



**SHIRE OF MORAWA**

**ATTACHMENTS**

**ORDINARY MEETING OF COUNCIL**

**Thursday, 19 November 2020**



**WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY**

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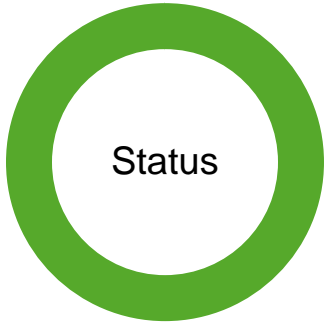


# **Shire of Morawa - October 2020 Integrated Planning Report**

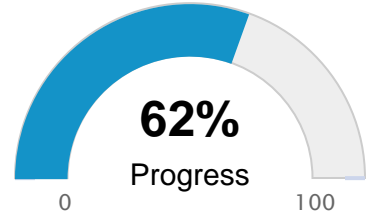
Report Created On: Nov 09, 2020

<b>1</b> Strategy	<b>12</b> Action
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## Overall Summary



● On Track      %  
100.0



### Report Legend

 No Update

 Overdue

 Priority

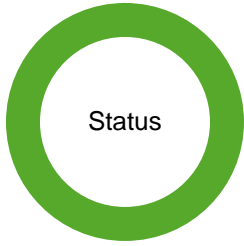


# Plan Summary

## Objective 1

Progress 58%

Owner: Rob Paull



● On Track

%	#
100.0	7

Strategy: 1

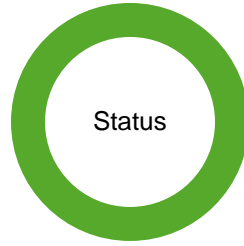
Action: 7

Economic Pillar: A diverse, resilient and innovative economy.

## Objective 2

Progress 67%

Owner: Rob Paull



● On Track

%	#
100.0	5

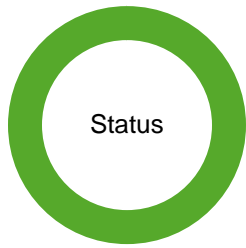
Action: 5

Environment Pillar: Protect and enhance the natural environment.

**Outcome 1.1**

Progress 85%

Owner: Rob Paull



● On Track

%	#
100.0	1

Strategy: 1

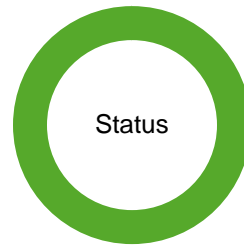
Action: 1

Maintain and increase the population. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.1; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 1.1.

**Outcome 1.2**

Progress 82%

Owner: Rob Paull



● On Track

%	#
100.0	3

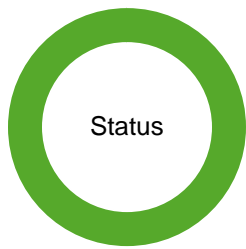
Action: 3

Maximise business, industry and investment opportunities. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.2; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 1.2.

**Outcome 1.7**

Progress 25%

Owner: Rob Paull



● On Track

%	#
100.0	3

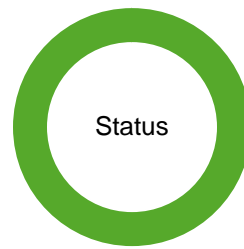
Action: 3

Well maintained local roads and ancillary infrastructure Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.7; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 1.7.

**Outcome 2.1**

Progress 65%

Owner: Rob Paull



● On Track

%	#
100.0	1

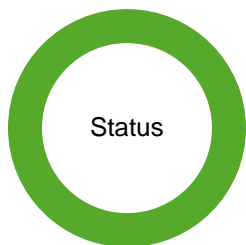
Action: 1

Ensure natural resources are used efficiently and effectively. Greater communication, encouragement and promotion of recycling and recycling initiatives. Source cross-references: Shire of Morawa Strategic Community Plan 2018-20...

**Outcome 2.2**

Progress 68%

Owner: Rob Paull



● On Track

%	#
100.0	4

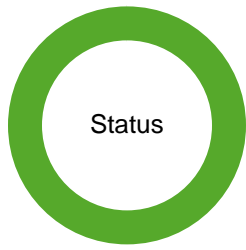
Action: 4

Enhance and promote rehabilitation of our native vegetation. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.2; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 2.2. Respons...

### Strategy 1.1.1

Progress 85%

Owner: Ellie Cuthbert



● On Track

%	#
100.0	1

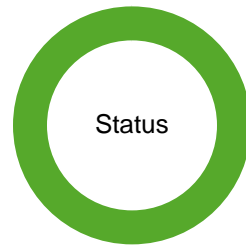
Action: 1

Make land available for commercial and industrial uses, including the progression of stage 1 industrial area. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.1.1; Shire of Morawa Corpora...

### Strategy 1.2.1

Progress 85%

Owner: Ellie Cuthbert



● On Track

%	#
100.0	1

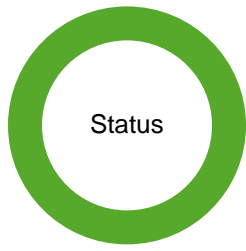
Action: 1

Continue to liaise with CBH to upgrade and extend grain handling and storage facilities. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.2.1; Shire of Morawa Corporate Business Plan 2018...

### Strategy 1.2.2

Progress 80%

Owner: Ellie Cuthbert



● On Track

%	#
100.0	1

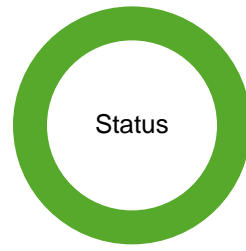
Action: 1

Promote Morawa as an attractive place to live and work with appropriate promotional videos suitable for different platforms, including social networking. Source cross-references: Shire of Morawa Strategic Community Plan 2018-20...

### Strategy 1.2.3

Progress 80%

Owner: Ellie Cuthbert



● On Track

%	#
100.0	1

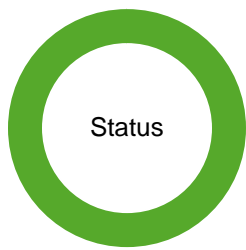
Action: 1

Continue to support development of the tourism industry - such as Bike Trails. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.2.4; Shire of Morawa Corporate Business Plan 2018-2022 Refe...

### Strategy 1.7.2

Progress 27%

Owner: Paul Buist



● On Track

%	#
100.0	1

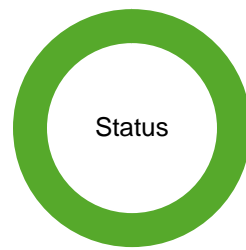
Action: 1

Maintenance and renewal of roads, and ancillary infrastructure is undertaken in accordance to Shire Asset Management Plan. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.8.2; Shire of M...

### Strategy 1.7.4

Progress 24%

Owner: Paul Buist



● On Track

%	#
100.0	1

Action: 1

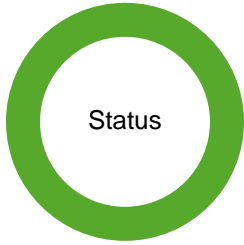
Control roadside vegetation. Source: Corporate business plan 2018 summary. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.8.4; Shire of Morawa Corporate Business Plan 2018-2022 Referenc...

### Strategy 1.7.5



Progress 23%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

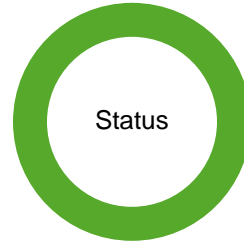
Develop Footpath Development and Asset Management Plan. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.8.5; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 1.7.5. Key Part...

### Strategy 2.1.2



Progress 65%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

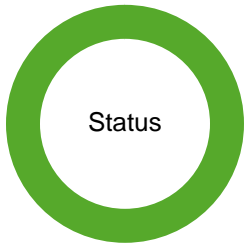
Increase capacity of Town Dam to enable reuse greening initiatives. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.1.3; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 2.1...

### Strategy 2.2.1



Progress 66%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

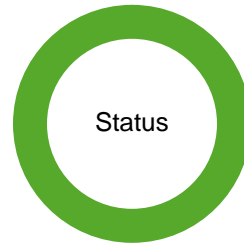
Continue to manage feral flora and fauna. Contribution to the CWBA might be required in out years. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.2.1; Shire of Morawa Corporate Business ...

### Strategy 2.2.2



Progress 58%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

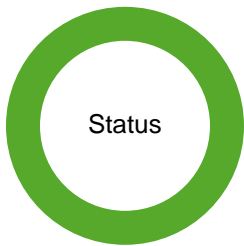
Rehabilitate, protect and conserve Shire controlled land, with greater emphasis on controlling Declared Pest Plants. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.2.2; Shire of Morawa ...

### Strategy 2.2.3



Progress 75%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

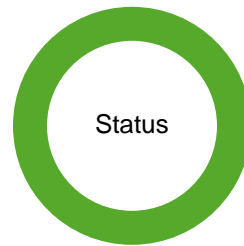
Support and promote environmental management practices. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.2.3; Shire of Morawa Corporate Business Plan 2018-2022 Reference #2.2.3. Responsib...

### Strategy 2.2.4



Progress 73%

Owner: Paul Buist



● On Track

% | #  
100.0 | 1

Action: 1

Undertake a Flora and Fauna Study. Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #2.2.4; Shire of Morawa Corporate Business Plan 2018-2022 Reference #2.2.4. Key Partners: DER. Responsible...

**Strategy 1.1.1**

Progress 85%



Make land available for commercial and industrial uses, including the progression of stage 1 industrial area.

	%	#
● On Track	100.0	1

Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference #1.1.1; Shire of Morawa Corporate Business Plan 2018-2022 Reference # 1.1.1; Key Partners #LANDCORP

Owner: Ellie Cuthbert

Action: 1

Update provided by Ellie Cuthbert on Oct 01, 2020 06:27:28

Shire owned residential land lots have been put out for tender and the paid promotions have gone into the Geraldton guardian. Additional quotes have been sought from online companies to market those lots over the longer term should no tenders be obtained.

**Action 1.1.1.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 85%

Continue to monitor any requirement for the supply of industrial land, should future demand increase.

Owner: Ellie Cuthbert

Update provided by Ellie Cuthbert on Oct 01, 2020 06:30:32

Have held discussions with CEO regarding the industrial land located on the Morawa Yalgoo Road regarding future possibilities of sub dividing lots.

**Action 1.2.1.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 85%

Formalise regular meetings with CBH to maintain contact and a clear channel of communication.

Owner: Ellie Cuthbert

Update provided by Ellie Cuthbert on Oct 01, 2020 06:30:56

Acting CEO continues to liaise with CBH.

**Action 1.2.2.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 80%

Prepare marketing plan using an external consultant.

Key Partners: #MWDC #DRD #Regen

Owner: Ellie Cuthbert

Update provided by Ellie Cuthbert on Oct 01, 2020 06:31:30

This is an action that will come out of the Economic Development and Tourism Strategy. Continuing to work on Economic Development Tourism Strategy.

**Action 1.2.3.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 80%

Supports Tourism Development item 1.2.3.

1. Identify community needs for products services in Morawa (identify Pop up Business opportunities).
2. Develop a Shire of Morawa Incentive scheme.
3. Identify and highlight specific locations available for pop-up businesses to operate from in Morawa as required.

Assess the potential for Pop-ups as part of business incentive with 1.2.3 - EDM. Key Partners: #TWA

#Regen

Owner: Ellie Cuthbert

Update provided by Ellie Cuthbert on Oct 01, 2020 06:34:03

Continuing to explore opportunities for pop ups.

Incentive scheme is currently on hold.

**Action 1.7.2.3**

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 27%

Deliver Road Maintenance Program for 2020/21, plan, budget, quote road maintenance in line with grants from Roads to Recovery (R2R) and Regional Road Group.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 00:55:54

Work On Canna North East Rd Is Nearly Completed

**Action 1.7.4.1**

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 24%

Underdertake 2020/21 maintenance programme to control vegetation.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 00:57:31

Quote has Been Organised for tree Pruning

**Action 1.7.5.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 23%

Construct Footpath - Prater Street (\$40.3K)

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 00:59:13

Foot Path for Dreghorn Street Design Of Footpath completed Calling Of Quote Being carried out

**Action 2.1.2.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 65%

Harness recycled water for reuse in greening initiatives around the sports ground. Install 4 x 50KI tanks to supply the existing pumps to reduce our dependence on scheme water.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 01:00:35

Tank at depot should be fitted shortly

**Action 2.2.1.1**

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 66%

Support the CWBA to implement their 2020/21 control program to reduce the numbers of feral pigs and wild dogs. Consider creating a measure to gauge the effectiveness of the program.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 01:01:50

Baiting of feral pigs and wild dogs is being carried out.

**Action 2.2.2.1**

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 58%

Execute the 2020/21 slashing and spraying program to control the spread of weeds and reduce the risk of wildfires

Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference ; Shire of Morawa Corporate Business Plan 2018-2022 Reference.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 01:03:51

Slashing of road Verges has been carried out. Need to Purchase new Spray Unit For Ute To carry out spraying

**Action 2.2.3.1**

Jul 01, 2019 - Jun 30, 2021

On Track

Progress 75%

Develop plan to support improved environmental management practices.

Source cross-references: Shire of Morawa Strategic Community Plan 2018-2028 Reference; Shire of Morawa Corporate Business Plan 2018-2022 Reference. Responsible person: Works Manager.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 01:11:43

Mluching Of Road verges Help With environmental Management Practices. Mulching of Offszanka Rd has been carried out on the South side Also Fabling Rd Been Mulched as well as Tubby Rd, but not all yet completed

**Action 2.2.4.1**

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 73%

Protect Fauna and Flora, liaise with EPA for 2020/21 and ensure staff are aware of protected areas within the Shire area.

Owner: Paul Buist

Update provided by Paul Buist on Nov 09, 2020 01:14:50

Rare Fauna and Flora Yellow Hockey sticks are in Place to mark Out Areas. Grader Drivers have been informed not to clear these areas.



# Shire of Morawa



**(DRAFT)**

**Policy Manual 2020**

# Shire of Morawa Policy Manual

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Councillors, please note that headings colours represent:

- **NEW POLICY**
- **EXISTING COUNCIL POLICY (UNCHANGED)**
- **EXISTING COUNCIL POLICY (MODIFIED)**
- **PREVIOUS COUNCIL POLICY**

# Shire of Morawa Policy Manual

## 1. ADMINISTRATION (ADM)

### ADM01 Flying of Flags - Council Buildings

Aim	To highlight the appropriate significance of the various flags, for the district and to guide Council staff on how to fly the Australian and other flags.
Application	Elected Members Council Employees Community Members
Statutory Environment	<i>Flags Act 1953, Flags Amendment Act 1998</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

#### Objective

This policy aims to be consistent with Australian Government protocols for flying flags.

#### Policy

The following underpins the policy position:

- The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community.
- Flag flying should be done with respect and with sensitivity to community expectations.
- This policy aims to be consistent with Australian Government protocols for flying flags.

#### **Australian National Flag, Western Australian State Flag and Australian Aboriginal Flag:**

The flags flown from the two (2) Administration Building flagpoles shall be the Australian National Flag and the Western Australian State Flag.

When facing the three flag poles from the Shire Office in Winfield Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag on the right of the Australian National Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag. The Australian National Flag and the Western Australian State Flag will also be presented in the Council Chambers in a similar manner.

#### **Flags at Half Mast:**

Flags may be flown at half-mast:

- at the Winfield Street flag poles as a sign of mourning at the passing of a local resident or past resident of the Shire of Morawa; or
- for a period of up to 2 working days from the time of notification of a local resident or past resident's death with the Flags also flown at half- mast on the day of their funeral; or
- when directed by the National or State Government; and at the discretion of the Chief Executive Officer and President.

#### REFERENCE:

*Booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag.*

# Shire of Morawa Policy Manual

## ADM02 Communications & Social Media Policy

Aim	To provide a professional, consistent and cohesive approach to addressing media related issues within the Shire of Morawa.
Application	Elected Members and Employees
Statutory Environment	<i>Local Government Act: Sections 5.41 (f); 2.8; 2.10</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

This policy aims to provide a professional, consistent and cohesive approach to addressing media related issues.

### Overview

A clearly defined Communications Policy will enhance the Shire of Morawa's corporate image and ensure a proactive and positive approach in dealing with the local communities and the wider public.

The media includes all traditional forms of media and extends to dealings with journalists from newspapers, magazines, TV, radio and online digital media sites.

This Policy aims to:

1. Ensure that relevant Shire issues of interest to the public are communicated clearly and the Shire's corporate integrity is upheld.
2. Maintain consistency and control over media releases, responses and statements - written or verbal - and other media-related material (such as the Inside Morawa newsletter).
3. Ensure that a Communications Plan, which includes a proactive media component, is prepared for major projects/issues.
4. Address the use of Social Media.

### Policy

All public statements on behalf of the Shire can only be issued by the Shire President or, if the President permits, the Chief Executive Officer (CEO). This is addressed under Section 5.41(f) of the *Local Government Act, 1995*.

The Shire President or CEO may refer an issue to another officer where appropriate. The Shire President, CEO or authorised person should express the will of the Council and should not in any way present views which are, or could be interpreted as being, inconsistent with the formal decisions or will of the Council.

Councillors are not permitted to speak on behalf of the Council to the media unless appropriate approval has been granted by the Shire President or CEO.

No employee can speak on behalf of the Shire to journalists in the media or social media outlets, without prior authorisation by the CEO.

# Shire of Morawa Policy Manual

Statements which are made to the media by Councillors are to be identified as their opinion only and do not reflect the position of Council or the Shire.

All staff and Councillors should be aware of the public perception that may be generated from their own personal use of social media or other communication channels, and consider any association or assumption that may be connected to their role within the Shire

## Media Releases and Statements

All enquiries from the media for an official comment, whether made to a Councillor or staff member, must be directed to the CEO or Media department. Information will then be coordinated with the Shire President and CEO to make an official response in line with the Shire's position.

Media releases and statements will not be distributed to the media until they have been approved by either the Shire President or CEO.

## Live Interviews

Unless otherwise approved by the Shire President or CEO, live on-air/on-screen interviews should be undertaken by the Shire President or CEO.

## Issues Awareness

Councillors and staff who become aware of issues or potential issues that could damage the image or reputation of the Shire, should contact the Shire President/CEO (as appropriate) immediately, as providing information in advance will help the Shire President /or CEO prepare for communication with the media if and when an issue arises – or to communicate in a proactive way about a relevant issue affecting members of the wider community.

## Social Media

Social media is the online communication channels which enables community interaction, content-sharing and collaboration. Examples include sites such as Twitter, Facebook, YouTube, LinkedIn, Reddit, Tumblr and Pinterest. The Shire recognises that social media can provide significant opportunities to engage with the community, reaching wider audiences, and in particular, remote areas that are not easily reached by other means.

Only the CEO and designated staff registered as the Social Media Administrators by the CEO can upload content and respond on behalf of the Shire of Morawa.

Content will be uploaded to the Shire of Morawa Facebook page only, and staff are not permitted to upload directly on behalf of the Shire to any other social media sites. Posts can be shared from the Shire of Morawa Facebook onto other Social Media sites – if technically feasible.

It is the responsibility of the Social Media Administrator to ensure all posts are without spelling errors, grammatically correct, non-offensive and have no potential political risk. If in doubt, consultation with the CEO is required.

Social Administrators must also be aware of, and assess the considerations required, under the Shire's various partnership agreements. If in doubt, consultation with Media or the relevant partnership manager is required.

Only an Authorised Officer may comment in the social media environment on behalf of the Shire. This includes implying that you are authorised as a spokesperson of the Shire, or give the impression that the views you express are those of the Shire.

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The Shire recognises that Staff and Councillors may wish to use social media in their personal life however are reminded to adhere to the Code of Conduct.

Employees have a duty of confidentiality and are expected to act in the best interests of the Shire. These obligations extend to any comments made on online forums or social media sites, including outside normal work hours.

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# Shire of Morawa Policy Manual

## ADM03 Community Engagement Policy

Aim	To ensure awareness of the Shire's principles toward community engagement
Application	Elected Members Employees Community Members
Statutory Environment	<i>Local Government Act (1995) Section 5.56, Planning for the Future</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

- To ensure Shire of Morawa stakeholders are well informed about issues, strategies and plans that may directly or indirectly affect them.
- To ensure Shire of Morawa stakeholders have the opportunity to be involved in Council's decision making and policy development.
- To seek the views of all stakeholders, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- To provide members of the community with the opportunity to hear each other's opinions and to recommend appropriate solutions to community issues.
- To ensure Council is meeting its legislative requirements regarding community consultation in all areas of its service delivery.
- Recognise that there is diversity in the activities and project Council undertakes and that the type of engagement should vary accordingly.

### Policy

Council is committed to engaging with the Shire of Morawa community.

Community engagement is about involving the community in decisions which affect them and it is critical to the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community. Community engagement does not mean achieving consensus. However, it does involve seeking broad, informed agreement and the best possible solution for Council and the community.

### Scope

The overarching principle is that the Shire will consult with our communities. Therefore, this policy applies not only to Shire of Morawa's Strategic Planning processes but to all facets of our operations and projects.

### Benefits of Community Engagement

There are numerous benefits from community engagement:

- Increased community awareness of Council's services, planning and programs;
- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process;

# Shire of Morawa Policy Manual

- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning is well aligned with community expectations;
- Increased level of community ownership and acceptance of decisions;
- Council and the community working together to address local issues; and
- The potential for the Council to save time and resources.

## Principles

The following principles underpin the Shire of Morawa's approach to community engagement.

