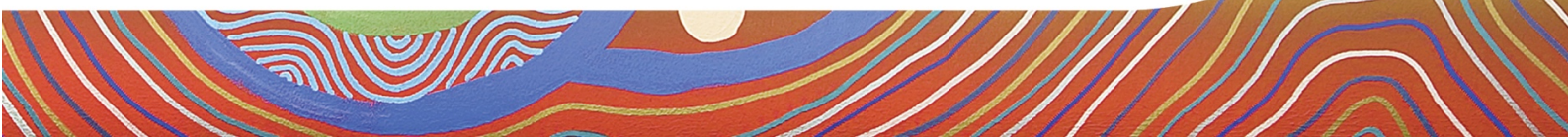
29 February 2024



Planning Reform

STAKEHOLDER PACK

March 2024



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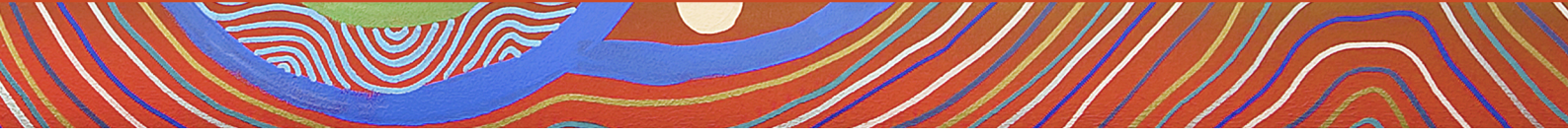
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Communications

Key Messages

The WA Government has reached a major milestone in its Planning Reform agenda, unlocking opportunities for more housing and access to different types of housing, in more locations. These latest initiatives are drawn from, and build on, the 2019 Action Plan for Planning Reform.

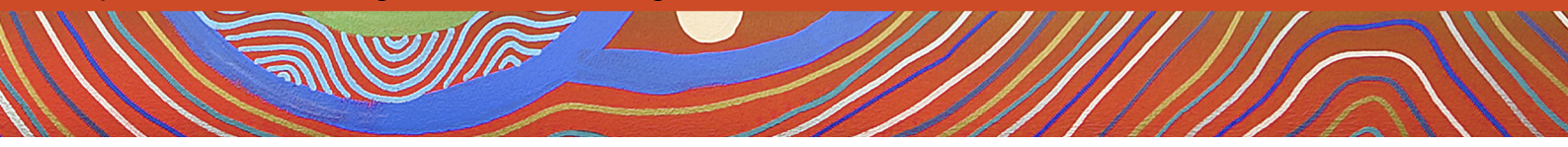
Much of the *Planning and Development Amendment Act 2023* and remaining parts of the *Planning and Development Amendment Act 2020* are now operational, reducing unnecessary red tape, improving efficiencies in planning processes and in decision-making to support the delivery of housing and other critical infrastructure.

Effective from 1 March 2024:

- Reforms to Development Assessment Panels (DAPs) will see:
 - Three new panels – Metro Inner, Metro Outer and Regional – in operation.
 - Changes to eligibility thresholds for DAP applications - mandatory thresholds have been removed and DAPs are now opt-in for most developments over \$2million in value and all community housing projects.
 - Schedule 1 fee increases apply for the DAP pathway.
 - Specialist membership will be subject to change with a recruitment process currently underway to appoint full-time, fixed-term specialist members. There will be no change to local government representation on DAPs.
 - New DAP website on planning.wa.gov.au with easier to access agendas and meetings papers and links to live stream the meetings.
- The new Significant Development Pathway becomes operational.
 - Projects valued at \$20million or more in the Perth metropolitan area and Peel region and \$5 million or more in regional areas can be lodged with the Western Australian Planning Commission for determination.
 - All applications will be referred to the respective local government authority.
 - A 120-day timeframe applies for determination.
 - Applications lodged under Part 17 will continue to be assessed for determination by WAPC.
- Planning Online
 - Launch of new website – planning.wa.gov.au – helping community members, applicants and stakeholders understand State planning processes.
 - Introduction of the Planning Online portal (accessible via the website above) simplifying lodgement and tracking of applications to be determined by the WAPC (or as delegated to the Department of Planning, Lands and Heritage).

Where an application is lodged with the local government and the applicant has not selected determination by a DAP, the local government will be responsible for undertaking all processes associated with the assessment and determination of that development application regardless of the value or type of the development.

The next tranche of planning reforms will take effect over the coming weeks through publication and Gazettal of the revised R-Codes (including the Medium Density provisions), and from 1 July 2024 with the reform of the Western Australian Planning Commission and changes to planning approval requirements for compliant single house dwellings.



Further information

Key Links

Legislation & Regulations

- [Planning and Development Amendment Act 2023 and Associated Regulations \(www.wa.gov.au\)](http://www.wa.gov.au)

Planning Online

- www.planning.wa.gov.au - a one-stop-shop for planning in WA and access to a new user portal for lodging and tracking of applications.

Development Assessment Panels (DAPs)

- www.planning.wa.gov.au/development-assessment-panels
- [Planning and Development \(Development Assessment Panels\) Amendment Regulations 2024](#)

** Note: new fees are set out in the Regulations.*

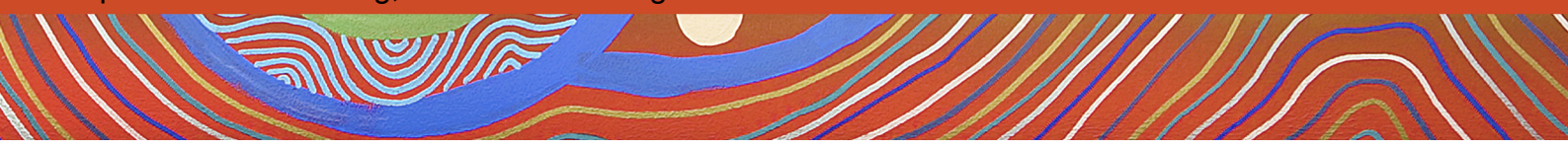
Permanent Significant Development Pathway (Part 11B)

- www.planning.wa.gov.au/significant-development-pathways
- [Planning and Development \(Significant Development\) Regulations 2024](#)
- [Planning and Development \(Part 11B Fees\) Notice 2024](#)

Residential Design Codes (R-Codes)

- New [State Planning Policy 7.3 - Residential Design Codes](#)

** Note: The new R-Codes will be published on 8 March 2024, for Gazettal in early April 2024.*



Links and handles

Website: planning.wa.gov.au

Facebook: @Department of Planning, Lands and Heritage
<https://www.facebook.com/DPLH.WA>

Instagram: @dplh.wa
<https://www.instagram.com/DPLH.WA/>

LinkedIn: @Department of Planning, Lands and Heritage
<https://www.linkedin.com/company/dplh-wa>

Twitter: @DPLH_WA
https://twitter.com/DPLH_WA

YouTube: @dplh-wa
<https://www.youtube.com/channel/UC6C3bNGeVt6ACpETQVfPPCA>

Hashtags: #DPLH #PlanningReform #PlanningOnline #DAPs #WAPC

Contacts

Department of Planning, Lands and Heritage
140 William Street, Perth WA 6000

Phone: +61 8 6551 8002

Email: info@dplh.wa.gov.au

Website: <https://www.dplh.wa.gov.au/>

planning.wa.gov.au website enquiries

Phone: +61 8 6551 9119

Email: rae.larsen@dplh.wa.gov.au

Planning Online portal enquiries

Phone: +61 8 6551 8002, and choose option 2 for planning reform

Email: posupport@dplh.wa.gov.au

Media enquiries

Phone: +61 8 6551 9038

Email: media@dplh.wa.gov.au

From: [Stephanie Elvidge](#)
To: [Cr. Christopher Loton](#); [Cr. Christy Petchell](#); [Cr. Justin Begley](#); [Cr. Mischa Stratford](#); [Cr. Owen Garner](#); [Cr. Rod Lawson Kerr](#); [Cr. Tracy Dickson](#)
Cc: [Sabine Taylor](#)
Subject: FW: Standardised meeting procedures – consultation now open
Date: Friday, 8 March 2024 9:33:57 AM
Attachments: [image003.png](#)
[image001.jpg](#)

Good Morning,

Please see the email below regarding the Council and other meeting procedures standardisation and complete the survey if you wish.

Best

Stephanie Elvidge

Governance Executive Officer || Shire of Wyalkatchem

Phone: (08) 9681 1166

Email: admin2@wyalkatchem.wa.gov.au

We're on a Roll, WA

Keep doing 3 simple things

Wear a mask when necessary | Update your vaccinations | Wash hands regularly.