### *Be open and inclusive*

1. We recognise that community participation is an integral part of informed decision making;
2. We promote and support opportunities for the community to actively participate;
3. We encourage involvement from all stakeholders and will use engagement processes that are accessible and inclusive;

### *Create mutual trust, respect and be accountable*

1. We treat all stakeholders in the engagement process with respect and dignity;
2. We will approach engagement from an impartial perspective;
3. We will be accountable, accessible and ethical in all dealings with the community.

### *Engage early and be clear*

1. We will seek early engagement and regularly involve the community in decision making;
2. We will communicate clearly the objectives of the engagement process and provide community members with all available, relevant information as part of the consultation engagement process to ensure informed discussion;
3. We will communicate the parameters of the engagement process to participants from the outset, including legislative requirements, Council's sphere of influence, conflicting community views, policy frameworks and context, budget constraints etc.;
4. We acknowledge that planning is a critical process to deliver successful outcomes and are committed to developing and implementing community engagement plans.

### *Consideration and Feedback*

1. We are committed to demonstrating that we have considered all community contributions and relevant data, prior to making any decisions that affect the local community;
2. We are committed to providing participants with feedback at key stages throughout the project and upon completion and how community input influenced the decision.

### *Skills and Resources*

1. We recognize the skills required to undertake community engagement and will provide staff with opportunities for further skill development and training;
2. We recognize that from time to time we may need to retain professional consultants to assist with certain engagement strategies.

# Shire of Morawa Policy Manual

## ADM04 Complaints Management Policy

Aim	To develop a structured and systematic approach for complaints received by the Shire of Morawa from external persons
Application	Elected Members Employees
Statutory Environment	Nil
Approval Date	OCM 21 September 2017
Last Review	N/A
Next Review	2022
Review Period	Every 2 years

### Objectives

The objectives of this policy are:

1. To develop a structured and systematic approach to dealing with complaints received by the Shire of Morawa from external persons and/or businesses.
2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
3. To use complaints statistics to improve the effectiveness and efficiency of Council's operations.

### Policy

1. The Shire of Morawa encourages and recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
2. The Council and its staff will be open and honest in its dealings with customers, and, where no action is proposed in response to the complaint, will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
3. The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

### Guidelines

1. Any person or their representative can lodge a complaint.
2. Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
3. Complaints considered to be anonymous will be addressed under Anonymous Communications Policy
4. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding:
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or elected members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by Council

## Shire of Morawa Policy Manual

- d) failure of Council to comply with the *Local Government Act 1995*, Council policies, Council's local laws and other laws administered by Council.
5. The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
  - a) requests for services;
  - b) requests for information or explanations of policies and/or procedures;
  - c) the lodging of a formal objection or appeal in accordance with the *Local Government Act* and other Acts or in accordance with Council policies or standard procedures;
  - d) the lodging of a submission in response to an invitation for comment;
  - e) asset maintenance related complaints/works requests – which are to be processed via Customer Action/Works Requests forms (both paper and electronic).
  - f) matters relating to Rules of Conduct of elected members.
6. Complaints regarding elected members are to be directed to the CEO. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct or Rules of Conduct if relevant.
7. Complaints from Councillors, the Ombudsman, and the *Local Government 1995* Department or from Members of Parliament shall be referred to, and dealt with by the CEO, unless the complaints relates to the CEO, whereupon the complaint will be dealt with by the Shire President.
8. When any complaint is made, other than a complaint referred to in clauses 6 and 7, the designated receiving officer shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible.
9. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving officer shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to an Executive Manager or the CEO, as is appropriate, for investigation and determination of the complaint.
10. The following standard response times shall, ideally, be adhered to by all staff when dealing with complaints:
  - a) Acknowledging in writing within 72 hours that the complaint has been received and a response will be given within 7 days; and
  - b) Issue an acknowledgement and explanation for any delay before the initial 7 days is up.

Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a 7-day period, the complainant is to be provided with status reports from time to time until the complaint is satisfied.

11. Where a complaint has been investigated and found to be justified, the relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The officer will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

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12. Where a complaint may identify the need for a review of procedures to prevent reoccurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the officer, they must liaise with their Executive Manager or the CEO to agree on a course of action.
13. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.
14. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:
  - a) nature of each complaint;
  - b) services or facilities about which the complaints are made;
  - c) time taken to conclude complaint investigations;
  - d) outcomes;
  - e) trends; and
  - f) other relevant information.
15. The designated receiving officer of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in an appropriate manner.
16. The CEO may cease review of a complaint if it:
  - a) Has previously been dealt with by the Shire;
  - b) Was lodged more than twelve months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern; or
  - c) If another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

# Shire of Morawa Policy Manual

## ADM05 Memorials on Council Controlled Land

Aim	To preserve the amenity of public reserves and provide guidelines on what memorials may be placed in public places and the process for the placement of a memorial.
Application	Elected Members Council Employees Community Members
Statutory Environment	<i>Local Government Act 1995</i> <i>Land Administration Act 1997 Road Traffic Act 1974</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objectives

To preserve the amenity of public reserves by managing the placement of private monuments and memorials; and

To provide guidelines on what memorials may be placed in public places and the process that needs to be followed to gain consent for the placement of a memorial.

### Policy

#### Memorials Located on Public Land

The creation or placement of memorials or monuments on public land is not permitted unless the consent of the Shire of Morawa is provided.

#### 1. Seats

- a. Shire of Morawa will consider applications for the placement of seats with plaques in appropriate locations, such as along paths and in accordance with any Land Management Orders that may operate for the reserve. Applications must be made in writing to the Chief Executive Officer with a clear description of the proposed location. All applications will require Council approval.
- b. The purchase and placement of the seat will be at the expense of the applicant and the seat will be to Shire specifications and the location in accordance with Shire wishes. Approval will also be required for the wording to be placed on a plaque.
- c. Fees and Charges for the installation of the seat is as scheduled under Labour Costs, Private Works.

#### 2. Plinths and Rocks with Plaques

- a. It is the responsibility of the donor to arrange manufacture and delivery of plaques approved by the Shire of Morawa.
- b. Such memorials will not be permitted on public land unless the person, event or location is of historical significance and the memorial is approved by the Council.
- c. The placement of plinths and rocks with plaques will be to Shire specifications and the location in accordance with Shire wishes. Costs associated with purchasing the plaque, plinth or support/surround and engraving the chosen message are the responsibility of the donor. Approval will also be required for the wording to be placed on a plaque.
- d. Fees and Charges for the installation of the plinths and rocks with plaques is as scheduled under Labour Costs, Private Works.

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## 3. Trees

- a. The Council will consider applications for the planting of trees on public land. The location and species of the trees will be to Shire specifications. Trees will not be marked with plaques.
- b. The purchase and placement of the tree will be at the expense of the applicant and will be to Shire specifications and the location in accordance with Shire wishes.
- c. Fees and Charges for the installation of the tree is as scheduled under Labour Costs, Private Works.

## 4. Roadside Memorials on Shire Roads

- a. The Shire of Morawa will permit the creation of small roadside memorials unless they are causing safety concerns for the public or if the Road Traffic Act 1974 requires their removal.
- b. Consent is not required for the placement or creation of these memorials. However if they are considered a safety risk then the memorial will be removed without notification.

## 5. Scattering of Ashes

The scattering of Ashes within the Shire's owned or managed property may be permitted with the consent of the Chief Executive Officer.

## 6. Memorial Gardens

- a. This policy applies to all Shire gardens and not existing or past cemeteries.
- b. All memorial garden plaques are to be larger than 150mm x 150mm, with the surrounding plinth or support / surround no larger than 200mm x 200mm.
- c. No responsibility is to be taken by the Shire of Morawa for the ongoing maintenance of the memorials.
- d. If the memorial plaque deteriorates to a point at being unsafe then the Shire of Morawa reserves the right to remove the memorial or plaque without notice.
- e. No responsibility is to be taken by the Shire of Morawa for any damage to any memorial or for their unauthorised removal.
- f. The Shire of Morawa reserves the right to remove any memorials at any time.
- g. The Shire of Morawa may purchase, install, and maintain plaques for deceased past Councillors and staff of the Shire.



# Shire of Morawa Policy Manual

## ADM06 Closure of Certain Facilities – Christmas/New Year Period

Aim	To provide direction to the Chief Executive Officer in relation to the closure of Shire facilities (i.e. administration, works and services) over the Christmas and New Year period.
Application	Employees
Statutory Environment	<i>Local Government Act 1995</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

This policy is to authorise the closure of certain Shire facilities over the Christmas and New Year period.

### Policy

To assist with the efficient and effective management of Shire of Morawa's Administration Office and Works Depot during the Festive Season holiday period ensuring that patrons receive sufficient notification of the closures.

Council provides guidelines to the Chief Executive Officer in the closure of Administration and Works Depot facilities across the Christmas and New Year holiday period. The Administration Office and Works Depot will be closed for business from 4 pm on the last working day before Christmas and re-open on the second working day following New Year's Day.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days inclusive of public holidays, excluding weekends.

Provided:

- a) Staff use Annual Leave, Time in Lieu or Rostered Days Off to account for those days not designated as public holidays;
- b) The Chief Executive Officer has established an appropriate 'skeleton-crew' for the duration of the period;
- c) Staff emergency contact details are made available to the public;
- d) The closures are advertised locally via newspaper and notice board notification. Council may receive a report from the Chief Executive Officer no later than the Ordinary Council Meeting in October each year advising of the details of the forthcoming Christmas and New Year closure period.

### Scope

This Policy applies to the Shire Administration Offices, Libraries, and Works Depots only.



# Shire of Morawa Policy Manual

## ADM 07 Key/Swipe Card Policy

Aim	The Key/Swipe Card Policy is to help protect the life, property and security of facilities and their occupants
Application	Elected Members and Staff
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2022
Review Period	2 years

### Objectives

To serve as the framework by which all Shire of Morawa keys and swipe cards will be managed, issued, duplicated, stored, controlled, returned, replaced and accounted for.

This policy shall apply to all keys and swipe cards (hereinafter referred to as keys) including those to all properties, plant and equipment owned and operated by the Shire of Morawa.

This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised.

### Policy

Council reserves the right to cancel a swipe card (electronically) if it is determined that it is not being used within the guidelines.

### Guidelines

- Keys shall be stored in a locked cabinet or container. A key control management program shall be utilized.
- All keys shall remain the property of the Shire of Morawa.
- A key shall be issued only to individuals who have a legitimate and official requirement for the key.
- All keys shall be returned and accounted for.
- Key holders shall take measures to protect and safeguard any keys issued to them or in their name.
- Keys that are no longer required for authorised purposes shall be returned to the Shire.
- Key holders shall not loan their key.
- Key holders shall not use their key to grant access to non-authorised persons.
- A deposit for each key issued will be collected by the Shire as set out in the Shire of Morawa Fees and Charges.
- Key holders shall not attempt in any manner to duplicate or alter keys in their possession.
- Key holders shall immediately report any lost, missing, stolen or damaged keys.
- Persons entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open any doors.

# Shire of Morawa Policy Manual

## 2. CORPORATE (CORP)

### CORP01 Risk Management Policy

Aim	The Shire of Morawa is committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.
Application	Elected Members and Staff
Statutory Environment	<i>Local Government Act (1995) 5.56(2)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

#### Objective

The objective of this Policy is to state the Shire of Morawa's (the 'Shire's') intention to identify potential risks so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

#### Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk Management – Guidelines), in the management of all risks that may affect the Shire to meet its objectives.

Risk management functions will be resourced appropriately to meet the size and scale of the Shire's operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, all employees, volunteers and contractors involved in any Shire operations.

#### Risk Management Objectives:

The following points provide detail on the objective specifics:

1. Aligns with and assist the implementation of all Shire policies.
2. Optimises the achievement of the Shire's vision, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision making.
4. Embeds appropriate and effective controls to mitigate risk.
5. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhances organisational resilience.
7. Identifies and provides for the continuity of critical operations.

# Shire of Morawa Policy Manual

Policy Definitions (from AS/NZS ISO 31000:2018)

**Risk:** Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation wide, project, product or process).

**Risk Management:** Coordinated activities to direct and control an organisation with regard to risk.

**Risk Management Process:** Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

**Roles & Responsibilities** Council's role is to;

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria;
- Finance the Auditor General's appointment of external Auditors; and
- Establish and maintain an Audit & Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for:

- the implementation of this policy;
- measurement and reporting on the performance of risk management;
- review and improvement of this Policy and the Shire's Risk Management Framework/Procedures at least biennially or in response to a material event or change in circumstances; and
- The allocation of roles, responsibilities and accountabilities.

## Risk Assessment and Acceptance Criteria

All identified risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's risk appetite and are to be noted within the individual risk assessment.

## Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This Policy will be kept under review by the Shire's Executive Management Team and will be formally reviewed by Council biennially.

# Shire of Morawa Policy Manual

## CORP02 Asbestos Policy

Aim	The Shire acknowledges the serious health hazard of exposure to asbestos.
Application	Elected Members and Staff
Statutory Environment	<i>Local Government Act 1995</i> <i>Environmental Protection Act 1986</i> <i>Health (Miscellaneous Provisions) Act 1911;</i> <i>Health (Asbestos) Regulations 1992</i> <i>Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition [NOHSC: 2002(2005)];</i> <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]</i> <i>Demolition work code of practice 2015 (catalogue no WC03841)</i> <i>Contaminated Land Management Act 1997</i> <i>Guidance Note: Identification of Asbestos Containing Material</i> <i>Guidance Note: Asbestos Cement Fences</i> <i>Guidance Note: Asbestos Cement Roofs</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objectives

This policy aims to outline the role of the Shire and other organisations in managing asbestos, and the Shire's relevant regulatory powers. Please refer to the Shire's *Managing Asbestos Guidelines* for information on:

- the Shire's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents;
- general advice for residents on renovating homes that may contain asbestos;
- the Shire's development approval process for developments that may involve asbestos and conditions of consent;
- waste management and regulation procedures for asbestos waste in the LGA; and
- sources of further information.

### Policy

#### Introduction

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos. Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place.

However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.

# Shire of Morawa Policy Manual

Further information about asbestos and the health impacts of asbestos including website links to additional information can be found at:

- [https://ww2.health.wa.gov.au/Articles/A\\_E/About-asbestos](https://ww2.health.wa.gov.au/Articles/A_E/About-asbestos) and
- [https://ww2.health.wa.gov.au/~/\\_media/Files/Corporate/general%20documents/Asbestos/PDF/Guidelines-Asbestos-Contaminated%20Sites-May2009.pdf](https://ww2.health.wa.gov.au/~/_media/Files/Corporate/general%20documents/Asbestos/PDF/Guidelines-Asbestos-Contaminated%20Sites-May2009.pdf).

The Shire has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA); and
- workers and other persons in the Shire's workplaces.

The Shire's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- contaminated land management;
- the Shire's land, building and asset management;
- emergency response;
- land use planning (including development approvals and demolition);
- regulation of activities (non-work sites); and
- waste management and regulation.

## Scope

- This policy applies to all of the land within the Shire of Morawa.
- The policy along with the Shire's *Managing Asbestos Guidelines* provides information for the local community and wider public. Definitions for key terms used in the policy are provided in Appendix A.
- The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.
- The policy outlines the Shire's commitment and responsibilities in relation to safely managing asbestos and general advice is contained within the Shire's *Managing Asbestos Guidelines*.
- For specific advice, individuals are encouraged to contact the Shire or the appropriate organisation.
- The policy does not provide detail on specific procedures. More information and practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:
  - Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia May 2009<sup>1</sup>
  - Asbestos Regulators Brochure - provides a detailed list of agencies with their roles and contact details
  - [Guidance Note: Identification of Asbestos Containing Material \(PDF 2.4MB\)](#)
  - [Guidance Note: Asbestos Cement Fences \(PDF 1.3MB\)](#)
  - [Guidance Note: Asbestos Cement Roofs \(PDF 1.13\)](#)
  - [Renovation rules for maintaining and removing asbestos containing products in the home \(HealthyWA\) \(external site\)](#)
  - [Prohibited: Pressure Cleaning of Asbestos Cement Roofs 2010 \(PDF 157KB\)](#)
  - [Asbestos in Carpet Underlay - December 2009 \[PDF 206KB\]](#)
  - [Asbestos in Carpet Underlay - Frequently Asked Questions - December 2009 \[PDF 162KB\]](#)
  - additional guidance material listed in the Shire's *Managing Asbestos Guidelines*.

# Shire of Morawa Policy Manual

## **Definitions**

Definitions are provided in Appendix A.

## **Roles and Responsibilities of the Shire**

### Educating residents

The Shire will assist residents to access appropriate information and advice on the:

- prohibition on the use and re-use of asbestos containing materials;
- requirements in relation to development, land management and waste management;
- risks of exposure to asbestos;
- safe management of asbestos containing materials; and
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in the Shire's *Managing Asbestos Guidelines*.

### Managing land

The Shire is responsible for managing public land. This may include land with naturally occurring asbestos and land contaminated with asbestos as outlined in the Shire's *Managing Asbestos Guidelines*.

### Managing Waste

The Shire is responsible for meeting certain obligations under relevant legislation by enacting the powers there-in.

Those actions include issuing infringement notices for the following;

- Selling or supplying asbestos cement product;
- Using an asbestos cement product;
- Storing, breaking, damaging, cutting, maintaining, repairing, removing, moving, or disposing of, or using any material containing asbestos without taking reasonable measures to prevent; asbestos fibres entering the atmosphere;
- Moving a dwelling-house built wholly or partly with an asbestos cement product;
- Failing to comply with a condition on an approval;
- Cutting or deliberately breaking an asbestos cement product for the purpose of, or in the course of, moving a dwelling-house built wholly or partly with an asbestos cement product;
- Supplying material containing asbestos to another for the purpose of having another person dispose of it;
- Transporting material containing asbestos; and
- Failing to inform a person that material is or contains asbestos.

### Regulatory responsibilities

The Shire has regulatory responsibilities under the following legislation;

- *Health (Miscellaneous Provisions) Act 1911; and*
- *Health (Asbestos) Regulations 1992.*

Legislation, policies and standards relating to the safe management of asbestos are listed in the Shire's *Managing Asbestos Guidelines*. The situations in which the Shire has a regulatory role in the safe management of asbestos are listed in the Shire's *Managing Asbestos Guidelines*.

### Responsibilities to workers

The Shire is committed to fulfilling its responsibilities to workers under the:

- Occupational Safety and Health Regulations 1996;



# Shire of Morawa Policy Manual

- Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)]; and the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)], as well as maintaining a safe work environment through the Shire's;
  - general responsibilities;
  - education, training and information for workers;
  - health monitoring for workers; and
  - procedures for identifying and managing asbestos containing materials in Shire's premises.

## Other Stakeholders Involved in Managing Asbestos

The Shire is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

## Complaints and Investigations

Complaints and inquiries may be directed to the Shire about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to WorkSafe WA - Department of Mines, Industry Regulation and Safety.

Complaints and inquiries regarding premises licensed under the Environment Protection Act 1986 should be directed to the Department of Water and Environmental Regulation.

The Shire will respond to complaints and inquiries regarding:

- the Shire's requirements in relation to development, land management and waste management;
- derelict properties;
- general asbestos safety enquiries;
- illegal dumping;
- safe removal and disposal of minor quantities of asbestos materials; and
- unsafe work at a residential property conducted by a homeowner or tenant.

## Implementing the Shire's Asbestos Policy

### *Supporting documents*

The implementation of this policy is supported by:

- the Shire's Managing Asbestos Guidelines;
- Standard Conditions of Development Approval;
- maintenance and inspection schedules for Shire-owned assets; and
- the Shire's Asbestos Register.

## Communicating the Policy

This is a publicly available policy. The policy is to be made available via the Shire's website: [www.morawa.wa.gov.au](http://www.morawa.wa.gov.au)

The Shire incorporates a statement regarding compliance with this policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the policy, the revisions will be approved by the Shire's Chief Executive Officer (CEO) and the CEO will notify all persons who may have cause to undertake, arrange or supervise any potentially hazardous activities listed in the Shire's Managing Asbestos Guidelines on behalf of, or for, the Shire.

# Shire of Morawa Policy Manual

## Appendix A – Definitions

<b>Airborne Asbestos</b>	any fibres of asbestos small enough to be made airborne.
<b>Asbestos</b>	the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysotile, crocidolite, tremolite, and any mixture containing 2 or more of those
<b>Asbestos Containing Material (ACM)</b>	any material or thing that, as part of its design, contains asbestos.
<b>Asbestos Cement Product</b>	a product or part of a product containing asbestos in a cement binder
<b>Asbestos-Contaminated Dust or Debris (ACD)</b>	means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
<b>Asbestos-Related Work</b>	work involving asbestos that is permitted under regulation, other than asbestos removal work.
<b>Asbestos Waste</b>	any waste that contains asbestos (includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools).
<b>Contaminant</b>	any substance that may be harmful to health or safety.
<b>Contamination Of Land</b>	the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment.
<b>Control Measure</b>	in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.
<b>Development</b>	means: <ul style="list-style-type: none"> <li>• the use of land</li> <li>• the subdivision of land</li> <li>• the erection of a building</li> <li>• the carrying out of a work</li> <li>• the demolition of a building or work</li> <li>• any other act, matter or thing that is controlled by an environmental planning instrument.</li> </ul>
<b>Development Application</b>	an application for consent to carry out development.
<b>Exempt Development</b>	a minor development that does not require any planning or construction approval because it is exempt from planning approval.
<b>Friable Asbestos</b>	material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, or any material which contains asbestos.
<b>Health</b>	physical and psychological health.
<b>Health Monitoring</b>	of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.
<b>In Situ Asbestos</b>	asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.
<b>Naturally Occurring Asbestos</b>	the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
<b>Non-Friable Asbestos</b>	material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.