Disclaimer by the Shire of Wyalkatchem. This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email. This notice should not be removed.

From: Becky Tate <becky@lgprofessionalswa.org.au>
Sent: Thursday, 7 March 2024 2:01 PM
To: Becky Tate <becky@lgprofessionalswa.org.au>
Subject: Standardised meeting procedures – consultation now open

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Members,

The Department of Local Government, Sport and Cultural Industries (DLGSC) invites local governments, councillors and community members to provide feedback to inform the development of new regulations and guidance materials to standardise local government council and meeting procedures in WA.

LG Professionals WA are currently preparing a draft response which will be circulated to members to assist with your responses.

The proposed state-wide regulations would replace individual council procedures, standing orders

and local laws, and are part of the first tranche of local government reforms which were passed by WA Parliament in May 2023.

To provide feedback, members can read the [consultation paper](#) and complete the [online survey](#).

Further information is available [here](#).

The consultation closes on Wednesday 29 May 2024.

Kind Regards

Becky Tate
Marketing and Communications Executive

LG Professionals WA
Suite 8b Level 1, 180 Scarborough Beach Road, Mt Hawthorn WA 6016

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W <https://www.lgprofessionalswa.org.au/>

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CEACA
Supporting Wheatbelt Communities

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

1. WELCOME & INTRODUCTION

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

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

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

Apologies

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

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

2.2 Declaration of Quorum

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

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 6 November 2023

RESOLUTION

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

CARRIED

2.5 Action Points

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

3. MATTERS FOR DECISION

3.1 Sale of Kununoppin Units – Refer EO Report

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

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

General discussion ensued.

RESOLUTION

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

CARRIED

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

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

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

Questions/Comments:

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

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

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

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

Questions/Comments:

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

RESOLUTION

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

CARRIED

3.4 Approval of Updated CEACA Policies

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

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

Questions/Comments:

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

RESOLUTION

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

CARRIED

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

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

RESOLUTION

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

CARRIED

4. MATTERS FOR DISCUSSION

4.1 EO Report (Attachment 4)

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

Development of a Care Services Model

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

Questions/Comments:

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

State Govt Funding

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

Questions/Comments:

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

RESOLUTION

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

CARRIED

Management Accounts to 31 December 2023

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

Management of Shire Owned Properties

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

Rents

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

RESOLUTION

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

CARRIED

4.2 Operations Report

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

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

5. MEETING CLOSURE

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

6. NEXT MEETING

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

DECLARATION

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

Signed _____

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



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

ATTENDEES

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

Apologies

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

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

1. OPENING & APOLOGIES

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

2. DECLARATION OF QUORUM

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

3. CONFIRMATION OF NOTICE OF MEETING

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

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

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

RESOLUTION

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

CARRIED

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

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

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

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

Questions/Comments:

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

SPECIAL RESOLUTION

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

CARRIED

6. GENERAL BUSINESS

There was no general business.

7. CLOSURE OF MEETING

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

DECLARATION

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

_____.

Signed _____

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



Australian Government
Department of Climate Change, Energy,
the Environment and Water

Community Energy Upgrades Fund: Grant Program Round 1

Webinar Questions & Answers



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Background

The Australian Government is partnering with local governments to deliver the \$100 million Community Energy Upgrades Fund (CEUF).

The CEUF is a targeted, competitive grant program that provides co-funding for energy upgrades at existing local government facilities.

Grants between \$25,000 and \$2.5 million will be awarded on a merit basis.

The program aims to help local governments to:

- make their facilities more energy efficient
- lower their greenhouse emissions and energy bills.

The CEUF will help Australia meet its emission reduction targets of 43% by 2030, net-zero emissions by 2050, and support 82% renewable electricity generation by 2030. It will also support the [National Energy Performance Strategy](#).

Find out more about the fund at [Community Energy Upgrade Fund Program - DCCEEW](#)

Webinar

The Department held a webinar on the CEUF on Thursday, 1 February 2024.

The webinar included information about the:

- program design
- application process
- Business Grants Hub application portal.

A recording and transcript of the webinar is available at [Community Energy Upgrade Fund Program - DCCEEW](#)

Questions and Answers

1. Applications

1 (a) Can we submit more than one application? (Section 7 of guidelines - How to Apply)

You can only submit one application per round. Also, if you are a partner or the lead body in a joint application, you cannot also submit a separate application for your organisation in the same round.

If your application is successful in round one, you are not eligible to apply in round two.

If your application is unsuccessful in round one, you can apply in round two.

Remember that one application can cover multiple project activities and project sites.

1 (b) How long do I have to submit an application? (Section 7.3 of guidelines - Timing of grant opportunity processes)

You can only submit an application between the opening and closing dates. No late applications will be accepted.

Grant applications opened on 21 December 2023 and close at 5PM Australian Eastern Standard Time (AEST) on 30 April 2024. Please be aware of the time zone differences when submitting your application. The dates and times are on the BGA web page for the CEUF ([Community Energy Upgrades Fund Round 1 | business.gov.au](https://business.gov.au)).

1 (c) How long will we have to deliver our project? (Section 3.2 of guidelines - Project period, Section 7.3 - Timing of grant opportunity processes, Section 10.1 - The grant agreement)

You have a maximum of 24 months to complete your project and you must complete your project in entirety by 31 March 2027.

The earliest start date for your project is expected to be from 1 September 2024 as per section 7.3 of the guidelines. You must not start any project activities until after a grant agreement is executed.

1 (d) If we submitted an application in round one and it's been found unsuccessful, will you provide feedback on our application? (Section 9.1 of guidelines - Feedback on your application)

You will have an opportunity to request feedback on your application. If you're unsuccessful in round one, however, no comparisons will be made with other applications. Feedback can only be provided on your application's content alone.

1 (e) Are we able to start multiple applications during Work in progress (as drafts) phase and later select a final application for lodgement?

Yes, but you can only submit one application per round. See Guidelines section 7 – How to apply.

1 (f) Does the commitment of the cash contributions for the funding need to be included in the 23/24 budget or can it be split between the next 2 financial years?

Funding contributions can be split over the project period in line with projected works.

Please note, however, that you will need to demonstrate your 50 per cent cash contributions in a progress report/s *throughout the project's duration*, so cash contributions cannot be left only until the final year of a two-year project, for example.

1 (g) What are the timelines for round 2?

Round 2 applications are anticipated to open in January 2025.

1 (h) Is there anywhere in the application steps where we can submit a Letter of Support from our local Federal member and if so would that improve the evaluation of that application? (Section 7.1 of Guidelines – Attachments to the application)

No - we will not consider information in attachments that we do not request.

1 (i) Is there an advantage to submitting an application early - or will all applications be assessed at the same time? (Section 8 of guidelines– The grant selection process)

All applications will be assessed at the same time.

1 (j) How does the grant portal deal with approval to submit - Is it assumed that we have Executive approval to submit? (Section L.2 of Sample Application Form, in *Key Documents* on [program webpage on business.gov.au](http://business.gov.au))

See Section L.2 of the application form or sample application form: “I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant’s board/management committee or person with authority to commit the applicant to this project.”

1 (k) For the current energy bills, what period do they have to be submitted for (e.g. 12 months)? How many months / years of energy bills are required? (Section 6 of guidelines – The assessment criteria, and Section 7.1 - Attachments to the application)

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. ‘Recent’ electricity, gas and/or fuel bill/s relevant to the proposed activities are mandatory attachments.

1 (l) When you say we cannot commence a project until a grant agreement is finalised, do you mean construction only? Obviously some level of engineering design will need to be done to complete the application. (Guidelines Sections 5.2 – Eligible expenditure, Section 6 – Assessment criteria, and 7.1 – Attachments to your application)

You must not commence your project until you execute a grant agreement with the Commonwealth. We are not responsible for any expenditure you incur until a grant agreement is executed.

1 (m) Financial details - local government doesn't have exact matches for questions - sales revenue, export revenue, R&D expenditure, taxable income. (NOTE: The customer refers to the Sample Application Form - a *Key Document* on the [program’s webpage of business.gov.au](http://business.gov.au) – Sections D – About your organisation, D.1 – Latest financial year figures, and L.2 – Applicant declaration)

Applicants should consult with the Chief Finance Officer or other appropriate authorised person within their organisation to obtain the relevant financial data to complete this section, if not readily available within existing annual or financial reporting.

In this regard, it is worth noting that Section L.2 requires applicants to declare that “... the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading...”.

2. Joint applications

2 (a) If a Joint Organisation made up of 10 councils applies in Round 1 on behalf of four of the councils, are they able to apply in Round 2 for the other six councils?

2 (b) If a joint application is successful in round 1, can the lead body apply for another application individually in round 2?

2 (c) If we are part of a Joint Organisation of Councils application, can we also do an individual application?

ALL - (Combined Answer) - (Section 7.2 of the guidelines - Joint [consortia] applications)

If you are part of a joint application (either as a Lead Body or Project Partner *or member of a Joint Local Government Body*) and are eligible to apply, you *cannot* submit a separate application in the same round. If a joint application is successful in Round 1, all parties will be considered ineligible for Round 2.

3. Co-Contributions

3 (a) Can landlords provide co-funding for an activity such as solar at a council occupied site?

(Guidelines Sections 3.1 - Grants available, and 4.1 Additional eligibility requirements)

Yes, so long as the council facility is eligible under the guidelines. Your targeted facility/ies or building/s must be owned, managed or leased by local government at the time of application. Existing facilities and buildings owned by local government but tenanted by others are also eligible.

If the facility/ies meet the above requirements and a landlord wants to provide part of the co-funding, that is eligible. The only restriction on co-funding is that the Commonwealth cannot be the source of any of your 50% co-funding contribution to the project.

3 (b) Is there any flexibility in terms of eligibility in regard to the 50% cash contribution? (Section 3.1 of guidelines - Grants available)

The guidelines confirm that we cannot fund more than 50% of projects and we cannot waive any of the eligibility criteria.

3 (c) Will previous works be considered in application process? E.g. Solar and Battery after Council installed an electric heat pump several months ago and is looking to cover load at the facility. Not so much co contribution, but abatement benefits / holistic approach. (Section 5.2 of guidelines - Eligible expenditure, Section 6 – The assessment criteria, and Section 7.1 – Attachments to the application)

To qualify this question:

If the question is asking whether previous work already undertaken will be funded, please see guidelines - you must not commence your project until you execute a grant agreement with the Commonwealth. We are not responsible for any expenditure you incur until a grant agreement is executed.

However, if the intention of the question is: will previous works be considered when assessing the project? Then please refer to Section 6 of the guidelines - applicants should provide evidence to support answers to the assessment criteria and the amount of detail and supporting evidence you provide in your application should be relative to the project size.

In completing the abatement calculator, you must read and follow all instructions and guidance provided within all 3 tabs of the template, entering only the requested information (e.g. current energy usage, your project's proposed energy usage and/or load flexibility data, etc.). The recent energy bill/s relevant to your proposed upgrades that are a mandatory attachment (see Section 7.1) would then serve as support evidence for this.

4. Grant allocation

4 (a) Will round one and round two be equally funded? (Section 3 of guidelines– Grant amount and grant period)

Up to \$50 million is available for round one and at least \$50 million will be available in round two. The total funding for round two will depend on the amount of funding granted in round one.

4 (b) Will there be an allocation of grants by state?

4 (c) Will there be different funding amounts for regional, rural or remote local governments?

ALL - (Combined Answer) - (Section 6 of guidelines - The assessment criteria)

All applicants will be in a single funding pool or stream. We will consider all applications on their merits based on how well it meets the eligibility and assessment criteria, how it compares to other applications, and whether it provides value with relevant money.

5. Grant payment

5 (a) Are the grant funds paid upfront when successful? (Section 10.3 of guidelines - How we pay the grant)

We will make payments according to the agreed schedule in your grant agreement. Progress payments (instalments) will be made, subject to satisfactory progress reports being received demonstrating progress against your agreed project milestones. Also, we keep 10 per cent of the total grant funds for the final payment, which will be paid upon submission of a satisfactory end of project report and case study proforma, demonstrating all obligations were met.

6. Amendments to the grant agreement

6 (a) What if the original project plan has to change due to unforeseen circumstances? (Section 12.4 of guidelines - Grant agreement variations, and Section 3.2 – Project period)

We recognise that unexpected events can affect project progress. In these circumstances, you can request a variation to your grant agreements, including: changing project milestones, extending the timeframe for completing the project (if it remains within the maximum 24 month project period as per the guidelines), or changing project activities. The program does not allow for an increase of grant funds.

6 (b) What level of accuracy is expected for the initial project budget attachment, and how are variations addressed if project costs change during engineering and construction phases? (Section 6 – Assessment criteria of Guidelines, and Section 12.4 - Grant agreement variations)

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested.

We recognise that unexpected events can affect project progress. In these circumstances, you can request a variation to your grant agreements, including: changing project milestones, extending the timeframe for completing the project (if it remains within the maximum 24 month project period as per the guidelines), or changing project activities. The program does not allow for an increase of grant funds.

7. Grant acknowledgement

7 (a) What sort of acknowledgement (signage guidelines) will be required for the nominated projects? (Section 12.8 of guidelines – Acknowledgement)

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following: *'This project received grant funding from the Australian Government.'* If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

8. Abatement calculator

8 (a) What do I do if I'm having trouble completing the abatement calculator? (Key Documents – Abatement calculator)

Before completing the abatement calculator, please review all guidance provided within the abatement calculator template which includes a checklist and the helpful instructions tab.

Please also review the examples of eligible project activities within the examples tab, noting that all required information was provided for these to help guide in correctly completing the template.

You will need to use your recent gas, electricity and/or fuel bills (as relevant to the proposed upgrades) and the details of your actual project, to help you complete the template.

8 (b) Do I need to complete the abatement calculator for each project activity, or do I just do one overall calculation? (Key Documents – Abatement calculator)

You only need to complete the one template, because there's up to ten project activity tables that can be completed for your multiple activities within the one abatement calculator. There may be separate sets of data that you need to enter in, but only one abatement calculator template needs to be completed for your application.

Keep in mind that one application can include multiple different activities over multiple locations.

8 (c) Given #1 of the Assessment Criteria lists GHG reduction OR load flexibility, how will load flexibility be captured in the Abatement Calculator? (Key Documents – Abatement calculator)

Load flexibility is captured in the calculator (beneath each of the Activity Tables in the template) and will be considered separately to abatement. Emission reduction and/or load flexibility can be captured in the abatement calculator. Some eligible project activities may relate only to load flexibility, for instance.

8 (d) In using a standard emissions factor for calculations, does this penalise abatement calculations for electrification of fleet on green power? (Section 6.1 of guidelines - Assessment criterion 1)

To avoid penalising Councils already purchasing emissions-free electricity and to provide a level playing field, the national full fuel cycle electricity emission factor in 2030 (0.31 tCO₂e/MWh as per Australia's Emissions Projections 2023) is used in the abatement calculator.

8 (e) For a new project how do we submit the calculations? (Appendix B – Ineligible expenditure, and Section 5.1 of guidelines – Eligible grant activities)

If the question refers to a new build or construction project, this would be ineligible expenditure, as the expenditure would not relate to the upgrade of existing energy infrastructure. For example, installing a heating system at an unheated aquatic centre would be considered ineligible, as would installing solar and a storage battery as part of a new community centre to be built.

To be eligible, the project must be aimed at energy efficiency and/or electrification and/or load flexibility upgrades. If it is an upgrade, then there must already be existing energy use.

9. Knowledge sharing

9 (a) What is required or expected in terms of sharing our knowledge and learnings with other local governments in similar commercial facilities during the completion of our projects? (Section 4.2 of guidelines - Additional eligibility requirements)

An important aspect of the program is to share information about projects, and the implementation more broadly, so that we can maximise the benefits of the grant.

There's information in section 4.2 of the guidelines and the application form itself, which require you to share your project's learnings and knowledge gained during implementation of your project.

You will need to provide a case study using the proforma case study template in the Key Documents section on the [business.gov.au webpage for the program](https://www.business.gov.au/webpage-for-the-program). The case study will need to be an attachment to your final end of project report, submitted via the portal at project completion.

The guidelines do not set out specific knowledge sharing activities that must occur in addition to the pro forma case study.

10. Staff costs

10 (a) Can we fund staff costs under the grant? (Appendix A – Eligible expenditure, and Appendix B – Ineligible expenditure of the guidelines)

Only some very specific staff labour costs are considered eligible under the grant, and the guidelines provide strict specifications around what is and isn't considered eligible, including (in some cases) maximum percentages that will be deemed eligible. These are set out throughout the Appendix sections of the Guidelines, and these must be read in full to ensure your budget adheres to requirements.