## Shire of Morawa Policy Manual

<b>Occupier</b>	includes a tenant or other lawful occupant of premises, not being the owner.
<b>Waste</b>	<p>includes:</p> <ul style="list-style-type: none"> <li>• any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or</li> <li>• any discarded, rejected, unwanted, surplus or abandoned substance, or</li> <li>• any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or</li> </ul> <ul style="list-style-type: none"> <li>• any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or</li> <li>• any substance prescribed by the regulations made under the Environmental Protection Act 1986 to be waste.</li> </ul>
<b>Waste Facility</b>	any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

DRAFT

# Shire of Morawa Policy Manual

## CORP03 Closed Circuit Television and Video Surveillance Devices Management

Aim	To establish and clearly define the Shire's approach to the deployment and management of Closed Circuit Television, Video Surveillance Devices and Tracking Devices.
Application	All Elected Members and Senior Management
Statutory Environment	<i>Surveillance Devices Act 1998</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	Every 2 years

### Objective

To establish and clearly define the Shire's approach to the deployment and management of Closed Circuit Television (CCTV), Video Surveillance Devices (VSD's) and Tracking Devices Shire wide.

### Policy

The Shire deploys a range of CCTV, VSDs and Tracking Devices to meet its operational needs.

The Shire uses CCTV VSD and Tracking devices for asset protection, staff safety, to improve the perception of community safety, and to achieve operational efficiency. These devices may occasionally be used to assist in a human resources enquiry.

The Shire restricts its activity to Shire property and to limited areas of the public realm. The Shire is not attempting to provide a policing function to the community but supports the activities of WA Police by providing access to its footage for post incident investigation.

The Shire does not constantly monitor its CCTV.

The Shire will not provide permanent CCTV coverage to private property, residential areas or shopping centres, but may assist in identified "hot spot" locations by providing mobile CCTV coverage for limited periods.

The oversight of these surveillance functions is provided by a CCTV and Surveillance Devices Management Committee in accordance with the *Surveillance Devices Act 1998* (the Act).

The Shire aims to comply with this and other relevant legislation by:

- ensuring only staff appropriately licenced by WA Police can install or operate CCTV and surveillance equipment or access and download stored footage;
- access for simple reviewing of footage can only be given to approved operational staff and viewed in a controlled environment with a signed Deed of Confidentiality;
- ensuring all footage is kept as a minimum for the length of time dictated in the Act; and
- ensuring surveillance devices not yet listed in the Act are treated in accordance with the Act.

# Shire of Morawa Policy Manual

## 3. ELECTED MEMBERS (ELM)

### ELM01 Official Photographs

Aim	To ensure that there is a historical photographic record, and official listing kept of serving Councillors and Senior Management of the Shire.
Application	All Elected Members and Senior Management
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2022
Review Period	Every 2 years

#### Objective

To ensure that there is a historical photographic record, and official listing kept of serving Councillors and Senior Management of the Shire.

#### Policy

A formal group photograph of all elected members will be taken after the election of each new Council.

# Shire of Morawa Policy Manual

## ELM02 Recognition of Retiring Councillors

Aim	To formally recognise retiring Elected Members for their services during their elected term in local government and citizens of the Shire for their contributions to the community.
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995 s. 5.100A</i> <i>Administration Regulations 34AC</i>
Approval Date	OCM 19 November 2020
Last Review	2018
Next Review	2022
Review Period	4 years

### Objective

To formally recognise retiring Elected Members for their services during their elected term in local government and citizens of the Shire for their contributions to the community.

### Policy

Retiring Elected Members are recognised at their last Ordinary Council meeting or at an official function recognising past Elected Members. Retiring Elected Members are presented with:

- A name plaque;
- A certificate of service; and
- A gift up to the value of \$500.

### Definitions

*Retiring* - Not being re-elected or standing down from public office.

# Shire of Morawa Policy Manual

## ELM03 Code of Conduct

Aim	The Code provides a guide and a basis of expectations for Council Members, Committee Members, staff, Volunteers and Contractors. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.
Application	All Council Members, Committee Members, Staff, Volunteers and Contractors
Statutory Environment	<i>Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2022
Review Period	2 years

### Objectives

The Code of Conduct provides Council Members, Committee Members, staff, volunteers and contractors in the Shire of Morawa consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in Local Governments. The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:

- a) greater community participation in the decisions and affairs of local governments;
- b) greater accountability of local governments to their communities; and
- c) more efficient and effective local government.

### Policy

#### General

#### Conflict of Interest

Elected members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

1. Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided;
2. Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons;
3. Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity;
4. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognized that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

# Shire of Morawa Policy Manual

Members and staff will adopt the principles of disclosure of interest as contained within the Local Government Act 1995.

## Disclosure of Interest

Members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.

Whenever disclosure is required, recommended in this Code of Conduct (Code), or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

## **Personal Benefit**

### Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are consistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

### Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

### Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

### Gifts or Inducements

1. Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government;
2. If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register.

## **Conduct of Elected Members and Staff**

### Personal Behaviour

Elected members and staff will:

1. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
2. Perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
3. Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interest of the Local Government and the community;
4. Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;

# Shire of Morawa Policy Manual

5. Always act in accordance with their obligation of fidelity to the Local Government.

Elected members will represent and promote the interests of the Local Government while recognizing their special duty to their own constituents.

## Honesty and Integrity

Elected members and staff will:

1. Observe the highest standards of honesty and integrity and avoid conduct which may suggest any departure from the standards;
2. Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of a staff member to the Chief Executive Officer;
3. Be frank and honest in their official dealing with each other.

## Performance of Duties

1. While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government;
2. Elected members will at all-time exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

## Compliance with Lawful Orders

1. Elected members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer;
2. Members and staff will give effect to the lawful policies of the Local Government, whether they agree with or approve of them.

## Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

## **Corporate Obligations**

### Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

### Communication and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

1. As a representative of the community elected members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so elected members should acknowledge that;

## Shire of Morawa Policy Manual

2. As an elected member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
3. Information of a confidential nature ought not to be communicated until it is no longer treated as confidential;
4. Information relating to decisions of the Council on approvals, permits and so on ought to only be communicated in an official capacity by a designated officer of the Council;
5. Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

### Relationships between Elected Members and Staff

An effective elected member will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if elected members and staff have mutual respect and co-operation with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position elected members need to:

1. Accept that their role is a leadership, not a management or administrative one;
2. Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
3. Refrain from publicly criticizing staff in a way that cast aspersions on their professional competence and credibility.

### Appointment to Committees

As part of their representative role members are often asked to represent the Council on external organisations. It is important that members:

1. Clearly understand the basis of their appointment;
2. Provide regular reports on the activities of the organization.

### Dealing with Council Property

Use of Local Government Resources – elected members and staff will:

1. Be scrupulously honest in their use of Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
2. Use Local Government resources entrusted to them effectively and economically in the course of their duties;
3. Not use Local Government's resources (including the services of Council);
4. Staff for private purposes (other than when supplied as part of a contract of employment), unless properly authorized to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### Sustenance Expenses

Members and staff will only claim or accept sustenance expenses arising out of related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the *Local Government Act*.



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## Access to Information

1. Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members;
2. Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.

## **Acknowledgement**

I \_\_\_\_\_ acknowledge that I have received and read the Code of Conduct for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as an Officer/Elected Member for the Shire of Morawa.

.....  
Signature

.....  
Date

.....  
Witness Signature

.....  
Date

# Shire of Morawa Policy Manual

## ELM04 Councillor Training/Conference Attendance

Aim	To provide best practice local government by providing Councillors with the opportunity to attend relevant training and conference programs to further their knowledge and skills to better represent their constituents
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Planning and Development Act 2005</i> <i>Public Service Award 1992</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

This policy is to provide a framework within which Councillors can have access to a range of development and training/conference opportunities that will assist them to undertake their role throughout the elected term of office.

### Policy

#### Training/Conference

The Shire of Morawa has a budget allocation for the purpose of enabling Councillors to participate in development opportunities that will assist them to undertake their role and/or develop skills and competencies.

The Shire of Morawa provides training /conference opportunities for Councillors that contributes to the corporate objectives by:

- Assisting prospective and new Councillors assimilate into the role; and
- Assisting Councillors to meet the demands upon them by developing the necessary skills through recognised training; and
- Assisting Councillors to achieve excellence in performance; and
- Ensuring Councillors work professionally in a team environment for the betterment of their constituents.

Councillors can attend various programs during their term of office, to assist their professional development and to provide them with enhanced skills to effectively maximise the benefits of the commitment they have given to their elected position.

Council will give preference to any course which can be conducted on site and therefore can benefit a larger number of Councillors and Staff. Any request for training/conference attendance should include consideration of whether the course can be conducted within the Shire of Morawa.

If possible, where training can be held on site, an invitation will be extended to regional councils to join in the training. To register, the attached application form and other relevant documents must be completed and provided to the Chief Executive Officer (CEO) prior to the program.

#### Conference Training Budget

A Councillor Conference / Training budget is to be maintained and all Conference / Training costs are allocated against that sum, except for the following:

## Shire of Morawa Policy Manual

Car mileage expenses from the Councillors home in the Shire and likewise for the return journey to the Councillors home.

- Local hotel costs where the travel warrants it.
- Costs to attend the annual WALGA Local Government Week Conference (Note – this is to promote Councillor attendance at this annual conference as a combination training opportunity; chance to meet other WA Local Government Councillors and WALGA representatives; and also as a good forum for Councillor team development.

Should a Councillor have the opportunity to be accompanied by a family member or partner to a work-related conference or event, any administration in relation to transport and/or bookings or accommodation and/or any associated costs are the responsibility of the Councillor in all instances.

Should a Councillor attend an authorised conference dinner (or similar), where available, the Shire will pay for the cost of one family member or partner to accompany the Councillor. Any family members or other attendees accompanying the Councillor is not covered under the Council's relevant insurance policies.

### Approval Process

Applications will be determined by the Shire President in consultation with the CEO with regard to budget availability. It is intended that the budget allocation for Councillors will be applied in a consistent and fair manner without patronage.

The application can only be approved where the costs are in accordance with ELM05 Councillors Accommodation and Incidental Expenses whilst on Council Business Policy can be accommodated within the approved budget allowance.

A Councillor should present a short statement from the Training/Conference to the monthly Briefing Session.

# Shire of Morawa Policy Manual

## ELM05 Councillor Accommodation and Incidental Expenses Whilst on Council Business

Aim	Members of Council are required to perform a number of functions in the fulfilment of their Councillor duties. The Shire also provides members with the opportunity to attend conferences, seminars and training courses to continuously improve their capacities.
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995, s2.10, 5.98(2) (b), 5.98(3) (b), 5.98(5) (b) 5.99A (b), 5.102.</i> <i>Local Government (Administration) Regulations 1996, Regs 31(1), 32(1)</i> <i>Salaries &amp; Allowances Act s7B</i> <i>Salaries and Allowances Tribunal on Local Government Elected Council Members June 2014</i> <i>Public Service Award 1992 (Schedule F &amp; I)</i> <i>Local Government Officer's (Western Australia) Interim Award 2011</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objectives

To ensure that representatives of the Shire who are attending to legitimate and approved business on behalf of the Council are not financially disadvantaged as a result of attending to that business.

To provide flexibility for Elected Members required to travel on Council Business.

To ensure the funds of the Shire are properly and responsibly used by representatives of the Council when they incur expenses whilst on legitimate and approved Shire business, and that funds are accounted for in accordance with the relevant Regulations.

### Policy

In order for Elected Members to carry out their legislated roles and functions, to participate in training/conferences, and to consult with stakeholders and other Local Government representatives both within and outside the Shire of Morawa, the Shire may reimburse relevant costs and pay agreed member allowances.

All Elected Members are encouraged to attend appropriate training in accordance with Policy ELM04.

#### Member Allowances

Under the *Local Government Act 1996* the Council is required to determine the amount of allowances that members are entitled to receive within prescribed limits (which are set out in the *Local Government (Administration) Regulations 1996*, and complimented via WA State Administrative Tribunal determinations).

The amount of these allowances are to be reviewed each year by Council as part of the annual budget development process and the revised amount is to be set by a resolution of Council made by an absolute majority. Allowances are to be paid quarterly in arrears if an elected member retires before the end of their term then they will be paid a daily rate up until the date they retire.

# Shire of Morawa Policy Manual

## “Away From Home” Expenses

All accommodation requirements to be where-ever possible supported by an official Council purchase order and coordinated by the Chief Executive Officer (or delegate).

All reasonable away-from-home costs like accommodation, taxi fares, meals, refreshments (including non-alcoholic mini-bar purchases) and other minor relevant incidentals are to be reimbursed. Claims can include a reasonable range of expenses commonly associated with living away from home and liaising with external stakeholders, like a limited amount of alcoholic refreshments accompanied with an evening meal and in some circumstances costs like unforeseen/emergency clothes cleaning.

The Shire reserves the right to disallow excessive claims and invoice for reimbursement if required. Expenses like in-room movies and otherwise personal costs like grooming, will not be reimbursed. Reasonably avoidable costs like clothes washing or meal costs where they are otherwise provided by the accommodation package or the training/conference will also not be reimbursed.

## Child Care

Members who incur child care costs as a result of attending Council meetings or a meeting of a committee (of which he or she is a member), are entitled to reimbursement in accordance with section 5.98(2) as prescribed in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*.

Child care costs incurred are to be calculated at the same rate applicable to the current determination of the Salaries and Allowances Tribunal on Local Government Elected Members.

## Other Expenses (Incidentals)

It is not expected that members may need to incur any unreasonable level of expense in the performance of their duties. Where a member does incur in the performance of their duties any other expense (in addition to those specifically highlighted in this Policy) which the member believes they are entitled to have reimbursed, a claim should be submitted to the Chief Executive Officer, who shall decide in accordance with the LGA and the Administration Regulations on the extent of the reimbursement.

## Claiming of Costs

Any claim for other expenses shall include receipts or suitable evidence of expenditure and are to be submitted to the Chief Executive Officer for authorisation. In instances where receipts or proof of expenditure cannot be supplied, a written declaration with sufficient information of expenditure should be submitted (a written declaration will ideally only be used for special circumstances and will be determined as appropriate by the Chief Executive Officer). Other guidelines, directions and procedures for the administration of this policy may include such things as:

- Purchasing procedures
- Preferred accommodation providers
- Corporate charging arrangements

## Costings

Elected members should contact the Executive Assistant to CEO in order to ascertain their expenditure regarding costs incurred as part of this policy at the time of application.

# Shire of Morawa Policy Manual

## ELM06 Conduct of Public Question Time

Aim	Establish procedures for the conduct of public question time of ordinary and special meetings of council and committee meetings.
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995 s5.24 – Question Time for Public Shire of Morawa Standing Orders Local Law 2012</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To outline the procedure for the conduct of public question time at ordinary and special meetings of council and to any committee that is open to the public.

### Policy

#### Public Question Time

The procedures for Public Question Time are set out in the *Shire of Morawa Meeting Procedures 2012 - Local Law*.

A provision for public question time is made at each meeting of Council, and at Committees that are open to the public.

On attendance at a Meeting, members of the public are required to be provided with the guidance document '*Protocols Public Question Time – Council Meetings*' also available on the Shire website [www.morawa.wa.gov.au](http://www.morawa.wa.gov.au) which gives information on the conduct of Public Question Time.

Members of the public are required to submit their public questions in writing, preferably on the *Public Question Form*. Public Question forms are available on the Shire website and at the venue of the Council/Committee Meeting immediately prior to meetings.

Department of Local Government, Sport and Cultural Industries guidelines relating to Public Question time outline that elected members should not use question time to ask questions as many other alternatives are available to them.

If elected members are provided with questions from members of the public for presentation to Council as part of Question Time, the Councillor should provide a copy of the questions to the Chief Executive Officer as soon as practical after receiving them, and lodge the original document to the President on Council Meeting Day.

Question time is reserved for genuine questions only and is not intended to be used for the making of statements. Questions should ideally be submitted as early as possible prior to the meeting to enable research to be undertaken, thus enabling the most comprehensive response possible to be provided and avoiding the need to take the question(s) on notice.

# Shire of Morawa Policy Manual

## ELM07 Order of Business - Ordinary Council Meetings

Aim	To outline the Order of Business at Ordinary Meetings of Council and Council Committees.
Application	All Elected Members and Staff
Statutory Environment	<i>Local Government Act 1995 Part 3- Functions of Local Government</i> , Subdivision 1 <i>Shire of Morawa Meeting Procedures 2012 - Local Law</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	4 years

### Objective

To outline the Order of Business at Ordinary Meetings of Council and Council Committees as determined by Clause 18 of the Local Law Relating to the Conduct of Proceedings and the Business of Council – Standing Orders.

### Policy

The Order of Business at an Ordinary Meeting of Council shall be as follows:

- Item 1 Opening of Meeting
- Item 2 Acknowledgement of Traditional Owners and Dignitaries
- Item 3 Recording of Attendance
  - 3.1 Attendance
  - 3.2 Attendance by Telephone / Instantaneous Communications
  - 3.3 Apologies
  - 3.4 Approved Leave of Absence
  - 3.5 Disclosure of Interests
- Item 4 Applications for Leave of Absence
- Item 5 Response to Previous Questions
- Item 6 Public Question Time
  - 6.1 Public Question Time
  - 6.2 Public Statement Time
  - 6.3 Petitions/Deputations/Presentations/Submissions
- Item 7 Questions from Members without Notice
- Item 8 Announcements by Presiding Member without Discussion
- Item 9 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting
- Item 10 Confirmation of Minutes of Previous Meeting
- Item 11 Reports of Officers
  - 11.1 Chief Executive Officer
  - 11.2 Executive Manager Corporate & Community Services
  - 11.3 Economic Development Manager
  - 11.4 Executive Manager Works & Assets
- Item 12 Reports of Committees
- Item 13 Motions of Which Previous Notice Has Been Given
- Item 14 New Business of an Urgent Notice
- Item 15 Matters for Which the Meeting May Be Closed (Confidential Items)
  - 15.1 Closure of the Meeting to the Public
    - 15.1.3 Open the Meeting to the Public
- Item 16 Closure
  - 16.1 Date of Next Meeting
  - 16.2 Closure



# Shire of Morawa Policy Manual

## ELM08 Elected Member Information Forums

Aim	Elected Member Information Forums are intended to provide a forum at which Elected Members can become fully informed on matters that will be considered by Council; and can raise and discuss a broad range of matters of strategic and operational significance.
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995</i> <i>Shire of Morawa Standing Orders Local Law 2012</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To establish protocols for Elected Member Information Forums (EMIFs).

### Policy

This Policy has been prepared to provide guidelines governing the conduct of the Elected Member Information Forums (EMIFs) to ensure compliance with the intent of the *Local Government Act 1995* including the principles of open and accountable decision making. EMIFs shall be undertaken on the week prior to the Council meeting.

#### Elected Member Information Forums

EMIFs shall be conducted on the basis that EMIF items of business will be divided into four distinct sections:

- 1. EMIF Workshop/Presentation**
  - Shire Workshops and Presentations to provide the opportunity for the Elected Members to be informed and have input into strategic and corporate direction and related issues of importance to the Shire.
  - General discussion opportunity, to update Councillors and staff on contemporary Morawa issues (time permitting).
- 2. Councillor Reports, Notices of Motion, Contemporary Issues and Relevant Meeting Attended**
  - Time is allocated for Councillors to provide a verbal report on any contemporary issues and relevant meetings attended.
  - Any proposed Notices of Motion are also to be discussed here, with the view that all Notices of Motion will benefit from a general discussion, but also to deal with proposals that do not require a formal Council decision in a more timely and cost efficient manner (for example, dealt with by consensus and at organisational level).
- 3. EMIF “Carried Over” Compliance Items**
  - To be held as needed to deal with compulsory compliance and workshop/presentation items (i.e. 1a and 2a above) not completed at the previous Ordinary Council Meeting day.



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## 4. **Agenda and EN BLOC Discussion**

- Elected members to review Agenda Items and identify items that they wish to discuss or have questions.
- Staff to respond to elected member queries either at the EMIF or the intervening period before the Council Meeting.
- Elected Members will be asked to indicate which items they want to consider En Bloc Agenda Items.

DRAFT

# Shire of Morawa Policy Manual

## ELM09 Financial Sustainability Policy

Aim	To establish the financial sustainability framework for the Council and provide the framework within which Council will achieve the aims set out in its long-term financial plan.
Application	All Elected Members and Officers involved in the planning and financial management activities.
Statutory Environment	<i>Local Government Act 1995 Section 5.56(1)</i> <i>Local Government (Financial Management) Regulations Part 4</i>
Approval Date	OCM 19 November 2020
Last Review	2020
Next Review	2022
Review Period	2 years

### Objectives

To establish the financial sustainability framework for the Council based on the Council's desire to plan for on-going financial sustainability to provide appropriate services and infrastructure for the community now and into the future.

To provide the framework within which Council will achieve the aims set out in its long-term financial plan.

### Policy

This policy establishes the financial sustainability framework for the Council. The policy is based on the Council's desire to plan for on-going financial sustainability to provide appropriate services and infrastructure for the community now and into the future. It provides the framework within which Council will achieve the aims set out in its long-term financial plan.

### Preamble

Financial sustainability at the Shire of Morawa means that in committing to a financially sustainable future, no policy or other decisions will be made without considering the long-term financial impact of those decisions. In making this commitment, it is acknowledged that unexpected events will occur in the future and Council will plan for reasonably foreseeable contingencies, but given the inherent uncertainties about future events, it is impossible to plan for every eventuality.

The Council and relevant officers will plan and make decisions so that appropriate services and infrastructure, as outlined in the Strategic Community Plan (SCP) are provided at acceptable service levels for current and future generations in a cost effective and affordable manner.

### Policy Statements

#### **Long-term Financial Plan**

Council will adopt a 10-year Long-term Financial Plan (LTFP) that sets out the funding (revenue raising) and financing (paying for outlays) requirements for infrastructure and services to be provided to equitably meet its Strategic Plan's identified community needs and preferences and the aims contained in its Strategic Asset Management Plan. The LTFP will be based on community needs and substantial achievement of the required ratio targets for each of its primary financial sustainability indicators as set out below.

This is required to meet the DLG advisory standard requirements of the Long Term Financial Plan.

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<p><b>Operating surplus ratio</b></p>	<p>Net operating surplus, divided by own source Operating revenue, expressed as a percentage.* ^</p>	<p>This is an indicator of the extent to which revenues raised cover operational expenses only or available for capital funding purposes.</p>	<p><b>Standard is not met</b> if the operating surplus ratio is 0%</p> <p><b>Achieving standard</b> is met if the operating surplus ratio is between 0% and 15%.</p> <p><b>Advanced standard</b> is met if the operating surplus ratio is greater than 15%</p>
<p><b>Current ratio or working capital ratio</b></p>	<p>Current assets divided by current liabilities.</p> <p>Expressed as 1:X, percentage or decimal figure * ^</p>	<p>This is a modified commercial ratio designed to focus on the liquidity position of a Local government that has arisen from past years transaction.</p>	<p><b>Standard is not met</b> if this ratio is any value lower than 1 as to 1.</p> <p><b>Achieving standard</b> is met if the ratio is equal to an expression of 1:1 or greater (e.g. 100% or 1.0).</p>
<p><b>Debt service cover ratio</b></p>	<p>Annual operating surplus before interest and depreciation divided by annual debt service payments (both principal and interest).* ^</p>	<p>Also known as 'debt coverage ratio', This is the ratio of cash available for debt servicing to interest, principal and lease payments.</p>	<p><b>Standard is not met</b> if this ratio is lower than 2.</p> <p><b>Achieving standard</b> is met if this ratio is greater than or equal to 2.</p> <p><b>Advanced standard</b> is met at a higher level if this ratio is greater than 5.</p>
<p><b>Own Source Revenue Coverage Ratio</b></p>	<p>Own Source Operating Revenue divided by Operating Expense</p>	<p>This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts.</p>	<p><b>Standard is not met</b> if this ratio is lower than 0.4</p> <p><b>Achieving standard</b> is met if the ratio is between 0.4 and 0.9</p> <p><b>Advanced standard</b> is met if the ratio is greater than 0.9</p>
<p><b>Asset consumption ratio (ACR)</b></p>	<p>Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.*^</p> <p>(expressed as a percentage)</p>	<p>This shows the written down current value of a local government's depreciable assets relative to their 'as new' value in up to date prices.</p> <p>The ratio highlights the aged condition of the local government's stock of physical assets.</p>	<p><b>Standard is not met</b> if ratio data cannot be identified or ratio is less than 50%</p> <p><b>Achieving standard</b> is met if ratio data can be identified and ratio is 50% or greater</p> <p><b>Standard is improving</b> if ratio is between 60% and 75%</p>

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<p><b>Asset sustainability ratio (ASR)</b></p>	<p>Capital expenditure on replacement or renewal of assets divided by the depreciation expense.*<sup>^</sup></p> <p>Expressed as a percentage.</p>	<p>This measures the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives.</p>	<p><b>Standard is not met</b> if ratio data cannot be identified or ratio is less than 90%</p> <p><b>Achieving standard</b> is met if ratio data can be calculated and ratio is 90%</p> <p><b>Standard is improving</b> if ratio is between 90% and 110%</p>
<p><b>Asset renewal funding ratio</b></p>	<p>Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period.*<sup>^</sup></p> <p>Expressed as a percentage.</p>	<p>This indicates whether the local government has the financial capability to fund asset renewal as required, and can continue to provide existing levels of services in future, without: additional operating income; or reductions in operating expenses; or an increase in net financial liabilities above that currently projected.</p>	<p><b>Standard is not met</b> if ratio data cannot be identified or ratio is less than 75%</p> <p><b>Achieving standard</b> is met if ratio data can be identified and ratio is between 75% and 95%</p> <p><b>Standard is improving</b> if ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%</p>

Ref: **INTEGRATED PLANNING AND REPORTING ADVISORY STANDARD**  
WA Department of Local Government, September 2016

The Council's LTFP will be monitored and progressively revised so that all primary indicators fall within their respective target ranges and then be maintained. Where primary indicators fall outside the acceptable limits, Council will take corrective action and revise plans so that indicators return to acceptable levels within the 15-year planning period. The primary financial sustainability indicators are the long-term financial rules which will guide Council in making financial decisions and the target and acceptable ranges may be varied by Council over time.

Secondary financial sustainability indicators will be developed that will be useful benchmarks or cross-checks to consider in conjunction with the primary indicators. They are not 'the rules' in themselves, but they are intended to be helpful to assess the wider impacts of plans and decisions. Comparisons may also be made with other councils or industry benchmarks, and non-financial social and community sustainability indicators will also be considered in all planning and decision-making.

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The ranges established for the primary financial sustainability indicators allow for some impact of future uncertainties and contingencies so that ongoing financial sustainability can be maintained. In addition, Council will prudently set aside reserves to fund future expenditure requirements. However, it is impossible to plan for every eventuality (e.g. natural disasters or major legislative changes impacting on local government), and Council may be required to undertake short-term corrective actions in the future to respond to unexpected events and immediate challenges to financial sustainability.

### Management and Review

Council will manage the LTFP through the annual planning process, updating and maintaining the 10 year financial sustainability model and indicators, and the budgeting and review process. This will ensure that planned long-term service and infrastructure levels and standards are met without a need to unexpectedly increase rates and charges or reduce services.

The 10 year financial sustainability model will be utilised on an as need basis for strategic financial proposals or financial impacts, and for the Annual Budget process. The LTFP is reviewed annually in conjunction with the updating of Strategic Community Plan (SCP), Corporate Business Plan (CBP) and the Strategic Asset Management Plan (SAMP). This review will consider Funding (rating, grants and fees and charges), Asset Management (maintenance, renewals, replacement, acquisitions, disposals) and Service Levels (operating expenditure, full cost attribution, fully commercial).

The outcomes from the LTFP will form the basis for the development of the Council's budget for the following financial year. Progress towards the goals established in the LTFP will be monitored throughout the year through review of performance against budget on a monthly basis.

On a half yearly basis, the financial sustainability model and indicators will be reviewed based on current financial forecast and trends. The quality and accuracy of the financial sustainability model data will be reviewed and findings will be incorporated in the following financial year's budgeting process.

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## ELM10 Affixing of the Shire of Morawa Common Seal

Aim	To establish the circumstances under which the official Council Common Seal may be affixed to documents.
Application	Elected Members & CEO
Statutory Environment	<i>Local Government Act (1995) S2.5(2) &amp; S9.49</i>
Approval Date	OCM 19 November 2020
Last Review	2018
Next Review	2022
Review Period	4 years

### Objective

To establish the circumstances under which the official Council Common Seal may be affixed to documents.

### Policy

#### *Affixing The Common Seal*

Under section 9.49A of the *Local Government Act 1995* –

1. The Common Seal cannot be affixed to a document except as authorised by the Council; and
2. The Common Seal must be affixed to a document in the presence of:
  - a) The Shire President (or, if section 5.34 applies, by the Deputy Shire President); and
  - b) The CEO or an employee authorised by the Chief Executive Officer;

each of whom is to sign the document to attest that the Common Seal was affixed.

#### *Documents requiring the Common Seal to be affixed*

The Common Seal is to be affixed only to documents required by Legislation to be executed using the Common Seal e.g. *Transfer of Land Act 1893*.

#### *Procedures for the use of the Common Seal*

The Chief Executive Officer is responsible for the security and proper use of the Common Seal.

#### *Wording of the Common Seal clause*

If the legislation is silent on the wording of the Common Seal clause then the following below shall apply:

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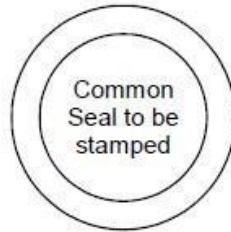
## Example – Where the Common Seal is Affixed by Resolution of Council

DATED: \_\_\_\_\_ 20\_\_

The Common Seal of the Shire of [name] was affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
[INSERT NAME OF PRESIDENT]  
PRESIDENT

\_\_\_\_\_  
[INSERT NAME OF CEO]  
CHIEF EXECUTIVE OFFICER



\*2222

### Common Seal Register

Entries in the register are to indicate the:

- a) document to which the seal was affixed;
- b) date the seal was affixed;
- c) people who have attested to the seal being affixed to the document;
- d) date on which the Council resolved to make the decision or enter into the contract to which the document relates; and the date on which the Council resolved to grant authorisation for the seal to be affixed to the relevant document.

### Security of the Common Seal

The Chief Executive Officer is to make appropriate arrangements for:

- (a) keeping the seal in a safe and secure location; and
- (b) the appointment of a person who is to have custody of the seal.

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## ELM11 Governance and Policy Manual

Aim	To assist the Council to achieve its commitment to excellence in Governance
Application	Elected Members & Staff
Statutory Environment	<i>Local Government Act (1995)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	Every 2 years

### Objectives

The Governance and Policy Manual will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council;
- a guide and reference for Councillors in performing their duties as elected representatives;
- a document that establishes clear guidelines for the day-to-day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on a number of existing governance frameworks, but in particular “Excellence in Governance for Local Government” produced by the Local Government Managers Australia and CPA Australia.

### Policy

#### Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance.

The Manual links the respective roles under the *Local Government Act 1995* (‘Act’) and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

#### The Manual Is Divided Into Five Parts:

##### **Part One: Principles, values and vision**

- The principles, values and vision establish the underlying aspects that should govern every aspect of Council corporate operations.

##### **Part Two: Overview of corporate governance**

- This section introduces the need for a governance manual. It explains the importance of good governance and the critical factors to be considered for all stakeholders in governance processes.

##### **Part Three: Council governance statement and framework**

- This part outlines the conceptual governance framework for the Council. It provides a statement of commitment to good governance principles within which all Elected Members and staff should operate.



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- The framework highlights the inter-relationship between different aspects of good governance and illustrates how the Councillors and staff must work in a collegiate way to ensure strength and success in the Council's governance practices.

## **Part Four: Detailed Guidelines for good governance practice**

- Provides more detailed guidelines on how good governance is carried out. The section covers roles and responsibilities, decision-making, accountability and sustainability.

## **Part Five: Appendix - Policies**

- Policies provided reference essential documents that support the governance processes and procedures of the Council.

## **Summary**

The Governance Manual will form the basis for a biennial corporate governance review by Council which will assess the effectiveness of the Elected Members and administration in achieving good governance.

## **Part 1: Principles, and Vision**

### **1.1 Principles**

Clear principles govern how decisions are made by the whole organisation. All decisions should be measured against the principles to ensure that the governance processes and practices adhere to the overarching principles of operation. Individual elected members and staff take specific responsibility for governance in their own activities. Individual actions in governance must demonstrate values that reflect best practice in governance and alignment with the agreed principles. The vision and values of the Council demonstrate how the five principles above are incorporated in a Vision that provides the long term goals for the Council. Five key principles have been identified to assist Council achieve excellence in governance.

These are:

#### **Principle 1. - Clear Vision And Culture.**

- Uniting in a clear vision and positive culture that respects the natural and built heritage of the Council as well as community needs and aspirations.

#### **Principle 2. – Productive Roles and Relationships.**

- Valuing the different roles of the various elements of a local government and the need for positive working relationships between these elements.

#### **Principle 3. – Good leadership.**

- Demonstrating exemplary leadership qualities through effective decision-making and related management processes that reflect transparency, integrity and sustainability.

#### **Principle 4. - Accountability.**

- Accounting for all local government activities and installing and maintaining systems which reinforce accountability and which communicate outcomes achieved to the community.

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## Principle 5 – Commitment to Sustainability

- Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

## 1.2 Shire of Morawa Vision

“A welcoming and inclusive community with diverse regional partnerships that have created a vibrant and growing economy”.

In addition, the Shire of Morawa's Mottos are:

“Shire of Morawa: Breaking New Ground”

“Tourism: Exploring Wildflower Country”

## 1.3 Strategic Planning Context

Integrated planning and reporting, gives local governments a framework for establishing local priorities and to link this information to operational functions. Legislation changes gazetted in August 2011 require compliance to this approach that can be tabled to the size and structure of each local government as long as the principles and practices of the framework are upheld.

Ref: A “plan for the future” - S5.56 (1) of the Local Government Act (1995)

## Elements of the Integrated Planning Framework



The **Strategic Community Plan** responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

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The plan prioritises community aspirations giving consideration to:

- Social objectives.
- Economic objectives.
- Environmental objectives.
- Factors such as changing demographics and land use.

The **Corporate Business Plan** activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning - including:
  - Asset Management.
  - Financial Management.
  - Workforce Management.

## Part 2 Overview of Corporate Governance

### 2.1 Governance in the Legislative Environment.

Local Governments in Western Australia are required to make decisions, report them and implement them according to the provisions of the *Act*. Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health and Dog Control.

The *Act* defines the roles and responsibilities of Elected Members and the Chief Executive Officer to ensure that a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the *Act* prescribes that the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, local governments develop strategies and policies and provide mechanisms and processes for their implementation as provided for in the *Act* and its regulations. The Governance Manual establishes the policies and processes by which the Elected Members and the Chief Executive Officer undertake their respective roles.

### 2.2 Definition of 'Good Governance'.

Just as the companies operating in the private sector has a requirement to adhere to legislation and regulations governing compliance and behaviour, so do local governments in the public sector.

The private sector has had a long standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Executive Managers corporate governance charter, which:

*"...defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility."*

### 2.3 Excellence in Governance.

Governance is the process by which decisions are taken and implemented; the process by which organisations go about achieving their goals; producing their outputs; and, the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, values and culture within the organisation.

# Shire of Morawa Policy Manual

Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information.

From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services. Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities.

Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the corporate body through an accountable, effective and efficient application of resources and assets.

Governance is based on the understanding that the Council and its Chief Executive Officer and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises that good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

## **Part Three: Governance Statement and Framework**

### **3.1 Council Governance Statement.**

The Council considers that integrity, role delineation, accountability, a systems approach and strategic management are applicable to local government. To ensure effective, transparent and sustainable administration of the Council's affairs, a governance framework has been designed. The governance statement, key principles, values and framework aim to create a strategic and accountable approach to management of the Council as "pillars" of good governance.

Collectively, appropriate policies, strategies and procedures constitute the Council's governance "foundations". The private sector has had a long standing involvement with governance issues, as reflected in adoption of mechanisms such as the Australian Institute of Company Executive Managers corporate governance charter, which:

*"...defines the roles and responsibilities of the ultimate decision makers in the organisation and establishes a framework for strategic planning. It also defines expectations of the board and delineates critical policies, such as strategies for risk management and the delegation of responsibility."*

### **3.2 Council Governance Framework**

The governance framework serves to bring together in a coordinated manner, legislative issues and requirements affecting the Council, the governance statement and its underlying strategies, policies and procedures.

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It depicts the values, legislation of strategic directions as the pillars which support the activities of Councillors, staff and stakeholders. The foundation stones of the framework are the good principles and practices that are required for building good governance throughout the organisation.

The fundamental objective of a corporate governance framework is to promote stability, confidence and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council.

The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the *Act* and arising from the vision, values and goals enunciated in the Strategic Community Plan.

### **3.3 Good Governance Practice**

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems which exist within these organisations.

Accountability is an essential element of good governance and applies to Elected Members and Chief Executive Officer alike. From a political perspective, accountability requires that the Shire President and Councillors of the Council are accessible to residents and ratepayers so they may be responsive to community issues and needs.

As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations. It is the Chief Executive Officer's responsibility to ensure that Council is provided with unbiased and relevant, professional advice and information on which decisions are made. The Chief Executive Officer is also responsible for the management of officers, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council.

Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

### **3.4 Good Governance Principles**

The following practices, as they relate to the five principles of operation apply to the achievement of good governance at the Council. A summary of the key practices that will govern actions for each principle is provided below then further detail on each aspect is provided in the following sections.

#### ***Principle 1 - Vision and Organisational Culture***

- There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.
- There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

#### ***Principle 2 - Roles, responsibilities and relationships***

- There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.
- There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.



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## ***Principle 3 - Decision-making and management***

- There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Effective delegations should be implemented and maintained
- There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

## ***Principle 4 - Accountability***

- Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.
- The Council must account for its activities and have systems that support this accountability
- The Council should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

## ***Principle 5 - Commitment to Sustainability***

- The Council will endeavour to keep up-to-date with all processes, methodologies and technologies which are capable of achieving improved outcomes for the Shire.
- Awareness of practices that will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff and across the community.
- Potential environmental, social and economic impact of any project or decision will be considered.

## **Part 4 Detailed Guidelines for Governance Practice**

### **4.1 Vision and Organisational Culture**

#### ***Vision***

There is a clear vision and Strategic Community Plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government. The Council vision as stated in Part 1 is the driver that governs the culture of the organisation. The vision has been generated as a united focus for the Shire. Governance decisions and practice must at all times contribute towards achievement of the vision.

#### ***Organisational Culture***

There is a positive culture that promotes openness and honesty, in which questioning is encouraged and accountability is clear.

The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in Shire governance apply the values, the culture of the organisation will be one that has the greatest opportunity of achieving excellence in governance. In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

- Effectiveness in management structures and practices;
- Good communication including feedback;
- Learning;
- Ethical behaviour and codes of conduct;
- No conflict of interest;

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- Support for frankness and openness;
- Confidentiality;
- Innovation;

## ***Effectiveness in management structures and practices***

- A good management structure will be maintained based on the organisation's vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately down the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

## ***Good communication including feedback***

- Good relationships will be developed between the various parts of the Shire.

## ***Learning***

- Decision making processes will incorporate appropriate consultation, knowledge management and involvement.
- There will be learning programs for Elected Members and officers designed to meet their skills and knowledge requirements.

## ***Ethical behaviour and code of conduct***

- The Code of Conduct and ethics will be owned and lived, particularly by leaders throughout the organisation.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

## ***No conflict of interest***

- An effective induction program will reinforce the organisation's culture so that all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, but complementary roles of Councillors and officers.

## ***Support for frankness and openness***

- Opportunities will be provided for open and frank exchange between Elected Members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

## ***Confidentiality***

- Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.

## ***Innovation***

- The Shire will recognise that it operates in a changing environment and so must be aware of opportunities in those changes to improve the way the Shire operates.
- The Shire staff will be encouraged to take reasonable efforts to keep abreast of current best practice and up to date technologies.

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## 4.2. Roles, Responsibilities and Relationships

There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.

### 4.2.1 Working Relationships

There are effective working relationships that are promoted and supported within and between the Shire President, Councillors, CEO and administration.

Effective working relationships are promoted and/or supported by and between the Shire President, Councillors, Chief Executive Officer and administration. It is a requirement that initial officer contact by Elected Members is made through the Chief Executive Officer in accordance with Council policy. Should an elected member wish to contact any other officer directly, a request shall first be made to the Chief Executive Officer, who will assess the request and advise the elected member of their decision.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources. Very important relationships are those between:

- The Shire President and the Councillors;
- Elected Members and Elected Members;
- The Shire President and the Chief Executive Officer; and
- Elected Members and the Chief Executive Officer.

#### ***Effective relationships are achieved and maintained at the Shire through:***

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors' induction processes.
- Goodwill on the part of all parties to make governance work.
- The administration accepting that local government is a level of government and that political activities of Council are legitimate. Councillors are accountable to their constituents as well as to the "corporate whole" and they have to be able to address these accountability requirements in a constructive manner.
- There being a preparedness to tackle problems when they arise.

### 4.2.2 Council - Roles and Responsibilities

Under the Act the Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire's governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

#### **Directs and controls the Shire affairs.**

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

#### ***(a) Is responsible for the performance of the Shire functions.***

This role provides that the Council bears the ultimate responsibility for the performance of the Shire's functions. It can exercise this responsibility through the development of appropriate governance frameworks including delegations of authority and the determination of an appropriate organisational structure.



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**(b) Oversees the allocation of the Shire finances and resources.**

The Council exercises this role by adopting the Shire's budget and long term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

**(c) Determines the Shire policies.**

The role of Council in setting policy is most effective when it is linked with a professional organisation that implements these policies through the development of appropriate management practices and work processes.

Council policy should set the standards for the administration to achieve and make strategic policy decisions that guide officers in their decision making processes. Under the *Act*, a local government is a body corporate with perpetual succession and a common seal.

### **4.2.3 Role of Elected Representation**

The Council consists of seven members including the Shire President with no wards. The Shire President is elected by the Councillors.

Local Government elections are conducted biennially on a fixed date prescribed by the *Act*, with candidates elected to the office of Councillor or Shire President as applicable, attaining terms of four (4) years.