Just as an example, some technical project management costs are listed as eligible in Section A.6, while administrative project management costs are not considered eligible. Furthermore, they state that any technical project management costs can constitute no more than 10 per cent of your project's total eligible labour costs. Labour expenditure for CEOs, CFOs and other leadership and/or administrative staff are deemed ineligible, even if undertaking project management tasks for your project.

As there are many requirements around labour and contract-related expenditure, you will need to refer back to the guidelines (including all sections of Appendix A - Eligible expenditure (A.1 - 1.9), and Appendix B - Ineligible Expenditure) to ensure that your budget inclusions are considered eligible.

10 (b) Is this only new staff (eg contract staff appointed to manage the project) or can it pay for existing staff time?

10 (c) If we hired a project manager to roll out multiple projects (all within the grant) will this position be accepted as an in-kind contribution?

10 (d) Does this internal administrative project management time count towards an in kind - the 50% in kind required?

10 (e) Assume the grant funding covers the cost of resources (i.e. people) required to run project?

ALL - (Combined Answer) - (Refer to Appendix A Sections A.6, A.7, A.8, A.9: Labour Expenditure and Other eligible expenditure, and Appendix B – Ineligible expenditure)

Please refer to all detail outlined in the above sections of the guidelines, as there are many different facets to consider in combination, preventing simple answers to some of these questions. If you are then still unsure, please contact us with your questions and further detail.

NOTE: in-kind contributions are *not* considered relevant to the grant opportunity; they cannot count towards any of your ‘total eligible expenditure’, nor form part of your mandatory 50 per cent co-funding, as this must be a *cash* contribution.

11. Multiple projects

11 (a) Can Council use the grant to fund different projects at multiple sites?

11 (b) In regard to desirable project proposals, is it desirable to propose a program of energy efficiency upgrades across multiple sites or is it more desirable for multiple interventions on one site only?

11 (c) Guidelines dictate an organisation may only submit one application. Can an application contain more than one project, providing guidelines are met?

11 (d) Does one type of energy efficiency upgrade (e.g. inefficient motor replacement to achieve IE5 efficiency) across several sites qualify as one project?

11 (e) Our facility is by far the biggest electricity user of Council's portfolio. We are exploring the replacement of motors to increase efficiency but also install solar PV. Does this qualify as one project?

11 (f) Can we apply for multiple projects?

11 (g) Can one application include multiple different projects at different locations?

11 (h) Can we do multiple sites – i.e. address 4 local pools

11 (i) Can you confirm that an application can only include one electrical infrastructure upgrade? Or is it possible to do upgrades to multiple facilities?

11 (j) Just to clarify - a single application can include different works at a pool, an airport, a town hall etc all on the one application?

ALL - (Combined Answer) – (See Sections 5.1 of guidelines – Eligible grant activities, 4.2 – Additional eligibility requirements, Section 7 – How to apply)

Yes, multiple upgrade activities (or smaller projects) spanning across multiple sites/locations can be incorporated into one single overarching application, as only one single application can be submitted within the same round.

Integrated projects with multiple activities/sites are encouraged, although the *facilities/buildings targeted for energy efficiency upgrade/s must be owned, managed or leased by local government* at the time of application to be eligible.

12. Street lighting

12 (a) Are LED upgrades for street lights eligible?

12 (b) We are hoping to apply for the grant to change over our existing street lights to LEDs which is one of our biggest users of electricity. This will reduce our electricity bills and will be more energy efficient. Would it be eligible?

12 (c) Are changeovers to LED streetlights eligible?

12 (d) Do streetlights need to be owned and managed by LGs to be eligible?

12 (e) If streetlights and poles in a local government area are owned by a power provider but a council is willing to pay for the cost of the LED luminaire replacement, would this be eligible for funding? What about smart controls (i.e. allow the lights to be dimmable) - are they an eligible upgrade item?

ALL – (Combined Answer) - (Section 4.2 of guidelines – Additional eligibility requirements, and the *Abatement calculator* template in *Key Documents* [see Example 1 in 'Example 'tab])

We can only accept applications where you declare that the facility (or facilities/buildings) targeted for upgrades are *owned, managed or leased by local government at the time of the application*.

It is an option to propose a street lighting project that is an energy efficiency upgrade if the street lighting is owned, managed or leased by local government at the time of the application.

The program is likely to be competitive, applicants should ensure their submitted project is as competitive as possible.

Existing facilities/buildings owned by local government but tenanted by others are deemed eligible.

12 (f) Are you able to clarify what constitutes a 'site' for streetlighting projects - would a couple streets etc. be appropriate or only facility specific? (Guidelines Sections 4.2 Additional eligibility requirements, and 5.1 Eligible grant activities)

We can only accept applications where you declare that your targeted facility/ies or building/s is owned, managed or leased by local government at the time of application. Existing facilities and buildings owned by local government but tenanted by others are eligible.

To be eligible your project must:

- be aimed at meeting the objectives of the grant opportunity, as outlined in Section 2.
- have at least \$50,000 in eligible expenditure
- be aimed at energy efficiency and/or electrification and/or load flexibility upgrades that reduce costs and emissions for local government's facilities or operations using commercially available technologies.

In the application form, applicants must enter in the street addresses for all targeted facilities/infrastructure proposed for upgrades, and this includes streetlighting. If you have any issues, please contact us via the contact details listed on the business.gov.au webpage for the program (<https://business.gov.au/grants-and-programs/community-energy-upgrades-fund-round-1>).

13. Solar projects

13 (a) The Grant Opportunity Guidelines refer only to solar projects with storage (e.g. battery storage) but not without storage - does this mean solar installation without storage options are ineligible?

13 (b) Are solar energy upgrades of council offices apart from childcare and aged care facilities, acceptable?

13 (c) If doing energy upgrades such as installing solar panels with battery backup system, are these for only specific local government buildings or can it be any building owned by local government please?

13 (d) The examples of eligible projects lists a solar and battery project at a childcare centre. Would a simple rooftop solar project (without battery or grid-support / load management) be eligible?

ALL – (Combined Answer) - (Refer to Section 5.1 of guidelines – Eligible grant activities, and Section 4.2 - Additional eligibility requirements)

Applications for solar power projects without storage are eligible, however, may potentially be less competitive than solar applications which do include a storage option.

To be eligible, projects must be aimed at energy efficiency and/or electrification and/or load flexibility upgrades that reduce costs and emissions for local government's facilities/operations using commercially available technologies.

The infrastructure being upgraded must also be owned, managed or leased by local government at the time of application to be deemed eligible for upgrades. Existing facilities and buildings owned by local government but tenanted by others are eligible.

13 (e) Would a project be eligible if the works *included renewable (solar) upgrades to a gas system, that reduced but didn't replace gas?* (Section 5.1 – Eligible grant activities, Section 5.2 of guidelines, Appendix B – Ineligible expenditure)

A project could be eligible but still have ineligible expenditure. See Section 5.1 - To be eligible your project must: be aimed at energy efficiency and/or electrification and/or load flexibility upgrades that reduce costs and emissions for local government's facilities or operations using commercially available technologies.

See Appendix B Ineligible expenditure - Examples of ineligible expenditure include:

- energy upgrades using fuels other than electricity and solar thermal
- gas and other fossil fuel efficiency projects.

13 (f) Are solar on buildings leased by Council under long term lease arrangements eligible?

(Section 4.2 of guidelines - Additional eligibility requirements)

Yes - we can accept applications where your targeted facility/ies or building/s is owned, managed or leased by local government at the time of application. Existing facilities and buildings owned by local government but tenanted by others are eligible.

14. New infrastructure projects

14 (a) Will only existing infrastructure rather than new developments, or upgrades to a new development, be eligible for funding?

14 (b) Would the program fund a "new build" if the application was to improve the current design to reduce emissions?

ALL – (Combined Answer) - (Section 4.2 of guidelines, Appendix B – Ineligible expenditure)

Your targeted facility/ies and/or building/s must be owned, managed or leased by local government at the time of application to be considered eligible. Existing facilities and buildings owned by local government but tenanted by others are eligible.

Examples of *ineligible* expenditure include expenditure that *does not* relate to the *upgrade of existing* energy infrastructure.

15. Eligible expenditure

15 (a) Can the costs from an energy audit be included within the project budget? (Section 7.1 of the guidelines Attachments to the application)

While eligibility of audit costs are not specifically addressed in the guidelines, project expenditure must meet all eligibility criteria (e.g. be incurred after execution of a grant agreement, and between project start and end dates).

The lack of a completed audit or similar evidence base to inform the project, may result in applicants being unable to provide a 'detailed' project plan in their application (including project outcomes, methodology, risk assessments and mitigations and other mandatory project plan components listed in the guidelines as per requirements set out in Sections 6.3 and 7.1).

It may also limit your ability to properly complete the Abatement Calculator which is mandatory and a key part of application assessment. Energy audits are also listed in the guidelines as an example of supporting evidence for Assessment Criteria responses, indicating some prior planning and/or consultation are required in order to submit a strong application.

15 (b) Are just the renewable/energy upgrade aspects of construction costs able to be funded by the project, or are other construction works (required to enable the upgrade) also able to be included? (Appendix A – Eligible expenditure)

Enabling works are eligible provided they are *directly related to the energy upgrade being undertaken*. For example, upgrading a switchboard to allow for connection of a solar power system would be eligible. Appendix A (Eligible expenditure) states that to be eligible, expenditure must be incurred by you within the project period; be a direct cost of the project; and meet all eligible expenditure guidelines.

Appendix A, section A.8 (Contract expenditure) states that invoices must directly relate to the agreed project, the work must qualify as eligible, and costs be reasonable/appropriate.

Section A.9 (Other eligible expenditure) states that eligible expenditure may include:

- building modifications where you own the modified asset and the modification is required to undertake the project
- purchase, hire or lease of equipment required to undertake eligible project activities
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period.

However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible, among other items.

15 (c) Are 'front of meter' solar installation projects eligible?

A front of meter project is considered *ineligible*. It is considered a *new energy generation* and storage project, and *not an energy upgrade of an existing local government facility/infrastructure*.

15 (d) Are pre-feasibility and design phases prior to implementation included?

15 (e) What counts as 'project activities' is this construction only?

15 (f) We understand feasibility studies are not an eligible funded activity. Would detailed design be eligible?

15 (g) What counts as 'project activities' is this construction only?

15 (h) We understand feasibility studies are not an eligible funded activity. Would detailed design be eligible?

15 (i) Can the costs of energy audit assessments paid prior to the approval of grant, be deemed as part of our 50% contribution?

15 (j) Can funding be sought for projects that have commenced already or where funds have been expended already?

15 (k) Can we use funding for the projects which has already begun?

ALL – (Combined Answer) – (Guidelines Sections 5.2 and Appendix A Eligible expenditure, Appendix B Ineligible expenditure, and Sections 3.2 Project period, 7.3 Timing of grant opportunity processes, 6.3 Assessment criterion 3, and 7.1 Attachments to the application)

You must not commence your project until you execute a grant agreement with the Commonwealth. We are not responsible for any expenditure you incur until a grant agreement is executed.

All eligible project expenditure (including grant funding and co-contributions) and activities can only commence and/or costs be incurred after a grant agreement has been executed. They must also take place between your project start date and end date and cannot be before 1 September 2024.

As outlined in sections 6.3 and 7.1, the Project Plan does require some detailed information such as scope and budget detail, implementation methodology etc., for which it is noted that some initial planning, consultation and similar would likely be required. Any associated costs with planning are considered ineligible due to the aforementioned requirements and cannot be included in your 'total eligible expenditure' (in the application form's budget), nor can they be a part of your co-contribution.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities, e.g. feasibility studies
- activities, equipment or supplies that are already being funded through other sources
- costs incurred prior to execution of the grant agreement.

If you have already commenced implementation of your proposed upgrades (including incurring costs for these), it is considered that your project has commenced and therefore these would be considered ineligible.

15 (l) Can projects already included in the future capital pipelines be a part of the grant application? (Section 5.2 of guidelines - Eligible expenditure, and Appendix B Ineligible expenditure)
See response outlined directly above.

Also, Appendix B states that ineligible expenditure includes 'activities, equipment or supplies that are already being funded through other sources'.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project activities.

15 (m) Would a project to capture CO₂ from a Council run waste facility be eligible associated with Council's introduction of FOGO collection?

This project would be ineligible as it does not support the objectives to decarbonise the operations and reduce energy bills through energy efficiency, load flexibility upgrades and/or electrification.

15 (n) Is an aquatic centre owned by Council, but managed by a third party, eligible? Council pays the utility bills. (Section 4.2 of guidelines - Additional eligibility requirements)

Existing facilities and buildings owned by local government but tenanted by others are eligible.

15 (o) Are improvements to the building envelope eligible? (Section 5.1 of guidelines – Eligible grant activities)

To be eligible your project must: be aimed at energy efficiency and/or electrification and/or load flexibility upgrades that reduce costs and emissions for local government's facilities or operations using commercially available technologies.

Section 5.1 of the guidelines lists eligible projects that may be included. We may also approve other activities; any additional activities must be in line with objectives and outcomes in section 2.

15 (p) We generate and reticulate our own power through a diesel system. We would like to provide a solar microgrid addition. We would have a huge number of benefits as described in the criteria but are we eligible or caught as a remote area supply? (Appendix B – Ineligible expenditure)
Remote Area Power Supplies are excluded as per Appendix B. A remote area power supply is an off-the-grid electricity system for locations that are not fitted with an electricity distribution system. Typical remote area power supply includes one or more methods of electricity generation, energy storage, and regulation.

For alternative programs of relevance, refer to the *Regional Microgrids Program* offered by the Australian Renewable Energy Agency <https://arena.gov.au/blog/microgrids-cheaper-cleaner-reliable-energy-for-remote-communities/>.

15 (q) Are geothermal upgrade works eligible, as that falls outside of the electrical/solar thermal category?

Geothermal is not a fuel type, it is a heat source (such as air or water for a heat pump), and would therefore not be excluded by this point. There is no other grant guideline item that excludes a project from eligibility if it uses geothermal as a heat source.

15 (r) Can we propose for an existing library with Aircon Upgrade? (Section 5 of guidelines – What the grant money can be used for, Appendix A – Eligible expenditure)

To be eligible your project must:

- be aimed at meeting the objectives of the grant opportunity, as outlined in Section 2.
- have at least \$50,000 in eligible expenditure
- be aimed at energy efficiency and/or electrification and/or load flexibility upgrades that reduce costs and emissions for local government's facilities or operations using commercially available technologies.

15 (s) In projects where the upgrade attracts rebate (VEEC/ESC's). Will this project still qualify? Would the funded value be post-rebate return? (Sections 5.2, Appendix A and B - Eligible expenditure and Ineligible expenditure)

Deemed white certificates (Victorian Energy efficiency Certificates (VEECs) and NSW Energy Savings Certificates (ESCs) are specifically excluded in Appendix B. Measurement & Verification (M&V) method (or forward creation white certificates) is not excluded in Appendix B.

Council Member Candidacy for State and Federal Parliament

Introduction

Unlike some other States, Local Government in WA does not feature official political party affiliations and endorsement. As a result, community and media interest often arises when Council Members are publicly aligned with political parties, seek preselection, or nominate as candidates for a State or Federal election. Similar considerations are also likely to arise if a Council Member intends to run as an independent candidate in a State or Federal election.

In these circumstances, it is necessary to balance the rights of Council Members to participate in democratic processes with the responsibilities, obligations, and commitments in their role as a Council Member.

Council Members planning to take an active role in State or Federal politics must consider:

- the need to effectively meet the demands of their role as a Council Member,
- managing potential conflicts of interest or perceptions of bias,
- the need to avoid the use of Local Government resources for electoral purposes,
- the need to avoid using their Council Member office for private political purposes,
- the importance of distinguishing between their role as a Council Member and as a candidate or party spokesperson when making public comment or dealing with the community,
- the imperative for the Local Government to maintain effective working relationships with local Parliamentary representatives and State and Federal Governments of any party.

The purpose of this document is to highlight considerations for Council Members. This is not legal advice and Council Members considering candidacy may wish to seek independent legal advice regarding their personal circumstances.

Local Government Act 1995

Council Members are elected to perform their duties in a lawful manner and must comply with relevant provisions of the *Local Government Act 1995* (the Act), and standards of conduct prescribed in Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021* (the Model Code of Conduct) and adopted by the Local Government.

Requirement: Any conflicts of interest must be disclosed and managed in accordance with Part 5, Division 6, subdivision 1 of the Act, and clause 22 of the Model Code of Conduct.

Consider:

- Potential impartiality interest arising from membership of political party.
- Possibility of a financial relationship between party and Council Member, giving rise to potential indirect financial interest.
- Campaigning and public statements must avoid a reasonable apprehension of bias or prejudice.
- Potential impartiality interest or perception of bias arising from overlap between matter before Council and party's platform, policies, or public statements.