#### **Statutory Role of Councillors**

Section 2.10 of the *Act* describes that the role of a Councillor is to:

- represent the interests of electors, ratepayers and residents of the Shire;
- provide leadership and guidance to the Shire community;
- facilitate communication between the community and the Council;
- participate in the Shire decision making processes at Council and Committee meetings; and
- perform such other functions as are given to a Councillor by this Act or any other written law.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must represent the interests of the Shire within the broader community.

Whilst Councillors may be elected from an individual ward, their primary obligation is to represent the interests of the broader community within the Shire. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision making processes in providing good governance of the Shire as a whole.

Elected Members sitting as Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member thus accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members – most notably, through their adherence to legislation governing declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

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*Elected Members rely on:*

- Financial advice and information from administration;
- Input from internal and external auditors and the Audit and Risk Committee;

Elected Members must also seek whatever additional information they need to make informed decisions.

## **Responsibilities of Council**

The responsibilities of Council can be categorised into the following three key areas:

### **Legislative**

- The Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.

### **Executive**

- The Council is responsible for overseeing the executive functions of the Shire and determines appropriate policies, strategies and functions for the administration to implement.

### **Quasi - judicial**

- The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under the *Act, Planning and Development Act 2005*, and other relevant legislation. This is explained in more detail at Part 4 “Councils Governance Tools” – Planning and Development Functions of the Council.

### **Accountability, stewardship, sustainability and innovation focus.**

Accountability, stewardship, sustainability and innovation objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions;
- Allocating the Shire’s resources;
- Monitoring performance of the Shire against adopted strategies and objectives;
- Representing the interests of the community;
- Appointing the Chief Executive Officer and participating in the performance review process of that officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non-prejudicial and relevant to issues at hand.

#### **4.2.4 Limitation of Member Liability**

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, summarised in Attachment 2 specifies the limitation that Councillors must be aware of when taking office.

It is largely due to such legislative-based requirements, that local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons that many organisations have developed and implemented processes for identifying, analysing and mitigating risks which could prevent the achievement of business objectives.

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These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans that cover activities as diverse as reviews of operating performance, information technology and management information systems.

## 4.2.5 The Shire President Role

The role of the Shire President as provided under Section 2.8 of the *Act* is to:

- a) preside at meetings in accordance with the *Act*;
- b) provide leadership and guidance to the community;
- c) carry out civic and ceremonial duties on behalf of the Shire;
- d) speak on behalf of the Shire;
- e) perform such other functions as are given to the Shire President by the *Act* or any other written law;
- f) liaise with the Chief Executive Officer on the Shire affairs and the performance of its functions; and
- g) otherwise fulfil the role of Councillor.

## 4.2.6 The Deputy Shire President Role

Section 2.9 of the *Act* enables the Deputy Shire President to perform the functions of the Shire President, if:

- a) the office of Shire President is vacant; or
- b) if the Shire President is not available, or is unable or unwilling to perform the functions of Shire President.

## 4.2.7 Chief Executive Officer Role

The Chief Executive Officer's functions as described under Section 5.41 of the *Act* are to:

- a) advise the Council in relation to the functions of the Shire under the *Act* and other written laws;
- b) ensure that advice and information is available to the Council so that informed decisions can be made;
- c) cause Council decisions to be implemented;
- d) manage the day to day operations of the Shire;
- e) liaise with the Shire President on the Shire affairs and the performance of the Shire's functions;
- f) speak on behalf of the Shire if the Shire President agrees;
- g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- h) ensure that records and documents of the Shire are properly kept for the purposes of the *Act*, or any other written law; and
- i) perform any other function specified or delegated by the Shire or imposed under the *Act* or any other written law as a function to be performed by the Chief Executive Officer.

Section 5.42 of the *Act* enables the Shire to delegate in writing to the Chief Executive Officer, the capacity to exercise any of its powers or duties, with the exception of those relating to:

- a) actions in which a decision of an absolute majority or a 75% majority of the Council is required;
- b) acceptance of a tender which exceeds an amount as determined by the Council;
- c) appointment of an auditor;
- d) acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- e) any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (*determining fees, allowances and expenses of members and Committee members*);
- f) borrowing money on behalf of the Shire;
- g) hearing or determining an objection of a kind referred to in Section 9.5;

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- h) carrying out any power or duty that requires the approval of the Minister or the Governor; or
- i) such other powers or duties as may be prescribed.

This clear separation of elected member and Chief Executive Officer roles and responsibilities as identified within the *Act* reinforces good governance principles. It also ensures that the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

## **4.2.8 Executive Management Role**

In undertaking its functions and responsibilities, Council is supported by the Chief Executive Officer and an Executive Management Group comprising the heads of the two Divisions, namely:

- Corporate and Community Services; and
- Works and Assets.

The Senior Management Group meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions. These meetings are complemented by operational meetings. Such forums are considered important, both in enabling management information dissemination and also feedback by officers. This promotes a whole of organisation approach for the Shire in the fulfilment of its functions and responsibilities.

## **4.3. Decision Making and Management**

### **4.3.1 Decision-Making**

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance. The five stages in decision making which will be followed at the Shire are:

#### **4.3.1.1 Agenda Setting –**

This will be achieved through:

- an effective and efficient strategic planning process which produces owned strategic goals; and
- processes being in place which ensures Council plans are properly implemented.

#### **4.3.1.2 Information Gathering –** This will be achieved through:

- ensuring the information gathered is sufficient to allow a decision to be made;
- ensuring an effective process within the administration to convert information into advice;
- providing good quality and timely Council reports which provide the necessary information, options and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts and any risks;
- having workable and productive consultation processes in place that ensure that decision-makers are aware of the views of those whom the decision affects;
- a process for identifying and distilling data into appropriate information;
- agendas being structured so as to facilitate good decision-making processes.

#### **4.3.1 Opinion Formation –**

This will be achieved through ensuring that Elected Members understand the issues and have enough information provided to make a decision.

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**Decision-making** – This will be achieved through:

- Council and Committee meetings being well chaired and conducted in accordance with Council Standing Orders;
- facilitating participation and involvement while ensuring debate is relevant and succinct;
- robust debate which ensures that all issues are aired. Although it is robust, the debate is conducted with courtesy and respect;
- the Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately;
- Delegations where appropriate.

## **4.3.1.5 Implementation –**

This will be achieved through:

- decisions being implemented in a timely manner;
- solidarity among the Councillors once a decision has been made;
- confidentiality being maintained wherever necessary.

## **4.3.2 Financial Management**

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

The Council will achieve this by:

- Approving management's Service Delivery Plans that reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year's Annual Budget in accordance with the adopted Service Delivery Plans and the Long Term Financial Modelling.
- Council through policy will determine the appropriate mix between borrowing for capital works and funding them from revenue. Council will consider the implications of its decisions on the level of capital works and infrastructure maintenance.

### **4.3.2.1 Funding Strategic Objectives**

Section 5.56 of the *Act* requires that a local government prepare a plan for the future.

The Council must know the direction it is going long-term. Its vision and goals must be properly reflected in the Strategic Community Plan. Council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions. To enable this to successfully occur, the following steps will be implemented by Council:

- **Longer-term financial planning**
  - Elected Members, sitting as Council, will determine the long term financial plan, and be *accountable* for the process of developing it.
  - The delivery of the services identified in the Long Term Financial Plan will be in accordance with the Shire's strategic direction.
  - The financial strategy should be consistent with the Council's strategic plan. That is, it must be able to fund its projects, functions and service improvements.
  - As part of responsible business planning, the Shire's Long Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next five years and roll on each year with amendments and additions.
  - The Plan will provide a broad overview of where the financial resources of the Shire are planned to be directed over this period and the manner in which these activities will be funded.
  - The implementation of a Long-Term Financial Model that can be used to align capital and operating expenditure requirements with income streams complies with Council's rating strategy and policy.

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- **The rating system**
  - The rating system at the Shire will reflect the Council's strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community and Council's policies on appropriate taxation contributions from different sectors of the Shire.
  - Council's approach to rating will incorporate the concept of intergenerational equity; that is; the way the rating burden is spread between current and future generations of ratepayers of the Shire.
  - Council will be informed whether the rates outcome, which was envisaged in the Long Term Financial Plan, is still appropriate and consistent with all objectives of the Community Strategic plan.
  - Mindful of the role outlined under Section 2.10 of the Act, Councillors must assess if the budget delivers what the Council wishes to achieve.

## **4.3.3 Annual Budget**

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and administrative resources required in pursuing the Shire's objectives for the proceeding twelve month period. The annual budget will be developed within the following framework:

### **4.3.3.1 Process**

The Executive Group will annually develop a budget preparation timetable and process which meets Council's statutory requirements and gives enough time to resolve major issues. The Executive Manager Corporate Services will ensure that Council is given adequate time to have the opportunity to work through key issues.

### **4.3.3.2 Consistency with Financial Plan**

Council's Long Term Financial Plan will provide broad guidance for the budget. The Long Term Financial Plan will be reviewed at least annually to incorporate the long term impact of any significant current decisions which are not consistent with the plan.

### **4.3.3.3 Information**

Information will be presented to Council by officers through reports that enable Council to make informed decisions.

### **4.3.3.4 Community input**

Opportunities will be provided to enable the Community to have input into the plan for the future through an advertising process.

## **4.3.4 Financial Reporting – Performance against Budget**

### **4.3.4.1 Statutory Compliance**

The Shire recognises that when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important that the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Statutory Compliance Return.

Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report, and supplemented by internally based performance measurement instruments such as Reports from each division.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with *the Act* by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to Council will as a minimum be in accordance with its statutory requirements.



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## 4.3.4.2. Content

The focus of financial reports to Council is to provide accurate information about the Shire's overall financial position.

Councillors, when considering the financial reports, will satisfy themselves that the information they are given reflects the actual situation of the Shire. Councillors will ensure that they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

## 4.3.5 Annual Report

The Annual Report has its basis in *the Act*, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year.

The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

## 4.3.7 Services and funds

Council will:

- monitor on a regular basis (every 2 years) community satisfaction with the levels of service it provides
- have appropriate user charges for its services and facilities.
- be mindful of the proportion of rate revenue required to meet operational and capital costs for the Shire.
- comply with government policy
- where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of the implications of accepting any grant including financial and management obligations
- Ensure costs can be recognised and recovered appropriately.

## 4.3.8 Capital works and debt servicing

Key assets will be maintained.

- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- Council will be informed on the proportion of rate revenue required to service debt and decide whether it is appropriate for the Shire.

## 4.3.9 Accountability and policy

- Council will meet its legislative and financial reporting requirements.
- Council will meet its accountability requirements to the community in terms of stewardship of assets.
- Council will strive to achieve best practice in financial policies and practices. Council will leave an appropriate legacy for future Councils.

## 4.3.10 Audit

An Audit and Risk Management Committee will be appointed by Council. Council has professional external auditors appointed by, the Auditor General of WA.

**4.3.11 Risk Management** - An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent legal advice, the completion of the annual statutory compliance audit, and the annual financial audit undertaken by professional external auditors as required by the Act.

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The Shire maintains a wide range of assets including:

- Infrastructure assets;
- Real property;
- Financial assets;
- Information assets and intellectual property and
- Natural and heritage assets.

The Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives. This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach that effectively minimises business, financial and physical liability to the Shire's operations.

The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- safeguard assets
- ensure there are sufficient monies to meet its financial obligations when due
- prevent and detect fraud
- ensure accuracy and completeness of accounting records.

Controls and risk minimisation processes have been implemented in the form of:

- An Audit & Risk Management Committee
- Formal processes whereby strategic and operational business risks and activities are considered by the Council.
- Review processes and reporting requirements that monitor compliance of service providers with their contracts.
- Formal procedures for the safeguarding of assets. The procedures include accounting, financial reporting and internal control policies.
- Regular reporting to the Council on financial and non - financial areas of Council operations.
- Process mapping of procedures

Internal control and risk management procedures are set out in the following documents:

- Procedures and Controls
- Management Policy
- Liability Insurance
- Asset Insurance
- Financial Controls
- Delegations Register
- Auditor review.

#### **4.3.12 Delegations**

Effective delegations should be implemented and maintained. Delegations of authority are required in order to provide officers of the Shire with the power to exercise duties and make determinations. It is essential that the Council's delegations are performed in accordance with the adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations.

Council may delegate authority to the Chief Executive Officer and other nominated officers under the provisions of the *Local Government Act 1995*, *Health Act 1911*, *Strata Titles Act 1985*, *Caravan Parks and Camping Grounds Regulations 1987* and the Shire's Town Planning Scheme to perform some of its functions and duties.

The *Act* and associated regulations allow the Chief Executive Officer to delegate to any other officer the authority to perform functions and duties that are exercisable by the Chief Executive Officer under the *Act* or that have been delegated to the Chief Executive Officer by the Council.



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This is in accord with a governance framework whereby officers are responsible to the Chief Executive Officer and the Chief Executive Officer is responsible to Council. Similarly the Chief Executive Officer is responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the *Act*) and reviewed annually. The Chief Executive Officer will advise Council of any decisions that have been made under delegated authority.

Under the provisions of Local Planning Scheme Council may delegate authority to certain officers other than the Chief Executive Officer. If such a delegation is exercised Council shall be advised.

## **4.4. Accountability**

Local government must account for its activities and have systems that support this accountability.

Excellence in governance is based on the premise that those who are involved in governance are held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure that community assets are protected.
- Audit and Risk Management Committee focused toward providing assurances to all stakeholders that processes and procedures are being adhered to and that financial reports are accurate.
- A consultation policy to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

### **4.4.1 Performance Management**

There should be an active performance management system in place that enables Elected Members and officers to be openly accountable for their performance.

The Shire will put in place a range of mechanisms to ensure that performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability.

Ongoing financial performance will be monitored through internally and externally based systems and processes, with associated reporting at the Executive Management Group and Council.

Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Plan, Long Term Financial Plan and agreed service levels.

### **4.4.2 Chief Executive Officer Performance Management**

The Chief Executive Officer is appointed by the Council and is directly accountable to it. The Council is accountable for setting the Chief Executive Officer's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to Council sitting as the Council and is not the responsibility of individual Elected Members.

Council has established a Chief Executive Officer's Performance Review Panel which is responsible for:

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- Undertaking a performance appraisal of the Chief Executive Officer in accordance with the provisions of Section 5.38 of the *Act* and in accordance with the terms and conditions of the employment contract of the Chief Executive Officer.
- Managing and conducting the performance appraisal of the Chief Executive Officer in order to meet both Council's statutory obligations in accordance with the requirements of Section 5.38 of the *Act* and any terms and conditions of the employment contract of the Chief Executive Officer.
- Determining and setting in place an appropriate review process;
- Consulting prior to determining and setting in place an appropriate review process, with each of the Elected Members at the time and taking account of their respective views;
- Using the resources and professional advice of a mutually agreed and independent consultant to determine the process and plan and conduct the review;
- Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the Chief Executive Officers contract.
- Any goals, objectives, key performance indicators or remuneration package changes so negotiated and set must be acknowledged in writing by both the Shire President and the Chief Executive Officer; and outlined
- Briefing all Elected Members on the outcomes of the review.

### 4.4.3 Independent Review

Local governments should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders. Independent Review will be sought as appropriate through the following ways:

- External auditors
- 3<sup>rd</sup> party certifications

### 4.4.4 Customer Consultation

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

The Shire will maintain and regularly review a Customer Service Charter which details the levels of service a customer can expect from the Shire, concentrating on the areas of service that our residents have indicated are the most important.

The Shire is prepared to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planning developments will be fully inclusive of the affected Ward's representatives.

In addition to meeting the state wide and local public notice requirements prescribed by the *Act* in respect to particular proposals and activities, the Shire will also ensure that information is available by electronic means. The Shire will utilise the local press for notifying residents about important issues. Information will also be posted on its official notice board located at the Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events.

Increasingly, the Shire's website at: [www.morawa.wa.gov.au](http://www.morawa.wa.gov.au) will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

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Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which includes; information provision, consultation, public comment, Special Meetings and Annual General Meetings.

## 4.5. Commitment to Sustainability

### 4.5.1 Sustainability Principles

The Shire will meet its commitment by ensuring that planning, reporting and decision making are conducted using contemporary sustainability principles.

### 4.5.2 Sustainability Outcomes

The Shire will endeavour to keep up-to-date with processes, methodologies and technologies which are capable of achieving improved outcomes.

The Shire will:

- Identify, assess and manage risks to employees, contractors, the environment and communities
- Strive to achieve industry best practice
- Meet and where appropriate, exceed the minimum performance standards required by legislation.
- Set and achieve targets that include reducing and preventing pollution
- Develop our people and provide the resources to meet our targets
- Support the fundamental human rights of employees, contractors and the communities in which we operate
- Care for the environment and value cultural heritage.
- Communicate with, and engage employees, contractors, business partners, suppliers, customers, visitors and communities to build relationships based on honesty, openness, mutual trust and involvement

## 4.6 Support for Elected Members in the Governance Process

Elected Members are encouraged to attend training offered by the Local Government Department or the WA Local Government Association to better enable them to carry out their Civic Duties.

Training needs, advice or resource needs can be facilitated by the CEO or relevant delegated officers.

*(Note: The Department of Local Government and Communities offers advisory and support services for Elected Members. Guidelines are available through [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au), or by contacting the Department on 08 92171500, or Free call 1800 620 511)*

# Shire of Morawa Policy Manual

## ELM12 Elected Members Record Keeping Policy

Aim	Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members records up to and including the decision making process of Council
Application	Elected Members
Statutory Environment	<i>Local Government Act Section 2.7 – The Role of Council, State Records Act (2000), Freedom of Information Act (1992)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objectives

To provide guidance to elected members in regards to their record keeping responsibilities in line with legislative requirements.

To provide record keeping principles that identify and protect local government records of continuing value.

To provide guidance on the disposal of local government records, particularly those that have no continuing value.

To define strategies that will support and document accountability and responsibility throughout local government.

### Policy

#### Statement

Elected members records are important and necessary as they serve a history of the transaction and business process of local government and member accountability functions arising from their participation in the decision making processes of Council and Committees. Some local government records created and received by elected members have continuing value to Council and should be incorporated into the Shire's record keeping system. Some records have no continuing value to Council and may be destroyed when reference to them ceases. (GDALG – General Disposal Authority for Local Government Records, ref 1.1)

#### Definitions

**Record** as defined in the (General Disposal Authority for Local Government Records RD2010046 GDALG ref: 1.9) information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity and includes:

- “anything in which there is writing or Braille”;
- a map, plan, diagram or graph;
- a drawing, pictorial or graphic work, or photograph;
- anything on which there are figure marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

# Shire of Morawa Policy Manual

## Records Capture and Control

### **Types of Records created and received by Elected Members:**

The following guidelines relate to the records created in any format (e.g. paper, word processed documents, email) or received by any method (e.g. post, fax, email, hand delivered). Elected members can forward records of continuing value to the Council for incorporation into the record keeping system.

All records created and received in the course of the Shire's business regardless of the format are to be captured into the Shire's record keeping system. Elected members can do this by:

- Forwarding emails to [ea@morawa.wa.gov.au](mailto:ea@morawa.wa.gov.au), this email address is monitored by the CEO's Administration Staff who will capture the record for elected members
- EMACCESS documentation will be recorded by the CEO's Administration Staff
- The Website discussion board will be monitored by our Web Host Key to Creative. Any additions to this website will be included in the weekly records reports.
- Hard copy record can be given to the CEO's Administration Staff at the conclusion of the Council meetings. **Records access:**
- *Elected Members* – Access to the Shire's records will be via the CEO Executive Administration Staff in accordance with the Local Government Act (1995)

## Guidelines

### **Government Records of Continuing Value:**

Government records of continuing value are records created or received which –

1. Contain information that is of administrative value to Council. These records may be referred to for many administrative purposes, including the need:-
  - To check an interpretation of Council policy or the rationale behind it,
  - To check the facts on a particular case or provide information to management,
  - To monitor progress and coordination of responses to issues,
  - To document formal communications and/or transactions (e.g. a minute, report or submission) between elected members and another party, and
  - To document elected members' decisions, directives, reasons and actions.
2. Contain information that is of legal value to Council on the basis that there are statutory requirements or court orders that stipulate the retention of records, which must be observed.
3. Contain information of fiscal value to Council that includes original records documentation the receipt, expenditure and control of public money that must be left for a period of time, and will facilitate transparent accountability by the officers responsible.
4. Contain information about the legal rights and obligations of Local Government including elected members, ratepayers, organisations and the general community. Contain information of historical value to Council and to the State.

### **Government Records External in nature to the Shire of Morawa:**

Elected members are involved in external meetings as part of their role as an Elected Member of the Shire. (GDALG ref: 25.2, 25.3, 25.4, 73)

Information where the Agenda is not replicated in the Council Minutes and/or copies of agendas of meetings and minutes should be recorded into the Shire of Morawa's record keeping system.

## Shire of Morawa Policy Manual

Diaries, appointment books and desk calendars (e.g. bunch dates) are generally used to record appointments.

They may also be used to record messages and notes, some of which may only be an aide memoire of a routine nature, and some of which may be significant to the conduct of Council business. (GDALD ref: 38) **NB. It is strongly recommended that elected members maintain separate diaries or appointment books for personal and official use.**

Correspondence addressed to elected members at their private address or post box that is a government record and is of continuing value should be forwarded for incorporation into Council's record keeping system along with any response which the elected member may have made.

Messages and other facilitating instructions may be sent or received via a range of methods, such as telephone and voice-mail, post-it notes or sticky notes, facsimile, pieces of paper, transmission reports. Email and facsimile are considered records.

### **Government Records Internal in nature to the Shire of Morawa:**

Correspondence addressed to elected members at the Shire office, including those marked Private, Confidential, Personal are opened by designated officers, and if of continuing value, incorporated into the record keeping system, before forwarding to the elected member via the Records Department and CEO's Administration Staff.

Drafts of addresses, speeches, reports, correspondence, file notes that are not circulated to other elected members or staff of the Council, and of which the final version has been produced and forwarded for incorporation into the Council's record keeping system. (GDALG ref:1.6)

Drafts circulated to other elected members or staff of the Council, where only editorial or typographical changes have occurred, and of which a final version has been produced and forwarded for incorporation in the Council's record keeping system. Duplicates of records issued to an elected member by the Council for information or reference purposes only and where the original or authorised copy is captured in the Shire's record keeping system.

Duplicates of internal or external publications issued or received for information or reference purposes (e.g. annual reports, brochures, trade journals, price lists).

Routine facilitative instructions, such as edit corrections, distribution lists for information purposes, simple administrative instructions and social invitations and messages.

Original messages that have been transferred or transcribed into appropriate formats for incorporation into the Council's record keeping system.

Working papers, background notes and reference material that are used to prepare or complete other documents. (GDALG ref: 1.9)



# Shire of Morawa Policy Manual

## ELM 13 Honorary Freeman of the Shire

Aim	To recognise outstanding and meritorious service to the Council of the Shire of Morawa.
Application	Elected Members
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To recognise outstanding and meritorious service to the Council of the Shire of Morawa.

### Policy

#### Scope

Subject to the eligibility and selection criteria of this Policy being met, Council may, by resolution, confer the title of 'Honorary Freeman of the Shire' to persons who have rendered exceptional service to the community through service on Council.

#### Eligibility Criteria for 'Honorary Freeman of the Shire'

Nominees for the conferring of the title 'Honorary Freeman of the Shire' should have given extensive and distinguished service to the community through serving on Council.

Council may also consider conferring of the title of 'Posthumous Freeman of the Shire'. In this case, the abovementioned eligibility criteria would apply.

#### Selection Criteria

Nominees are to be judged on their record of service to Council. The selection criteria are to include:

- length of service; and
- level of commitment; and
- personal leadership qualities; and
- benefits to the community of the Shire of Morawa resulting from the nominee's work on Council; and
- specific achievements of the nominee.

#### Nomination Procedure:

- Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an elected member of the Shire of Morawa. They are to be submitted to the President on the Official Nomination Form.
- Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- On receipt of a nomination the President is to convene a meeting of the Freeman Working Group.
- The Freeman Working Group is to consider the nomination and make a recommendation to the Council whether or not to confer the title 'Honorary Freeman of the Shire' on the nominee.
- Council is to consider the item behind closed doors.

## Shire of Morawa Policy Manual

- Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable media release is to be distributed.

### Title of 'Honorary Freeman of the Shire'

A person who has acted as President at the Shire of Morawa for a period of at least 12 consecutive years is to be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment is to be made at the conclusion of their term of office.

### Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony is to rest with the Chief Executive Officer in consultation with the President.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.

### Privileges

The successful nominee is to have their name displayed on the Shire's Freeman honour board. Honorary Freeman shall be invited to attend civic functions of the Shire at the discretion of the President.

### Number of Honorary Freeman within the Shire

There is no limit on the number of persons upon which the title of Honorary Freeman of the Shire of Morawa may be conveyed.

### Revocation of Title of Honorary Freeman

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if a criminal matter for which the Honorary Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the Shire or that the ongoing recognition of such a title on this person by the Shire was inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Chief Executive Officer.



# Shire of Morawa Policy Manual

## ELM14 Community Projects Letters of Support

Aim	To provide clear guidelines to the Elected Members and Shire Staff regarding community projects where letters of support from the Shire of Morawa are requested.
Application	All Elected Members & Staff
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To acknowledge and support the Shire of Morawa community projects where letters of support are requested. The Shire of Morawa recognises that it has a major role in creating and developing a strong, cohesive community where people support each other and work together to achieve their desired quality of community life.

### Policy

Council will support projects, services, programs and facilities for the community which are:

- Planned and Coordinated – Council recognises services to the community are best delivered in a holistic, coordinated manner and that any council planning processes such as recreation planning must consider the needs of the community and must be considered before a letter of support is written.
- Efficient and Accountable – Council will support services for the community that are delivered in an effective, competitive and accountable way.
- Participative – Council recognises the importance of the community being involved in the design, development and management of services and facilities that will be utilised by them.
- Accessible – Council wishes to ensure that the community have access to the range of services and facilities offered in the community.
- Collaborative Partnerships – Council recognises and encourages the collaborative efforts of individuals and agencies working in partnership with the Shire.

### Method

1. Requests should be received by the Executive Manager of Community Services with a minimum of five working days' notice prior to the required date.
2. A request for a letter of support (or a *Referee* request, where specific funding bodies do not accept letters of support) is to include:
  - a) An overview of the application organisation;
  - b) Full contact details of the organisation including name and contact details of the relevant person in relation to the proposed project.
  - c) Details of the proposed project (including how the project meets the objectives of the Policy);
  - d) Details of the application for the grant/subsidy;
  - e) Details of the organisations relationship the Shire including any Lease or License conditions in place, plus any other relevant information that might affect the Shire as a result of the application.

## Shire of Morawa Policy Manual

3. A summary of the application, any officer comments and a draft letter of support to be prepared by the Executive Manager of Corporate and Community Services (for President' consideration).
4. All letters of support are to be signed by the Shire President or if unavailable, the Deputy Shire President.

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# Shire of Morawa Policy Manual

## ELM15 Recognition of Aboriginal Culture and History

Aim	To provide clear guidelines to the Elected Members and Shire Staff in order to recognise the unique position of Aboriginal people in Australian culture and history.
Application	All Elected Members & Staff
Statutory Environment	<i>Local Government Act 1995 - S 3.1(i)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To provide clear guidelines to recognise the unique position of Aboriginal people in Australian culture and history.

### Policy

This Policy applies to all Elected Members and Shire Officers responsible for organising events/ functions/ceremonies/meetings where 'Acknowledgement of Country' or 'Welcome to Country' ceremonies should be included in official proceedings. Also, to outline other recognition actions in which the Shire may engage.

Aboriginal people are the original custodians/traditional owners of the land. It is important this unique position is recognised to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Indigenous people and other Australians.

### The 'Acknowledgement of Country'

#### Definition of Acknowledgement of Country

An 'Acknowledgement of Country' is an acknowledgement of traditional Aboriginal and Torres Strait Islander custodians/traditional owners of land in order to pay respect to them. It is a means by which all people can show respect for the Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with the land. The 'Acknowledgement of Country' can be performed by any person, Aboriginal or non-Aboriginal

#### Appropriate Place

When planning an official event, Elected Members or Officers should ensure that an 'Acknowledgement of Country' is delivered where possible. In particular, an 'Acknowledgement of Country' should be given by a speaker at the beginning of the event.

#### Events

Events for 'Acknowledgement of Country' include (but are not limited to) the following:

- Significant events where members of the public, representatives of governments and/or the media are present;
- Council Meetings; and
- Forums, Conferences, Briefing Sessions and Major Workshops where the public are present.

# Shire of Morawa Policy Manual

## Phraseology

Events and Council/Committee Meeting Meetings

The following will be read out at each Shire of Morawa Council /Committee Meeting:

*“As representatives of the Shire of Morawa Council, we acknowledge the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa”.*

### ‘Welcome to the Country’

A ‘Welcome to the Country’ is where the traditional Aboriginal custodians welcome people to their land by providing historical and cultural information to the people in attendance. Steps should be taken to ensure that the appropriate representative is invited to perform the ‘Welcome’, because it is a significant recognition and a formal process. A ‘Welcome to Country’ should always occur at the opening of the event in question, preferably as the first item in the order of proceedings.

Events for a ‘Welcome to Country’ include (but are not limited to) the following:

- Significant events involving the State/Federal Government;
- Significant civic functions/ceremonies; and
- Significant launches/openings of new buildings.

‘Welcome to the Country’ is conducted by a recognised representative/s of the relevant local Aboriginal community.

A ‘Welcome to the Country’ may consist of a single speech by the representative of the local Aboriginal community, or it may also include a performance of some description. For example:

- Traditional Welcoming Song;
- Traditional Dance;
- Didgeridoo performance;
- “smoking” ceremony; or
- Combination of any of the above

It is necessary for the speaker who follows immediately after the ‘Welcome to Country’ ceremony to provide a response. Part of the response should acknowledge the person who delivered the ‘Welcome to Country’. The following is a suggested response:

*“I would like to as a Shire of Morawa representative, highlight that we too pay our respects to the Yamatji people, the traditional custodians of this land where we are gathering here today. On behalf of the traditional custodians, past and present, we welcome you all to today’s event.”*

### Other Recognition Actions

There are other actions the Shire can undertake to further enhance the recognition of Aboriginal Culture which could include the following statement:

*“The Shire of Morawa respectfully acknowledges the traditional custodians of this land” in key documents, namely its Community Strategic Plan, its Corporate Business Plan; and in its Council Agenda and Minutes as well as its official webpage.”*

# Shire of Morawa Policy Manual

## Cultural Protocols to be Observed

There are certain indigenous protocols that must be observed (noting that in most cases, members of the Aboriginal community will advise of appropriate/inappropriate behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status etc.

- (i) The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed and approved by the relevant family;
- (ii) Sensitivity to knowledge that is specific to gender (commonly referred to as 'Women's Business' or 'Men's Business'); and

Appropriate acknowledgement of guest artists that are either from or supported by the local community.

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# Shire of Morawa Policy Manual

## ELM16 History Collection Policy

Aim	This policy represents the distinctive cultural identity of the Shire of Morawa, both past and present.
Application	All Staff
Statutory Environment	<i>Censorship Act 1996</i> <i>Commonwealth Copyright Act 1968</i> <i>Museum Australia Inc. Code of Ethics 1999</i> <i>National Standards for Australian Museums and Galleries Significance 2.0: A guide to assessing the significance of collections</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To build and preserve an historical resource for the present and future communities of the Shire of Morawa by caring for the objects in its collection to the best possible standard and setting parameters for the collection, documentation, conservation and interpretation of artefacts significant to the Shire of Morawa.

### Policy

The History Collection Policy is adopted on the principle that in the main, local history will be collected, protected, and managed by the Morawa District Historical Society with appropriate levels of support from the Shire of Morawa, namely –

1. The Shire supports Morawa District Historical Society who undertake the task of collecting and protecting Morawa's history;
2. Any land/buildings support;
3. Any financial support will be based on normal community group grant applications (namely, through existing Policy) plus any specific annual Shire budget allocations (as determined by Council – for example, for museum building maintenance);
4. Any staff support to the Morawa District Historical Society will be minimal and reflective of the levels of involvement generally allocated to other local community organisations; and
5. The Shire will ensure that its own organisation's history is protected through compliance with its responsibilities under the *State Records Act*, plus other individual activities.

By way of guidance to relevant staff and to Morawa District Historical Society, collection includes:

- Memorabilia
- Newspapers
- Photographs
- Community History
  
- Oral History
- All artefacts, objects and records

# Shire of Morawa Policy Manual

## Memorabilia

A Memorabilia collection contains the gifts presented to the Shire. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative in the course of conducting Council business.

It also includes objects used by staff or councillors in the course of conducting Council business, deemed significant to preserve for posterity, such as the Shire seals, framed photographs of councillors past and present, promotional material and equipment.

## Newspapers

A Newspaper collection includes articles from local and state newspapers. The articles collected provide an ongoing history of the many events, activities, issues, people and places for the Shire. Articles collected relate to Council news and activities, residents activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practising architects, and real estate development sites within the precincts of the Shire.

## Photographs

A photograph collection may be developed from donations from private collections, in-house photography, copies made from originals, and donations. Donors may be required to complete a donation form for legal purposes, and to gather significance and provenance information.

Photographs may be scanned, digitised and made available to the community via the Shire's Library catalogue.

## Community History

A Community History collection includes:

- Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral histories
- Digital records

The Community History Collection includes an archive with historical information and ephemera from businesses, schools, churches, community and sporting groups, events, places, buildings and people.

## Copyright

The Shire's History Collection policy supports and upholds the rights of copyright owners as documented in the *Commonwealth Copyright Act 1968*.

## Definitions

- **Archives** are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.

## Shire of Morawa Policy Manual

- ***Ephemera*** refer to printed materials that were only meant to be used for a short time. They may have been printed to use for a day, event or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items.
- ***Oral History*** refers to recorded historical information obtained in interviews concerning personal experiences and recollections.

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# Shire of Morawa Policy Manual

## ELM17 Elected Member Event Notification Policy

Aim	To provide guidance on informing Elected Members of official functions.
Application	All Elected Members
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To provide guidance on informing Elected Members of official functions.

### Policy

Councillors are keen to maintain strong contacts with the community and attendance at official opening events is a valuable part of that connection. This policy provides staff guidance on informing Elected Members of upcoming official functions.

#### Extending an Invitation

It is acknowledged that the event planning process needs to be flexible when considering invitation arrangements as often the state government representatives and major funding bodies/stakeholders will require preference as to the timing of the functions. Notwithstanding, the Shire President/Elected Member's availability are all to be considered when choosing the event date and Shire Staff are to endeavour to provide ample time for the opportunity to consult with and advise Elected Members of upcoming celebratory events.

Events where Councillors are invited to attend and/or participate shall also be communicated directly to the Shire President from the event organiser. For example:

- a) Welcome Events, Anzac Day, Australia Day Opening attendances by Councillors;
- b) Councillors to present a speech at events; and
- c) Other requirements of councillor specific to an event.

Invitations to the Shire President or Elected Members to attend an event are to be in writing and a copy forwarded to the Chief Executive Officer, as far in advance as possible.

#### Representatives

The Shire President is the principal representative of Council.

All Elected Members support the Shire President in representing Council at public occasions. The Deputy Shire President where practicable will substitute for the Shire President for a civic or ceremonial function of a Shire wide nature or importance where the Shire President is unable to attend. Where the Deputy Shire President cannot attend, the Shire President in consultation with the Deputy Shire President will nominate another Councillor to represent the Shire.

# Shire of Morawa Policy Manual

## ELM18 Anonymous Communications Policy

Aim	This policy outlines how the Shire of Morawa will act upon information contained in anonymous letters and other anonymous communications.
Application	All Elected Members and Staff
Statutory Environment	<i>Local Government Act 1995 Section 3.58(3)(b)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To provide a consistent approach to dealing with anonymous letters and communications.

### Policy

On occasions individuals and groups choose not to disclose their identity and submit anonymous letters. The purpose of this policy is to explain how the Shire of Morawa will act on information contained in anonymous letters and other anonymous communications.

#### Definition of anonymous letter or other anonymous communication

A letter or communication giving no name, identity, address or identifying factors of the sender.

#### Initial considerations

Any member of staff receiving an anonymous letter or communication should without delay refer the matter to their line manager or to an appropriate senior manager. The manager will without delay refer the matter to the Chief Executive Officer.

#### Shire discretion

It is considered that all submissions made to the Shire, including anonymous submissions, should be considered by council.

However, the Shire reserves the right to edit from the letter those parts it deems to be offensive, an attack on a person's character or inappropriate and have no direct relevance to the proposal.

- The Shire reserves the right to exercise its discretion whether to investigate anonymous disclosures.
- The Shire reserves the right to take each allegation on its own merits and invoke procedures as necessary.
- The Shire reserves the right to take no action.

The exceptions to these approaches will be any anonymous letters which allege criminal offence, fraud or irregularity, abuse of an elected or staff member or, are accompanied by, or there exists supporting information which suggests the allegation can be substantiated.

# Shire of Morawa Policy Manual

## When deciding what action to take, the following will be considered

- Seriousness of the issues raised criminal and legal implications.
- Credibility of the concern
- Whether sufficient information is provided to corroborate the allegation(s) and enable an investigation to be carried out
- Fraud and any other irregularities detrimental to the Shire.

## Vexatious and malicious anonymous letters

Letters, or any form of communication considered to be vexatious and malicious will be forwarded to the appropriate authorities and the Shire of Morawa will provide full support for those authorities to carry out their investigation. Should staff members of the Shire be found to have written vexatious and malicious anonymous letters, disciplinary action will be taken up to and including dismissal.

## Anonymous Communications - implication of the President or Chief Executive Officer (CEO)

Should anonymous communications be received against the President or the CEO, the:

- President will consider any such communications against the CEO and report the matter to the Public Sector Commission or the Crime and Corruption Commission; and
- CEO will consider any such communications against the President and report the matter to the Crime and Corruption Commission.
- Referral to the Public Sector Commission or the Crime and Corruption Commission is not an accusation of guilt or innocence but rather referral is a matter of appropriate investigation.

# Shire of Morawa Policy Manual

## ELM19 Notice of Motion Procedural Policy

Aim	This policy provides guidance to Elected Members when dealing with Notice of Motions during Ordinary Meeting of Council
Application	All Elected Members
Statutory Environment	<i>Shire of Morawa Standing Orders Local Law 2012</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To provide guidance to Elected Members when dealing with Notice of Motions during Ordinary Meeting of Council.

### Policy

A local government is required to have a local law which covers meeting procedures. *The Shire of Morawa Standing Orders Local Law 2012* provides this function. This local law is generally based on well-accepted procedures that are intended to ensure meetings are run fairly and productively.

While this local law provides a broad framework for running orderly and constructive meetings, good governance processes add meaning to the framework. They ensure meetings are run in such a way that helps good decision-making. A well-run meeting should have a clear and informative agenda, be well chaired and facilitated, follow meeting procedures appropriately, and adhere to statutory requirements.

### Procedure

The procedures for Lodgement of Notice of Motion with the Chief Executive Officer or Council are to be as per *Standing Orders Local Law 2012* (Clause 5.3) however to ensure good governance and efficient processes are upheld, the following procedure shall be adhered to by Elected Members when considering/lodging Notice of Motions.

Prior to lodgement the Councillor is to liaise with the Chief Executive Officer and/or Shire President to discuss the merits, wording and options of the proposed Notice of Motion and its desired intentions. The nominating Councillor may then decide, following that liaison, whether to proceed with or to abandon their proposed Notice of Motion.

# Shire of Morawa Policy Manual

## ELM20 Appointment of an Acting Chief Executive Officer

Aim	To provide for the appointment of an Acting Chief Executive Officer during limited absences of the Chief Executive Officer
Application	Chief Executive Officer Executive Manager Corporate and Community Services
Statutory Environment	<i>Local Government Act 1995 Section 5.36</i>
Approval Date	OMC 20 August 2020
Last Review	2020
Next Review	2022
Review Period	2 years

### Objective

To provide for the appointment of an Acting Chief Executive Officer during limited absences of the Chief Executive Officer

### Policy

1. Appointment of a person to a designated senior employee position on a temporary or acting basis will be in accordance with s. 5.39 (1a) of the *Local Government Act*.
2. In the event of an unforeseen absence of the Chief Executive Officer (CEO) then the default Acting CEO will be the Executive Manager of Corporate Services, for a period not exceeding ten (10) working days.

# Shire of Morawa Policy Manual

## ELM21 Chief Executive Officer Performance Review

Aim	Guidelines for the CEO Performance review process
Application	CEO and Elected Members
Statutory Environment	<i>Local Government Act 1995 s5.38</i>
Approval Date	OCM 19 November 2020
Last Review	2020
Next Review	2022
Review Period	2 years

### Objective

To accord with s5.38 of the *Local Government Act 1995* in undertaking the performance review of the Chief Executive Officer (CEO).

### Policy

That the performance of the CRO be reviewed by the 'Shire of Morawa Chief Executive Officer Performance Review Occasional Committee' ('Committee') at least once in relation to each year of employment using the performance criteria contained in the CEO's Position Description.

The objective of the Committee is as follows:

- Compile the consensus response for each of the key result areas detailed in clause of the CEO's contract of employment;
- Conduct a performance review feedback session with the CEO;
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation;
- Prepare and submit for Council approval the agreed performance objectives for the next review period; and
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

### Arrangements

The Shire President shall arrange for an appropriate consultant to undertake the CEO's performance review. As part of the performance review, the consultant will undertake interviews with (but not limited to):

- committee members who have a direct relationship with the CEO (e.g.);
- senior staff;
- Other as determined by the Shire President.

The performance review will be carried out by the Committee in a closed meeting with the CEO.

A review of delegations and Key Performance Indicators forms part of the review process and which will reference s5.41. 'Functions of CEO' under the *Local Government Act 1995*.

A record of proceedings be prepared by the CEO and when confirmed by the Committee will be forwarded to the next available Council meeting on a confidential basis for consideration.

# Shire of Morawa Policy Manual

## ELM22 Legal Proceedings

Aim	To establish the principals under which funding may be provided, the level of funding that may be provided and the processes to be followed by the applicant when making a request.
Application	All Elected Members and employees
Statutory Environment	<i>Section 9.56 of the Local Government Act 1995 (the Act)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

### Policy

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

### General

1. The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
2. The local government may provide such assistance in the following types of legal proceedings:
  - a) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
  - b) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person's (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
  - c) statutory or other inquiries where representation of members or employees is justified.
3. The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

## Shire of Morawa Policy Manual

4. The legal services the subject of assistance under this policy, will usually be provided by the local government's nominated solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

### Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made to Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions or the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO in consultation with the President may give an authorisation to the value of up to \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

### Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the local government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The local government may take action to recover any such monies in a court of competent jurisdiction.