Requirement: Disclose gifts received in capacity as Council Member that exceed prescribed value threshold (s.5.87A of the Act).

Note that acceptance of gifts exceeding prescribed value threshold (even if not in capacity as Council Member) will make the donor a Closely Associated Person (s.5.62(1)(eb) of the Act).

Consider:

- Gifts or donations to an individual's State or Federal campaign may not require disclosure as not received in capacity as Council Member. Separate political donation disclosure regime applies.
- Discretionary disclosure to Local Government may support transparency and accountability. Discretionary disclosures can be made to the CEO for inclusion in the Local Government's gift register, and/or when completing the annual return.
- Donors over prescribed value threshold will become closely associated person for remainder of Council Member term.

Requirement: Council Members must not use Local Government resources for electoral purposes (cl. 17 of the Model Code of Conduct).

Consider:

- Local Government resources include Council Member email addresses and use of title.
- Manage communication carefully and direct any community service requests to CEO.
- Maintain strict division between Council business and activities as a candidate so that only the appropriate resources are used.
- Must not use any equipment provided by the Local Government for personal political purposes i.e. laptop, mobile phone.

Requirement: Council Members must not make improper use of their office to gain an advantage for themselves or another person, or to cause a detriment to another person or the Local Government (cl. 18 of the Model Code of Conduct).

Consider:

- Avoid use of Council Member title if making public statements when politically campaigning.
- Maintain clear division between role as Council Member and role as candidate or party spokesperson.
- Avoid conflicts between personal interest in electoral success and duties as a Council Member. May include managing potential impartiality interest or perception of bias arising from overlap between matter before Council and electorally significant issues, announced policy positions or manifesto of your party or any other party.

Q & A

Q. Does my status as a Council Member prevent me running for State or Federal Parliament?

A. No. Eligibility for election to the WA Parliament is defined primarily under the *Electoral Act 1907* and the *Constitution Acts Amendment Act 1899*, while the Commonwealth Constitution and *Commonwealth Electoral Act 1918* deal with eligibility for election to Federal Parliament. These criteria have not been applied to exclude Council Members.

The *Local Government Act 1995* does not prevent Council Members seeking election to State or Commonwealth Parliaments, but does provide that if elected to Parliament, they are disqualified as a Council Member (section 2.20).

Q. Can my Local Government adopt policies that might affect my involvement in a State or Federal election?

A. This would depend on the purpose and effect of the policy. Policies with legitimate purposes that do not impose unreasonable obligations are likely to be appropriate. For example, a policy that prevents a Council Member from using a Local Government facility for political purposes seems appropriate. This would ensure the Council Member did not breach clause 17 of the Model Code of Conduct by misusing Local Government resources. However, a policy that was intended to limit or hinder a Council Member's private involvement in their personal political interests would not be appropriate.

Q. Should I tell my Local Government I am preparing to enter State/Federal politics at the next election?

A. Yes. While there is no legislative requirement to disclose your intentions to the Local Government, it is courteous to advise the CEO and in turn your Council Member colleagues. This enables the CEO to manage any community or media inquiries that are directed to the Local Government. The CEO will also be able to provide you with advice on your Council Member obligations.

An ethical obligation commences immediately upon making the commitment to running for office at the State Election. Only you are aware of your intentions and immediately declaring your candidacy shows that you are committed to the principles of personal integrity found in cl. 4 of the Model Code of Conduct, to act with honesty and integrity, identify and appropriately manage any conflict of interest, and avoid damage to the reputation of the Local Government.

Q. I am the preselected candidate in an upcoming election, do I need to make a declaration of interest?

A. Your preselection as a candidate does not in itself require a disclosure of interest under the Act. It will be your responsibility to identify occasions where your political affiliation or your candidacy intersects with a matter before Council. On those occasions you will need to disclose and manage your conflict of interest accordingly.

Q. I am preparing for the campaign and want to make sure I understand the issues of concern in the area. Can I ask the CEO to provide me with any recent community engagement results?

A. No. There are two aspects to this situation. Firstly, your right to access information as a Council Member is limited to information that is relevant to the performance of that role. You cannot use this right to access Local Government information for any other purpose. Using privileges or rights that you have as a Council Member for any other purpose would be a misuse of your office and a breach of clause 18 of the Model Code of Conduct. Secondly, the community engagement results are a Local Government resource, as is the CEO's time, and that of any other Local Government officer that might assist with your request. This would be a misuse of Local Government resources, and a breach of clause 17 of the Model Code of Conduct.

Q. I am drafting an advertisement to launch my campaign for the next State Election. Can I sign off using my Councillor title? For example, "Cr Ex Ample, your local Councillor and Sample Party candidate".

A. No. It is entirely inappropriate to associate or conflate your role as a Council Member with your personal political intentions. The use of your Council Member title may be considered a misuse of your office or Local Government resources. While your record of achievement as a Council Member may be relevant to your campaign, and referenced in your campaign materials, a strict separation between the two roles must be maintained. Your campaign materials are produced in your private capacity, and should not appear to be endorsed in your Council Member role.

Q. A community member contacted me to ask for help in resolving an issue with a Local Government service. I promised I would get it fixed for them and they said, "you've got my vote!". Is that ok?

A. As a candidate for State or Federal election, it will be even more important that you follow the mailbox model of communications when passing on community member service requests. That is, take note of the issue and their details, and advise that you will pass the information on to the Administration. Even better, advise community members to contact the Local Government administration directly in future as service requests are a day-to-day operational responsibility of the CEO, not the Council. This approach avoids the perception that you are seeking to use your Council Member role for electoral advantage.

Q. I am representing my Local Government at an upcoming community event. Can I still attend if I am a candidate at the next State election?

A. This may depend on the circumstances, including whether you are a Mayor / President, the nature of the event and the proximity to the election. You will need to consider whether there is a conflict between your attendance as a Council Member, with a duty to represent your Local Government and the interests of the District, and your private interests as a political candidate. It would certainly be inappropriate for you to attend as a Council Member and use this event for political campaigning. This would be a misuse of your office. Mayors or Presidents may consider that it is in the interests of your Local Government for

you to attend, in which case it will be your responsibility to ensure that you adhere strictly to your Council Member role. Alternatively, you may consider that it would be more appropriate for the Deputy to attend in your place.

Q. Can I remain a Council Member while campaigning?

A. There is no statutory requirement to take a leave of absence or resign to participate in a State or Federal election campaign. However, each Council Member pursuing State or Federal office must make a personal decision about whether, and for how long, they are able to effectively continue fulfilling their Council Member duties.

It is suggested that Council Members contesting a State or Federal election should take a leave of absence from the date of the issue of the writs; WALGA has an advocacy position to this effect. This occurs 4 to 6 weeks before election day, and coincides with the opening of official candidate nominations. A leave of absence from this date allows the candidate to focus entirely on their election campaign and avoid potential conflicts of interest or misuse of Local Government resources.

From: [Western Power](#)
To: [Sabine Taylor](#)
Subject: Public Lighting Consultation
Date: Friday, 15 March 2024 2:19:56 PM

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Western Power



Dear CEO,

Western Power operates and maintains around 280,000 streetlights on behalf of 123 local governments across the South West Interconnected System which stretches from Kalbarri, to Kalgoorlie and south to Albany.

Collaboration and consultation with local governments is essential in helping Western Power deliver this service.

The Public Lighting Strategy (PLS) outlines how Western Power manages public lighting assets to provide the community with a safe, reliable and affordable service, and meet our regulatory obligations.

We'll be reviewing the PLS annually, which includes consulting with local governments, like yours, to ensure the PLS is fit-for-purpose and aligned to local government objectives.

Preliminary feedback informing consultation

We've received preliminary feedback on public lighting direct from local governments through our fifth Access Arrangement submission process, which defines the services we provide and the revenue and policies under which we operate, as well as through other forums.

As a result, we've reviewed our PLS and incorporated this feedback to form a proposed strategy which we'll now consult with local governments on, starting from next week.

Local government consultation

We're seeking to consult with your local government and others over the next month to better understand your public lighting strategic objectives, desired outcomes, challenges and opportunities to inform this and future strategies.

A survey will be emailed to you in March 2024, followed by optional in-depth consultations in May 2024 for those local governments who express an interest. Both the survey and in-depth consultations will be delivered by Aha! Consulting who will contact you directly. Please look out for an email invitation from them and complete the survey to provide your views.