# Shire of Morawa Policy Manual

## ELM23 COVID-19 Financial Hardship

Aim	To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire Morawa recognises that these challenges will result in financial hardship for our ratepayers.
Application	Elected Members Employees Community Members
Statutory Environment	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Last Review	20 August 2020
Approval Date	SC 28 May 2020
Review Period	1 year
Next Review	2021

### Objective

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capability to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### Policy

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

#### 1. Payment difficulties, hardship and vulnerability<sup>1</sup>

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Shire of Morawa recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

#### 2. Anticipated Financial Hardship due to COVID19

The Shire recognises that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

# Shire of Morawa Policy Manual

## 3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and/or
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

## 4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Morawa of any change in circumstance that jeopardises the agreed payment schedule.

## 5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

## 6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

<sup>1</sup> Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance: <http://www.ombudsman.wa.gov.au>

# Shire of Morawa Policy Manual

## 6. Debt recovery

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

## 7. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

## 8. Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

# Shire of Morawa Policy Manual

## ELM24 Rates Collection

Aim	This policy establishes the principals under which the financial sustainability of the Shire of Morawa into the future is established through the equitable collection of rates.
Application	All Elected Members and employees
Statutory Environment	<i>Local Government Act 1995, sections: 6.41(2), 6.45(3), 6.51(1), 6.56, 6.60 and 6.64.</i> <i>Local Government (Financial Management) Regulations 1996, sections: 68 and 70.</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To ensure the financial sustainability of the Shire of Morawa into the future through the equitable collection of rates.

### Policy

Any rates payments due to the Shire of Morawa that have not been received by the due date shall be recovered in accordance with this policy and any such action shall comply with relevant legislation and regulations.

### Definitions

“*Minor Case Claim*” means the claim lodged with the Magistrates Court where the value of the debt or damages you are claiming does not exceed \$10,000.

“*General Procedure Claim (GPC)*” means the claim lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

“*Property Seizure and Sale Order (PSSO)*” is a court order that authorises a bailiff to seize and sell as much of the judgment debtor’s real or personal property as necessary to satisfy the judgment debt wholly or partially.

“*Special Payment Arrangement*” means an arrangement between the ratepayer and the Shire to pay outstanding rates, outside of the formal instalment options stated on the rates notice.

### Recovery of Rate Arrears

1. Rate notices are due for payment 35 days from date of issue as per s 6.56 of the *Local Government Act 1995*.
2. Interest on overdue rates and charges shall be imposed at a rate as prescribed in s.70 of the *Local Government (Financial Management) Regulations 1996* as per s. 6.51(1) of the *Local Government Act 1995*, calculated daily.
3. Ratepayers may elect to pay their account by 2 or 4 instalments by paying the first instalment amount as indicated on the rates notice by the due date.
4. Interest shall be imposed on assessments opting for the instalment plan as prescribed in Section 68 of the *Local Government (Financial Management) Regulations 1996*.
5. Notices for subsequent instalments will be issued not less than 28 days before each instalment is due as per s.6.41(2)(b) of the *Local Government Act 1995*.

## Shire of Morawa Policy Manual

6. Payment of a rate or service charge on any land may not be made by instalments if, at the date for payment of the first instalment, any part of a rate or service charge imposed on that land in a previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.
7. Eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* have until 30 June in that rating year to be eligible for the rebate or deferment of their rates and Emergency Services Levy (ESL), without incurring any late payment penalties.
8. Those registered pensioners who are eligible to defer their rates and ESL amounts are required to pay only the waste and service charges by 30 June and the rates and ESL balances will automatically be transferred into a deferred account during the end of year procedures.
9. Those registered pensioners/seniors who are eligible for the rebate are required to pay the rebated amount as specified on the rates notice by 30 June of that rating year for the claim to Office of State Revenue to be successful.

### Actions to taken against defaulting ratepayers

The Sequence of actions taken against defaulting ratepayers will be as follows:

1. Where payment is not received within thirty five (35) days after the due date for payment, a Final Notice shall be issued requesting full payment within fourteen (14) days unless a successful special payment arrangement has been entered into by the Shire.
2. Where amounts remain outstanding, three attempts to contact the ratepayer will be made by telephone and email (where provided). If no details are on file with the Shire, the Shire Officer will attempt to contact utilities providers and potential other leads (such as builders or planning consultants from applications or correspondence received at the Shire).
3. If payment has not been made Shire Officers will issue a Notice of Intended Legal Action letter to the ratepayer, demanding immediate payment.
4. Seven (7) days after the Notice of Intended Legal Action letter is issued, attempt to contact the ratepayer will be made requesting payment for the outstanding balance. Where possible, the mortgagee of the property may be contacted to rectify the breach of non-payment of rates with their client.
5. For debts outstanding over \$10,000 the Shire may refer the debt to a debt collection agency for a General Procedure Claim (GPC) and Court proceedings to commence.
6. Should a GPC be lodged and there is no response to the GPC within fourteen (14) days of issuing the claim, default judgment can be entered into at the Magistrates Court and a Property Seizure and Sale Order (PSSO) will be lodged at the Magistrates Court.

### Court at the same time and served by an appropriate process server

1. The PSSO authorizes the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

## Shire of Morawa Policy Manual

2. Where a PSSO involves the seizure of land a report to Council will be submitted for endorsement prior to the seizure of land.
3. For debts outstanding under \$10,000 a Minor Case Claim may be lodged by the Shire. Should there be no response to the claim within fourteen (14) days if served within Western Australia or twenty one (21) days if served within another State or Territory of Australia, default judgment can be entered into at the Magistrates Court.
4. Costs incurred as a result of proceedings are to be debited to the rates account as per s. 6.56 of the *Local Government Act 1995*.

### Other debt recovery actions

Other debt recovery actions that the Shire will undertake when the nature of the debt or the debtor is of such that it is in the Shire's interest to do so:

1. Seizure of Rent for Non Payment of Rates Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the lessee or tenant under the provisions of s. 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid in full.
2. Lodging a Caveat on the Title for Land If rates and service charges which are due to the Shire in respect of any rateable land remain unpaid, a caveat may be registered on the title for the land under the provisions of s. 6.64(3) of the *Local Government Act 1995*. The cost of lodging a caveat cannot be debited to the rate account. This option may be exercised where it is deemed necessary to protect the Shire's interests.
3. Sale of Land If rates and service charges which are due to the Shire in respect of any rateable land remain unpaid for at least three (3) years, and reasonable attempts to commence legal action have been made, the Shire may take possession of the land under the provisions of s. 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken. 5.2 Discontinuance of further legal action.

### Notice of Discontinuance / Memorandum of Consent

1. If it happens that a course of legal action that is lodged with the Magistrates Court was lodged in error by the Shire, a Notice of Discontinuance or Memorandum of Consent, whichever is appropriate, will be prepared and lodged at the Magistrates Court at the Shire's expense.
2. If the debt has been settled with the Shire, a Notice of Discontinuance or Memorandum of Consent may be prepared on request. An administration fee as per the Shire's adopted Fees and Charges will be charged and must be paid in full prior to the Notice of Discontinuance or Memorandum of Consent being released by the Shire.

The Shire will not proceed with further legal action if the debt has been settled in full or an approved arrangement to clear the debt is entered into and adhered to.

# Shire of Morawa Policy Manual

## Special Payment Arrangement

1. Payment by arrangement (outside of the formal instalment options specified on the rates notice) to clear outstanding rates must be made in writing. An administration fee as per the Shire's adopted Fees and Charges plus penalty interest at a rate prescribed in s. 70 of *the Local Government (Financial Management) Regulations 1996*, calculated daily will be charged upon successful application.
2. Acceptance of the special payment arrangement will be for regular instalments with all outstanding amounts to be finalised by 30 June of that financial year. Arrangements outside of these terms will be at the discretion of the Chief Executive Officer or delegate.

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# Shire of Morawa Policy Manual

## 4. EMPLOYEES (EMP)

### EMP01 Equal Employment Opportunity

Aim	This policy recognises the Shire's legal obligations under anti-discrimination legislation and ensures employment practices follow the criteria for providing employment opportunities will be based solely on the principle of merit and equity.
Application	All staff, contractors and volunteers
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	Every 2 years

#### Objectives

This policy applies to all employees at the Shire and where relevant those performing work (paid and unpaid) for the Shire, including but not limited to direct employees, contractors, labour hire, volunteers and those performing work through a third party.

#### Policy

##### Commitment

The Shire is committed to the principles of equal employment opportunity. This involves the improvement in the skill and competency levels of all employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

The Shire is committed to providing an environment free from all forms of discrimination, harassment and bullying and all employees will be treated in a fair and equitable manner in all decisions and processes.

##### Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from discrimination, harassment and bullying is the primary objective of the Shire.

##### Diversity

The Shire appreciates the inherent value in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

##### Awareness

Upon appointment, all employees are to be given a copy of this policy and ensure it is easily accessible electronically on the Shire's website.



# Shire of Morawa Policy Manual

## Monitoring

Employment related practices are to be periodically reviewed in accordance with this policy, with particular consideration of practices and directives covering:

- Recruitment;
- Conditions of service;
- Appointment, promotion and transfer; and - Training and development.

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# Shire of Morawa Policy Manual

## EMP02 Senior Employees

Aim	The objective of this policy is to clearly identify employees to be Senior Employees and for those same employees to be designated employees, also pursuant to the provisions of the Act.
Application	Senior Employees
Statutory Environment	<i>Local Government Act 1995 s5.37</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To clearly identify a class of employees to be “Senior Employees” pursuant to the provisions of the *Local Government Act 1995* and for those same employees to be designated employees, also pursuant to the provisions of the Act.

### Policy

Pursuant to s.5.37 of the *Local Government Act 1995*, the class of executive management positions with the title “Executive Manager” and reporting directly to the Chief Executive Officer are designated as Senior Employees.

# Shire of Morawa Policy Manual

## EMP03 Grievance Investigation and Resolution

Aim	To provide guidance on processes in relation to receiving and actioning internal employee grievances.
Application	All staff
Statutory Environment	<i>Local Government Act 1995 (WA)</i> <i>State Records Act 2000 (WA)</i> <i>Privacy Act 1988 (cth)</i> <i>Freedom of Information Act 1992 (WA)</i> <i>Equal Opportunity Act 1984 (WA)</i> <i>Public Interest Disclosure Act (2003)</i> <i>Occupational Safety &amp; Health Act 1984 (WA)</i> <i>Fair Work Act 2009 (cth)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 Years

### Objective

All employees have a right to express any genuine grievances or complaints through an impartial internal process.

All employees involved in a grievance process are expected to participate in good faith. For the purposes of this directive, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Morawa in any capacity.

### Policy

#### Scope

This Policy applies to all workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.

#### Responsibilities

**Complainant:** An employee who raises a complaint about a matter regarding the workplace.

**Respondent:** An employee who is alleged to have acted in a manner which caused the complaint

**Support Person:** A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

**Witness:** A person (including an employee) who is requested by the Shire of Morawa to assist the process by providing relevant information regarding the complaint.

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**Investigator:** Appropriate Shire of Morawa employee or a suitable person external to the Shire appointed to conduct investigations.

## What to do if you have a Complaint

If a Complainant believes they are the victim of behaviour of a Respondent which is inconsistent with the Shire of Morawa's policies, procedures or guidelines, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the Complainant should contact his/her Manager or Human Resources directly, instead of approaching the Respondent.

If the alleged inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to his/her direct manager. If the direct manager is the Respondent in the matter or if the Complainant feels uncomfortable approaching his/her manager, the Complainant should approach Human Resources.

Where a complaint is received it must be forwarded in a timely manner to Human Resources for a decision upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Any grievances lodged against the Chief Executive Officer are to be dealt with by the Shire President and Council under this policy. Grievances should be lodged with the Manager Human Resources or Executive Manager of Corporate Services.

## Investigations

### **Shire Instigated Investigations**

Where the Shire becomes aware of allegations of employee/s breaching Shire of Morawa's policies, procedures or guidelines, an investigation may commence in accordance with this Policy. This is without the need of a formal complaint being lodged.

### **External Government Agencies**

There may be times where the investigation of a complaint may be undertaken by an external government agency before or instead of being investigated by the Shire. Circumstances include investigations being conducted by the Corruption and Crime Commission (CCC), Public Sector Commission (PSC) or the Police.

### **Stand Down**

Where allegations of misconduct are considered by the Chief Executive Officer (or President) to be sufficiently serious or pose a threat to health and safety the Respondent may be stood down while the matter is being investigated.

## Key Principles in the Complaint Process

The following principles are necessary for the fair investigation and resolution of a complaint:

### **Confidentiality**

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Chief Executive Officer (President) may inform or appoint a third party to investigate and advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Only the outcome to the investigation will be placed on the employee's personal file. All documentation will otherwise be kept in a confidential file; and

# Shire of Morawa Policy Manual

## **Impartiality**

Both parties will have an opportunity to put their cases forward. No assumptions are made and no action will be taken until available and relevant information practicable has been collected and considered. No employee who is a Witness or Respondent may be involved in any decision making capaShire as to the outcome of the grievance; and

## **Sensitivity**

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation; and

## **Timeliness**

The Shire aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements; and

## **Documented**

All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient; and

## **Procedurally Fair**

The principles of procedural fairness provide that:

- The Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- A Respondent is entitled to receive verbal or written communication from the Shire of Morawa of the potential consequences of given forms of conduct, as applicable to the situation;
- The Respondent is given an opportunity to respond to any allegations made against him/her by a Complainant;
- Any mitigating circumstances presented to the Chief Executive Officer (President) through the grievance process are investigated and considered;
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

## **Outcomes of Making a Complaint**

Where a complaint is substantiated, there are a number of possible outcomes:

- If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives; or
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives.

## **Vexatious or Malicious Complaints**

Where a Complainant has been found to have deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

# Shire of Morawa Policy Manual

## **Victimisation of Complainant**

A Complainant must not be victimised by the Respondent or any other employee of the Shire for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

## **Patterns of unsubstantiated Complaints**

Where an abnormally strong pattern of separate unsubstantiated complaints about a given Respondent becomes apparent, the matter may be considered further from a performance management or disciplinary perspective.

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# Shire of Morawa Policy Manual

## EMP04 Occupational Health & Safety

Aim	To provide guidance on Council's expectations of employees in relation to Health and Safety
Application	All workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.
Statutory Environment	<i>Occupational Safety and Health Act 1984</i> , <i>Occupational Safety and Health Regulations 1996</i> Health and Safety Codes of Practice, Guidance Notes and Australian Standards.
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2021
Review Period	Annually

### Objective

To provide guidance on Council's expectations of employees in relation to Health and Safety

### Policy

We at the Shire of Morawa believe that the health, safety and wellbeing of our people employed at work, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf in accordance with the *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996* and relevant Codes of Practice, Guidance Notes and Australian Standards.

The Shire applies the following principles in all we do:

- **Management commitment** supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
- Sustaining effective mechanisms for **consultation** between management and employees.
- **Hazard and risk management** ensuring safe work methods and a safe work environment through the reporting, identification, assessment and control of hazards and their associated risks.
- Appropriate **training** and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- **Planning** for the establishment and maintenance of essential safety management systems to continuously improve workplace health and safety.
- Clear **accountability** of health and safety responsibilities at all levels that cannot be delegated.
- Delivering **wellbeing** initiatives which empower employees to positively influence their health and wellbeing.

The Shire of Morawa is committed to:

## Shire of Morawa Policy Manual

- Creating a positive health and safety culture.
- Consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives.
- Providing the necessary human, physical and financial resources to achieve safety outcomes.
- Developing key performance indicators that demonstrate we perform above and beyond minimum health and safety legislative requirements.
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of Health and Safety management systems and initiatives.
- Building an enduring reporting culture where hazards and risks are consistently reported, so that:
  - risks are actively identified, assessed and effectively controlled using the highest level of controls; and
  - Investigations can identify root causes and appropriate action taken to prevent recurrences.
- Recognising excellence in safety and health performance.
- Providing support and time to undertake health and safety related tasks.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.



# Shire of Morawa Policy Manual

## EMP05 Corporate Credit Card

Aim	This Policy is to provide a clear framework to enable the use of corporate credit cards and provide all cardholders with guidance for correct usage of Corporate Credit Cards
Application	Nominated Staff
Statutory Environment	<i>Local Government Act 1995 Section 2.7 (2) (a) &amp; (b) Section 6.5 (a)</i> <i>Local Government (Financial Management] Regulation 11(1)(a)</i> <i>Use of Corporate Credit Cards (Department of Local Government Guideline No 11)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To ensure that credit cards are responsibly managed in order to ensure good governance and financial accountabilities.

### Policy

The Council supports the use of corporate credit cards on the basis it provides a necessary and efficient financial management tool for the Shire. The CEO shall ensure there are Corporate Credit Card Management Procedures that suitably accommodate these sentiments and the following protocols–

- a) The Corporate Credit Cards are maintained in a secure manner.
- b) The Corporate Credit Cards are not to be used for personal expenses under any circumstances.
- c) All Corporate Credit Card payments (included disputed transactions) are to be listed in the Schedule of Accounts and Credit Card Purchases section of the monthly financial report to Council.
- d) Where applicable, purchases are to be made in accordance with the Shire of Morawa's Purchasing Policy, and associated Procedures.
- e) Inappropriate purchases, even on the basis of them being operationally related, may be recoverable from the cardholder. The cardholder is required to conclude that purchases are fair and reasonable business expenses.
- f) Where possible, purchases should be processed through the Purchase Order / Creditor's system
- g) Corporate Credit Cards are not to be used for cash withdrawals at any facility. Cardholders responsibilities, as outlined by the card provider (i.e. the Bank), are met at all times.
- h) Corporate Credit Card Credit limits are not to be exceeded.
- i) The Cardholder is responsible to pursue and resolve incorrect charges (as due to privacy legislation, only the cardholder can initiate any request for information from the bank).

## Shire of Morawa Policy Manual

- j) All relevant documentation regarding each transaction is retained by the cardholder and transactions are to be acquitted and reconciled on a monthly basis as per of the reconciliation procedure. A copy of all of the Corporate Credit Card Statements and a summary thereof (including sufficient information to adequately articulate the purchase details) are to be incorporated as attachments to the signed financial statements submitted each month to Council).
- k) The use of the credit Card shall not be tied to any type of reward systems that provides cardholders with any personal benefit or reward.
- l) Cardholders are to read and acknowledge the Corporate Credit Card Policy and associated Procedures prior to being issued with the card, to ensure that the above matters, including breaches of this Policy are agreed.

Overall the onus of responsibility for above controls are with you the cardholder. Failure to adhere to these conditions may result in disciplinary action or termination of your employment.

The CEO and Council have zero tolerance towards misuse of Corporate Credit Cards – the risk of bringing the financial or reputational standing of the Shire into question will not be accepted under any circumstances.

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# Shire of Morawa Policy Manual

## EMP06 Removal Expenses

Aim	This Policy is to provide a clear direction for the reimbursement of employee's removal expenses when relocating to Morawa for Shire employment.
Application	Nominated Staff
Statutory Environment	<i>Local Government Act 1995</i>
Approval Date	OCM 16 April 2020
Last Review	2020
Next Review	2022
Review Period	2 years

### Objective

To establish guidelines for the reimbursement of employee's removal expenses when relocating to Morawa for Shire employment.

### Policy

The reimbursement of employee removal expenses is to be provided as follows:-

- Chief Executive Officer to a maximum of \$7,000 or other value as agreed to by Council.
- Executive Manager position to a maximum of \$5,000 or other value as agreed to by Council.
- Other Staff to a maximum of \$2,000.

In all instances, prior to the Shire authorising the above relocation expenses, the employee will be required to confirm in writing that the removal expenses as approved shall be reimbursed to the Shire of Morawa on the following basis:

- 0-6 months 75%;
- 7-12 months 50%;
- 13-18 months 25%; or
- Over 19 months 0%

This policy can have minor variation by agreement of the Chief Executive Officer with regards to amount or time frame of payments.

# Shire of Morawa Policy Manual

EMP07 Fitness for Work	
Aim	To provide guidance on Council's expectations of employees in relation to fitness for work
Application	All workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.
Statutory Environment	<i>Occupational Health &amp; Safety Act 1984</i> Fair Work Regulations 2009
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 Years

## Objective

The principle objective of this Policy is to highlight the Shire of Morawa's ongoing commitment to its workers and meeting its obligations under the *Occupational Safety & Health Act 1984* of creating and maintaining a safe work environment, by managing and reducing the risks associated with personnel presenting to, or throughout the day, being in an unfit state.

## Purpose

The purpose of this Policy is to identify the risks and to put measures in place to ensure all workers are aware of their obligations and the Shire's commitment to fitness for work. Conditions which could impact on a person's fitness for work (FFW) include, but are not limited to:

- Sleep deprivation
- Physical injury
- Temporary or ongoing illness
- Alcohol use and subsequent impairment
- Other drug use; prescription, over the counter and illicit
- Stress
- Emotional distress
- Mental health
- Grief and loss
- Family issues

## Scope

This Policy applies to all workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.

## RESPONSIBILITIES

### Executive Managers, Managers, Leading Hands

Executive Managers, Supervisors and Leaders remain accountable for the following in relation to FFW at the Shire:

- Assess and report on any person who appears to be, or has been reported as being, unfit for duty
- Ensure workers comply with this Policy

# Shire of Morawa Policy Manual

- Maintain accurate and confidential documentation relating to FFW events
- Reinforce the need for reporting any FFW issues and for individual self-awareness and management of their exposure to alcohol and other drugs to ensure safe work conditions for all.