We're also discussing this proposed strategy and consultation with the Economic Regulation Authority, Synergy and the WA Local Government Association.

Next steps

March

- You'll receive an email invitation from Aha! Consulting to complete a survey, which will be open for 2 weeks.

May

- In-depth engagement sessions held between Aha! Consulting and local governments.

June

- Summary findings of the engagement will be shared with local governments.
- Public Lighting Strategy version 1 published on 30 June 2024.

2025

- Additional feedback will be incorporated into Public Lighting Strategy version 2.

Further information

For further information, please contact the Community & Stakeholder Relationships team at communityenquiries@westernpower.com.au or phone [9326 4850](tel:93264850).

We look forward to continuing to work with you.

Yours sincerely,

Sam Torrens

Head of Community and Stakeholders



Western Power



[Unsubscribe](#)

363 Wellington Street, Perth WA 6000



Royal Association of Justices of Western Australia (Inc.)

ABN: 22863914075

13th March 2024

The Executive officer, President and Councillors,

RE: Availability of Justices of the Peace in Country and Remote regions.

As President of the Royal Association of Justices of WA (Inc.), NFP, and on behalf of our committee, our members, and the residents of the communities you serve, we thank you for the support that your Council and Local Government provides to the community by assisting Justices of the Peace (JPs) within your jurisdiction.

As part of the many services that you generate to afford a cohesive and caring community, such as arranging accommodation for JPs to perform their duties in a central place; this encourages a local connection. Throughout Western Australia our Local Authorities offer assistance to the residents of remote country regions by granting accommodation to JPs, enabling them to serve in local libraries and Council premises.

Notably we recently examined the location of JPs covering regional areas of WA exceeding a 100 km band from the Perth GPO and found vast travel differences and distances for residents seeking assistance from a JP. Furthermore, the average age of active JPs in the state is now accelerating towards 75 years old. This is the operational age for a JP where search warrants can no longer be witnessed and other limitations apply, in accordance with the *Justices of the Peace Act 2004* WA section 5. These shortfalls affect residents in the regional and country areas to a greater extent and is significantly demonstrated by the availability of the JPs list appearing on the 'Justice of the Peace Document Witnessing Centres' promoted on the Department of Justice's website.

Clearly, we must convince the State Government to encourage more committed, and younger JPs to continue this essential service in the future in required areas of our state. We are also hoping to lift the age where limitations are invoked, from 75 years old to either 85 years, or based on capacity of mind, perhaps involving intermittent testing. Considering improvements to quality and longevity of life we believe that it is time antiquated legislation is updated to reflect current trends and provide relief to those disadvantaged and vulnerable people living in our regional communities.

This is especially a matter of equity of services available to residents in regional areas. As such we seek your independent support in bringing to the attention of your local State members of Parliament, issues such as the differences, distances, age limitations and overall lack of access and availability of JPs throughout the regional parts of the State.

If you would like any further information, please contact me on my mobile: 0405 561 093.

Yours sincerely,

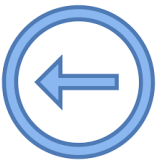
Brian J. Dodds JP | President | president@rajwa.org.au

Central Law Courts, 2A, 501 Hay Street, Perth WA 6000
Email rajwa@rajwa.org.au Web: www.rajwa.org.au

SHIRE OF WYALKATCHEM RECEIVED 8 APR 2024 ATTENTION: <u>CEO, COUNCIL</u> DOCUMENT REF: <u>L080424</u> FILE: _____
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Tel: 08 9425 2824





North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the following parties:

SHIRE OF DOWERIN of Cottrell Street, DOWERIN, Western Australia
AND SHIRE OF KOORDA of Allenby Street, KOORDA, Western Australia
AND SHIRE OF MT MARSHALL of Monger Street, BENCUBBIN, Western Australia
AND SHIRE OF MUKINBUDIN of Maddock Street, MUKINBUDIN, Western Australia
AND SHIRE OF NUNGARIN of Railway Avenue, NUNGARIN, Western Australia
AND SHIRE OF TRAYNING of Railway Street, TRAYNING, Western Australia
AND SHIRE OF WYALKATCHEM of Corner Honour Avenue and Flint Street,
WYALKATCHEM, Western Australia

Term of Agreement 1 July 2023 – 30 June 2025

1. DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

“Act” means the Local Government Act 1995;

“NEWROC” means the North Eastern Wheatbelt Regional Organisation of Councils;

“Operative Date” means 1 July 2023

“Participant” means the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, or Wyalkatchem, either jointly or individually, as the context requires;

“Project” means the undertaking of any activity on behalf of the NEWROC;

“Proposal” means the proposal to undertake a Project;

“Region” means the communities of the Participants

2. NAME

The name of the regional organisation of councils is the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Notes:

1. Section 3.62(1) of the Act provides that a regional local government is a body corporate with perpetual succession and a common seal.
2. A regional local government has the same general function of a local government including its legislative and executive functions. See part 3 and section 3.66 of the Act.
3. Except as stated in section 3.66, the Local Government Act 1995 applies to a regional local government as if:
 - a. The participants’ districts together made up a single district; and
 - b. The regional local government were the local government established for that district.

3. PURPOSE

The purpose of this memorandum of understanding is to affirm the partnership and collaboration of the seven local governments (Participants) and to further the shared aims as below.

The purpose for which NEWROC is established is to:

Provide a means for the Participants, through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance;
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- e. Be recognised as representing the view of community and business in the Participants.

Notes:

- f. In certain circumstances, a proposal may require the preparation of a business plan under the Act – see section 3.59;
- g. A proposal to undertake a “Project” and may only be undertaken in accordance with clause 8.

4. OBJECTIVES

The objectives of NEWROC shall be:

- a. To endeavour to enhance and assist in the advancement of the Region;
- b. To encourage cooperation and resource sharing on a regional basis;
- c. To respect the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

5. THE COUNCIL

Appointment of members:

- a. A Participant is to appoint one member (delegate) of the Council of the Participant to be a member of the NEWROC Council.
- b. A Participant may appoint a first and a second delegate from the Council of the Participant who are able to attend the NEWROC meetings and who may act temporarily in place of either delegate of the NEWROC appointed by the Participant during any period in which the member of the NEWROC is unable by reason of illness, temporary absence from State, conflict of interest or for any other cause to perform the functions of the office.
- c. The Participant has one vote

Note:

Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a Council established under the Memorandum of Understanding and consisting of members of the Councils of the Participants.

5.1 Tenure of members of NEWROC

A member of the NEWROC Council shall be appointed annually and shall hold office until either:

- a. The member ceases to be a member of the Council of the Participant or
- b. The member is removed by the Participant.

Note:

Section 2.32 and 2.33 of the Act set out circumstances in which the office of a member of a Councillor becomes vacant.

5.2 Election of Chair and Deputy Chair

The members of the NEWROC Council shall elect a Chair and a Deputy Chair at the first meeting of NEWROC Council following each local government election. The election of the Chair and Deputy Chair will be flexible to accommodate new Presidents or CEO's and structured accordingly e.g. term. The Chair and Deputy Chair shall be rotated accordingly:

Shire of Mt Marshall
Shire of Nungarin
Shire of Wyalkatchem
Shire of Koorda
Shire of Mukinbudin
Shire of Trayning
Shire of Dowerin

If the office of Chair or Deputy Chair becomes vacant then the members of the NEWROC Council shall elect a new Chair and Deputy Chair, as the case requires.

5.3 Tenure of Chair and Deputy Chair

The Chair and Deputy Chair hold office until:

- a. no longer eligible to be a member pursuant to clause 6.2;
- b. the election of a new Chair and a Deputy Chair pursuant to clause 6.3; or
- c. the incoming Chair and/or Deputy Chair are new members to NEWROC and do not wish to take on the role immediately.

5.4 Role of Chair

The Chair:

- a. Presides at meetings of the NEWROC Council;
- b. Carries out civic and ceremonial duties on behalf of NEWROC;
- c. Speaks on behalf of NEWROC to media;
- d. Advocates for the NEWROC on issues and projects of significance;
- e. Meets with stakeholders on behalf of the NEWROC, together with the NEWROC CEO and EO;
- f. Performs such other functions as are given to the Chair by the Act, any other written law or this Agreement; and
- g. Liaises with the CEO on NEWROC affairs and the performance of its functions.

Notes:

The role of the NEWROC Council is set out in section 2.7 of the Act.

The functions of the CEO are set out in section 5.41 of the Act.

The Chair may agree to the CEO speaking on behalf of the NEWROC – see section 5.41(f) of the Act.

5.5 Role of Deputy Chair

The Deputy Chair may perform the functions of Chair if;

- a. The office of Chair is vacant; or
- b. The Chair is not available or is unable or unwilling to perform the functions of Chair,

5.6 Role of members of NEWROC Council

- a. Achievement of the NEWROC purpose
- b. Strategic direction of the NEWROC and its management;
- c. Oversee the delivery of the annual implementation plan;
- d. Work cooperatively with other members;
- e. Support the involvement of CEO's and senior staff in the NEWROC;
- f. Promote the NEWROC;
- g. Represent the interests of the electors and residents of the Region;
- h. Facilitate communication between the community of the Region and NEWROC;
- i. Participate in NEWROC's decision-making processes at meetings of the NEWROC and its committees;
- j. Represent and undertake actions on behalf of NEWROC as authorised by the NEWROC Council;
- k. Form sub committees of the NEWROC; and
- l. Perform such other functions as are given to the member by the Act or any other written law.

5.7 Role of the NEWROC Executive

The role of the Executive is to:

- a. Assist in the achievement of the NEWROC purpose;
- b. Assist in the strategic direction of the NEWROC and its management;
- c. Identify opportunities and advocacy for the NEWROC Council;
- d. Participate in NEWROC's decision-making processes at Executive meetings of the NEWROC;
- e. Represent and undertakes actions as directed by the NEWROC Council;
- f. Assist to ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- g. Perform such other functions as are given by the NEWROC Council.

5.8 Role of CEO of NEWROC

The NEWROC CEO is to be from the Council that holds the Chair role and shall be rotated accordingly:

Shire of Mt Marshall
 Shire of Nungarin
 Shire of Wyalkatchem
 Shire of Koorda
 Shire of Mukinbudin
 Shire of Trayning
 Shire of Dowerin

If the NEWROC CEO position becomes vacant then the members of the NEWROC Council shall elect a new NEWROC CEO, as the case requires.

The role of the CEO is to:

- a. Advise the council in relation to functions of the NEWROC Council;

- b. Ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- c. Cause the NEWROC Council decisions to be implemented;
- d. Together with the NEWROC Chair, meets with stakeholders on behalf of the NEWROC;
- e. Liaise with the NEWROC Chair and NEWROC Executive Officer on the affairs of the NEWROC;
- f. Manage the NEWROC Executive Officer;
- g. Ensure that records and documents of the NEWROC are properly kept (delegated to the Executive Officer);
- h. Be the signatory to NEWROC bank accounts and oversees finances; and
- i. Perform any other function specified or delegated by the NEWROC Council.

5.9 Role of the Executive Officer of the NEWROC

The role of the Executive Officer is to:

- a. Action NEWROC Council and NEWROC Executive decisions;
- b. Keep the accounts of the NEWROC in order and receive all monies;
- c. Adhere to all financial and legal responsibilities;
- d. Custody of all books, documents, records and registers of the NEWROC;
- e. Assist in implementing the Strategic Plan;
- f. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- g. Foster partnerships;
- h. Undertake regular communication within the NEWROC and to key stakeholders;
- i. Undertake any other function as specified or directed by the NEWROC Council, Chair or CEO.

6. FINANCIAL CONTRIBUTIONS

6.1 Financial Year

The financial year of the NEWROC is 12 months from July 1

6.2 Annual membership

Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of NEWROC, which contribution shall be in the following proportions:

Shire of Koorda	-	1/7th
Shire of Mt Marshall	-	1/7th
Shire of Mukinbudin	-	1/7th
Shire of Nungarin	-	1/7th
Shire of Trayning	-	1/7th
Shire of Wyalkatchem-		1/7th
Shire of Dowerin -		1/7th

6.3 Additional contributions

Where the NEWROC Council determines that the Participants will make any contribution (other than the annual contribution) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Participants will make those contributions in the same proportions as set out in clause 6. The contributions so determined shall be as disclosed in the budget of NEWROC for each financial year

6.4 Manner of Payment

The contributions shall be paid by each Participant to NEWROC in the manner determined by the NEWROC Council.

6.5 Late Payment

Unless otherwise agreed, if a Participant fails to pay to NEWROC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to NEWROC, interest at the overdraft rate charged by NEWROC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

6.6 Winding Up of NEWROC Project

The NEWROC Council may resolve to wind up a Project. An absolute majority vote will be required by the NEWROC Council to resolve to wind up any Project.

6.7 Division of Assets

If a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.

Clause 6.6 shall not apply where the Project Participants advise NEWROC that a realisation of the property and assets is not necessary.

6.8 Division of Liabilities

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Participants in the proportions referred to in the original agreement.

6.9 Indemnification by Project Participants of NEWROC

If a Project is wound up then the Project Participants shall indemnify NEWROC (in the proportions referred to in the original plan) with respect to that liability or debt.

7. TERM AND TERMINATION

7.1 Winding up by Agreement

The Participants may, by agreement, wind up NEWROC.

7.2 Extension of Agreement

The Participants may, by agreement, extend the term of NEWROC.

7.3 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2025

7.4 Division of assets

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants. Division of assets to be realised at the end of the financial year plus any other project commitments.

7.5 Division of liabilities

If NEWROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of NEWROC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants.

8. WITHDRAWAL OF A PARTICIPANT

8.1 Withdrawal

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. No withdrawal can take place during this period. If a Participant intends to withdraw at the end of the three year MoU they must give notice advising the NEWROC of their intent to withdraw from the NEWROC.

8.2 When Withdrawal to Take Effect

Withdrawal will take effect as from 30 June next following.
The NEWROC Council may reinstate by absolute majority the membership of a former Participant once they have cleared all debts owed to the NEWROC

8.3 Entitlement or Liability of Withdrawing Participant

As soon as practicable following withdrawal taking effect on 30 June NEWROC shall distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if NEWROC was wound up; or

Be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the NEWROC was wound up, as the case may be.

8.4 Participants May be Required to Pay Distribution

If the NEWROC is unable to meet the distribution from funds on hand then, unless the NEWROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the NEWROC.

9. ADMITTING NEW MEMBERS

Section 3.65 of the Local Government Act 1995 is to apply.

Prospective new members may be admitted by a decision of the NEWROC Council and shall be required to contribute to NEWROC a sum determined by the NEWROC Council that is described as "the entry sum" and in addition a sum equal to the current year's contribution schedule or such other sum agreed to by the NEWROC Council.

Note:

This Memorandum of understanding can be amended to include another local government as a party to the amending agreement – see section 3.65(2) of the Act.

10. BORROWINGS

NEWROC is not permitted to borrow funds.

Notes:

Section 3.66 (4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless the Memorandum of Understanding provides that it does.

Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

11. DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference ('dispute') arising between the Participants and NEWROC or any of them at any time as to any matter or thing arising under or in connection with this Memorandum of Understanding, then a Participant or NEWROC may give to the other Participants and NEWROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Participant or NEWROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 25 business days from the date of sending the dispute notice, the Participant or NEWROC giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

11.3 Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Participants consent to each other and to NEWROC being legally represented at any such arbitration.

12. INTERPRETATION

In this Memorandum of Understanding unless the context requires otherwise:

Words importing the singular include the plural and vice versa;

Words importing any gender include the other gender;

References to persons include corporations and bodies politic;

References to a person include the legal personal representatives, successors and assigns of that person;

A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);

References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
References to writing include any mode of representing or reproducing words in tangible and permanently visible form, including confirmed facsimile transmission and email with receipt confirmation;
An obligation of two or more parties shall bind them jointly and severally;
If a word or phrase is defined cognate words and phrases have corresponding definitions;
An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
Reference to anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

12.1 Headings and footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

Time - References to time are to local time in Perth, Western Australia;
Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13. AMENDMENT TO MEMORANDUM OF AGREEMENT

The Participants may amend this Memorandum of Understanding by unanimous consent,

Note:

1. Refer section 3.65(1) of the Act.

EXECUTED by the Parties

PARTICIPANT	Date of resolution to enter this Memorandum of Understanding
Shire of Dowerin	
Shire of Koorda	
Shire of Mt Marshall	
Shire of Mukinbudin	
Shire of Nungarin	
Shire of Trayning	
Shire of Wyalkatchem	

THE COMMON SEAL of SHIRE OF DOWERIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KOORDA was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF MT MARSHALL was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF MUKINBUDIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NUNGARIN was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF TRAYNING was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF WYALKATCHEM was hereunto affixed in the presence of:

President

Chief Executive Officer