## All Personnel

All persons performing work for the Shire remain accountable for the following in relation to FFW at the Shire:

- Ensure they are fit for work with no impairment or other factors that compromise their own safety, or the safety of others
- Notify their direct Supervisor, Shire representative or HR if they are concerned about their FFW
- Participate in health, wellbeing and FFW activities where requested by the Shire
- Comply with health monitoring and FFW requirements

## Fitness For Work Controls

### Medical Assessments

The purpose of medical assessments is to identify and allow the Shire to manage pre-existing conditions, injuries or illnesses which may otherwise predispose personnel to further injury or illness.

Depending on the role and risk, candidates may be required to undergo pre-employment medical assessments prior to appointment. The pre-employment medical assessment measures the individual's functional capacity against the Position Description and range of tasks involved in the role.

### Pre-Employment Medical Assessment Requirements

The following table outlines the general pre-employment medical assessment (PEMA) requirements based on the risk of the role. The Shire may also at any time request additional assessments to be completed. A PEMA must be completed by a certified medical practitioner.

Risk ID	Examples of Roles	Medical Requirement
Low Risk	Nonphysical roles e.g. Administration, Finance, primarily office based	Medical declaration questionnaire and Drug and Alcohol Screen (DAS) prior to commencement
Medium & High Risk	Field presence and small physical labour requirement or physical and labour intensive roles.	Full medical assessment prior to commencement (PEM, Audiometry, and Spirometry & DAS).

### Health Surveillance

Various health surveillance or health related activities may be requested by Health & Safety at any time which may include but is not limited to the following:

- Pathology testing
- Spirometry testing
- Fit testing
- Biochemical
- Skin screening Health Surveillance is conducted for the purpose of monitoring changes to a person's health as a result of exposure to hazardous substances in accordance with the *Occupational Safety and Health Regulations 1996*.

The Shire will be responsible for Health Surveillance expenses and employees are expected to participate where requested and reasonable.

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## Training

All personnel will be inducted as to the requirements and their responsibility to present to work in a fit state as well as resources and support services available to them to help manage this process.

Authorised collectors shall be trained and qualified. Regular audits will be completed to ensure correct standards and protocols are maintained.

## Drug & Alcohol Screens

All personnel may be subject to drug and alcohol testing on entry to site, commencement of work or at any time whilst performing work for the Shire. Testing (other than self-testing) will be conducted in accordance with AS/NZ Standards applicable at the time of testing by a suitably trained, qualified collector.

The Shire has a zero (0.00%) alcohol limit, and measures drug levels in accordance with AS/NZ Standards.

Types of testing are detailed in **Appendix A**.

## Prescription Medication

Prior to undertaking testing, the person must advise the tester if they are taking any medication such as over the counter or prescription. An attempt to declare after testing will not be considered under any circumstances. Some prescription and over the counter medication can register as a non-negative result when drug testing occurs. For example:

- Codeine™ with Opioids
- Codral™ with Opioids
- Demazin™ with Amphetamines
- Actifed™ with Amphetamines

All personnel have a responsibility to ensure they have consulted with their doctor or pharmacist as to what effect the drug or medication may have and if there is a risk that it may adversely affect their fitness for work, or lead to a positive test result.

If at any time personnel is taking medication or drugs which may affect their fitness for work, they have a responsibility to declare this to their direct Supervisor in writing. This will allow the direct Supervisor to arrange safe and suitable work tasks are assigned (where possible) or seek appropriate information to ensure the person and/or others are not placed at risk.

## Mental Wellbeing

Mental wellbeing is a crucial factor for the overall health of employees in the workplace. Both internal and external factors can be a contributor to poor mental wellbeing and the Shire encourages employees to self-monitor and seek assistance if/where required.

Poor mental wellbeing can present itself in many ways and may include:

- Mood swings
- Low energy and motivation
- Anxiety and/or excessive worry
- Withdrawal
- Extreme confidence or energy

Where a person is considered unfit for work due to their level of mental wellbeing, they may be stood down from duties until such time as they are deemed fit to return.

## Fatigue Management

Fatigue is a general term used to describe the feeling of being tired, drained or exhausted and is accompanied by poor judgment, slower reactions to events and decreased skill levels.

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Where the effects of fatigue and/or the nature of the work being performed induces fatigue causing impairment to a person's health and safety, the Shire will ensure that appropriate and reasonable action is taken.

Identification of personnel who may be affected by fatigue may include:

- Self-assessment and voluntary disclosure by the person affected; or
- Direct observation of the persons behaviour; or
- Following workplace incidents or investigations.

Where a person is unfit for work due to fatigue, they may be stood down from duties until such time as they are deemed fit to return. Any removal from the workplace or duties will only be done in consultation with HR.

## **Employee Assistance Program**

To assist personnel, the Shire's Employee Assistance Program is available to all Shire employees and their immediate family members. The program consists of professional counselling services in a number of areas, which include, but are not limited to:

- Drugs and alcohol
- Personal affairs
- Support services
- Addictions
- Stress

Contract companies should ensure they have a designated contact point for their personnel to approach to and discuss any related issue. These discussions must remain confidential.

## **Provision for Medical Assessment**

A person may be referred to a certified medical practitioner of the Shires choosing for a fitness for work medical assessment where the Shire has a genuine indication of the need for such examination and in deciding the need will take into account the following:

- Has there been a prolonged absence from the workplace without explanation or evidence?
- Has adequate medical information been provided to explain the absence and demonstrate the person's fitness for work?
- What level of risk is involved in the person's normal duties?
- Are there legitimate concerns that the person's illness or injury will impact on others in the workplace?

Where a certified medical practitioner will not, or is unable to confirm a person's fitness for the stated duties, they will be requested to refer the person to a specialist. Further action will be dependent on the fitness for duty report.

## **Work Related Injury or Illness**

All work related injuries or illnesses will be dealt with by the Health & Safety Team in accordance with Injury Management and/or Workers Compensations processes.

## **Non-Work Related Injury or Illness (NWRI)**

Non work related injury or illness (including physical, mental or psychological conditions) are those which do not arise out of the course of employment or have not been deemed compensable under the *Workers Compensation and Injury Management Act 1981*. If an employee experiences a significant non work related injury or illness that has the potential to impact on their ability to undertake the full duties of their position, then a medical clearance from their treating practitioner, confirming the employees abilities to undertake the duties of their role, will be required before returning to work.



# Shire of Morawa Policy Manual

If an employee presents to work and is subsequently unable to carry out the duties of their position, or where their Supervisor reasonably believes there is a risk to them or other employees, the employee may be stood down in consultation with HR until independent medical advice is received, confirming their fitness for work.

## **Alcohol and Drugs in Shire Workplaces**

Unless there is express written permission from the CEO, no personnel are to consume or store alcohol and/or drugs in Shire workplaces. This includes any place where work is conducted and in Shire vehicles.

Random searches of workplaces and vehicles may be conducted which may include bag searches.

Where an approved event has taken place in a Shire workplace, any remaining alcohol must be removed immediately following the event.

## Risk Management

### **Self-Management**

Any person, who believes they may be unfit for work for any reason is expected to inform their Direct Supervisor accordingly and not to commence work.

Self-management is also supported by access to hand held and wall mounted testing units, available on request. The results from these units are for personal use only and cannot be used as evidence.

### **Identify & Assess**

Where it is suspected that a person has presented to work in an unfit condition or such condition arises while at work, an assessment must be carried out and may include:

- Face to face discussion between Direct Supervisor and the employee
- Determine whether prescribed or over the counter medication may be producing their behaviour
- Assess work duties that may contribute to levels of stress or fatigue
- Arrange for a medical assessment
  
- Arrange for testing of alcohol and/or other drugs
- Psychological/emotional assessment
- Where practicable, obtain witness statement of incident involving affected person

### **Action**

If, following an assessment, there is concern for the wellbeing of the person and their fitness for work, then appropriate action to ensure their safety is to be taken. Such action may include:

- Arrangements for further medical treatment
- Discuss in confidence with the person options to manage identified risks
- Offer for appropriate and reasonable counselling such as EAP services
- The person being stood down from duties and suitable transport being arranged
- Inform the person they are being stood down from work pending investigation
- Develop an appropriate review and case management plan if applicable
- Keep in regular contact with the person, offer support and assistance where appropriate



# Shire of Morawa Policy Manual

## Disciplinary Action

Section 1.07(3)(b) of the *Fair Work Regulations 2009* defines serious misconduct as an employee being intoxicated at work and as such, non-compliance with this Policy may result in disciplinary action being taken, up to and including termination of employment, or removal from the Shire workplace if a contractor.

Each case of fitness for work will be treated individually and will be in accordance with Shire Policies, Standards and related Directives.

If personnel refuse a request to undertake a test in accordance with this Policy, or intentionally leave the workplace without participating in a test, they will be deemed to have returned a confirmed positive result.

## Record Keeping

All test results, whether positive or negative, will be maintained in a confidential personnel file in accordance with recording keeping requirements. Non-negative drug screening test result will not be considered a positive result until confirmed by a secondary confirmatory test.

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## APPENDICES

### APPENDIX A - Types of Testing

#### Random Testing

It is a condition of work with the Shire that all personnel will submit to random drug and alcohol testing if selected.

Positive results for illicit drugs, miss-use or failure to declare illicit drugs or alcohol, or other relevant information (such as a person's refusal to test or tamper with a sample) will be provided to the CEO and relevant Executive Manager. If the person is a contractor, this information will be provided to their employer who will be expected to implement appropriate action in accordance with this Policy.

#### Blanket Testing

The Shire will administer blanket testing of personnel for drugs and/or alcohol at any time. Blanket testing is defined as testing of persons within a defined area or work group at any time, including consecutive testing carried out each day.

#### For Cause Testing

For cause testing will be carried out where:

1. There is an incident;
2. The person displays behaviour that raised concerns; or
3. There is evidence of possible recent drug or alcohol use.

Information about for cause test results may be made available if required, for any subsequent incident investigations.

#### Alcohol Self-Testing

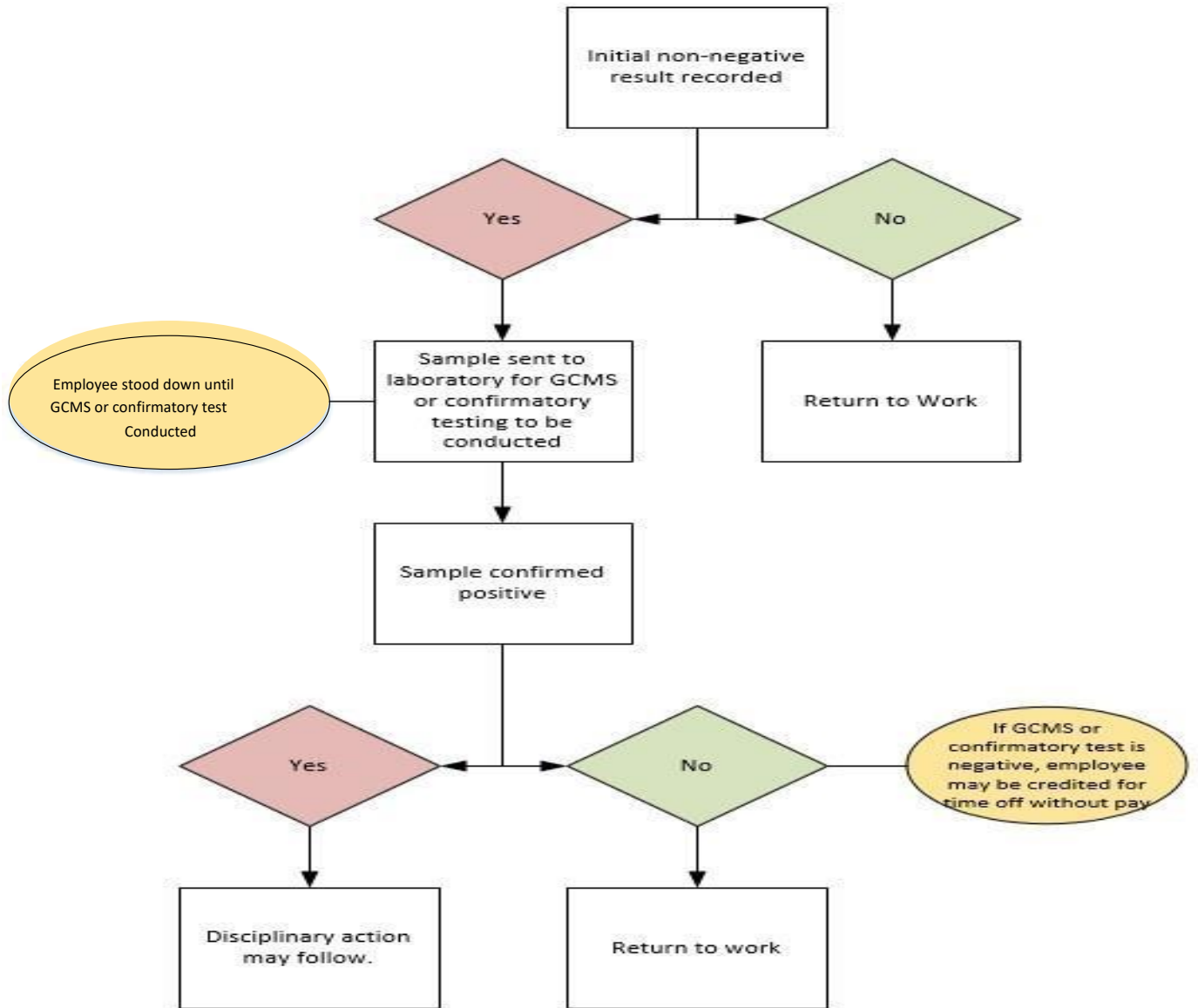
Personnel may choose to regulate their own fitness for work by undertaking a self-test prior to presenting for work.

Where following self-testing a person notifies his or her direct Supervisor that they will not be commencing work due to fitness for, the direct Supervisor must make arrangements for the safe transport of the person to their accommodation as appropriate.

NOTE: Self testing is not considered to be a positive result for the purpose of this Policy and will be managed through appropriate performance management as an attendance issue, not as fitness for work.

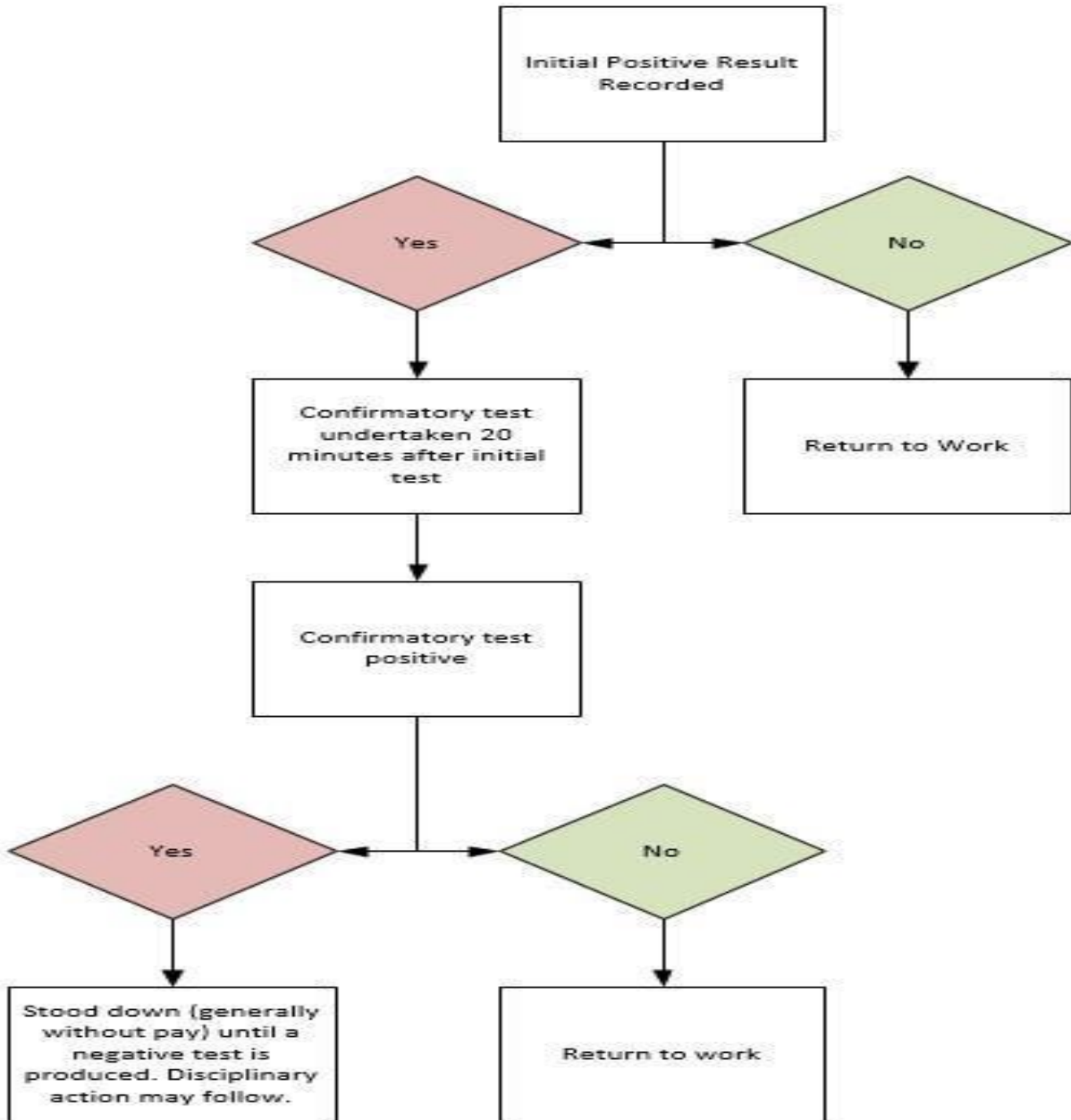
# Shire of Morawa Policy Manual

## APPENDIX B – Testing Procedure (Drugs and Illicit Substances)



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## Appendix C – Testing Procedure (Alcohol - BrAC)



# Shire of Morawa Policy Manual

## EMP08 Salary Sacrifice

Aim	To outline the parameters for the provision of various Salary Packaging options
Application	All Staff
Statutory Environment	N/A
Approval Date	OCM 20 February 2020
Last Review	2020
Next Review	2022
Review Period	Every 2 years

### Objective

The objective of this policy is to provide the guiding document for the provision of various salary packaging options to eligible Shire of Morawa employees. Salary Packaging is primarily an attraction and retention tool and hence this policy aims to increase staff attraction and retention.

### Policy

This Policy is applicable to all full time, part time and fixed term employees (longer than 12 months duration). It provides for the salary packaging of an Allowable Benefit with specific eligibility criteria applicable relevant to the Allowable Benefit sought. For clarity superannuation is already offered as a salary packaging benefit by Council and will continue to be offered outside of this Policy to all employees including casual employees.

Term	Meaning
<b>Allowable Benefit</b>	Refers to the following range of Salary Packaging Benefits: <ul style="list-style-type: none"> <li>• Work related items – i.e. laptops, mobile phones.</li> <li>• Aquatic/Leisure Centre and Child Care Fees (at Shire operated premises only).</li> <li>• Novated Leasing of Vehicles.</li> </ul>
<b>ATO</b>	Australian Taxation Office.
<b>Base Cash Salary</b>	Remuneration in accordance with relevant workplace agreement or contract of employment paid by way of regular periodic cash payments subject to PAYG tax. This does not include superannuation guarantee contributions.
<b>Benefit</b>	Any non-cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of the employee.
<b>Fringe Benefit Tax (FBT)</b>	Tax payable by the Shire to the Government on some categories of benefits provided to employees.
<b>FBT Year</b>	1 April to 31 March each year.
<b>Management</b>	Any employee who has direct responsibility for supervision of one or more workers.
<b>PAYG</b>	Pay As You Go taxation.
<b>Salary Packaging</b>	An arrangement between an employee and employer whereby the employee elects to exchange Base Cash Salary for a Benefit but for the purposes of this Policy does not include Superannuation
<b>Total Remuneration</b>	Total package value assigned to the permanently occupied position that the employee is entitled to receive under an agreement or contract of employment with the Shire expressed as an annual sum.

# Shire of Morawa Policy Manual

## Content

Salary Packaging will be made available to employees as a benefit in accordance with Shire internal procedures and in accordance with ATO legislation, rulings, and any other relevant legislation, as amended from time to time, but only to the extent of an Allowable Benefit as defined in this Policy.

Salary packages will be adjusted accordingly (within an employee's agreed Total Remuneration) to account for variations in a salary packaging arrangement, including variations in an Allowable Benefit, taxation, and scheme participation.

Salary Packaging arrangements will be administered at minimal financial cost to the Shire and where required by the CEO, by an external Salary Packaging provider approved by the Shire. As part of any Salary Packaging arrangement, the cost of administering the package (if applicable) is to be met by the participating employee.

Any Fringe Benefits Tax (FBT) or other tax liability is to be met by the participating employee. All employees entering into a Salary Packaging arrangement must enter into an agreement appropriate to the type of Benefit. All employees must ensure compliance with the agreement entered into and all organisational practices and procedures, as amended from time to time.

It is an individual employee's responsibility to monitor packaging arrangements and to be aware of and responsible for any individual consequences of participating in an arrangement relating to an Allowable Benefit. The Shire strongly urges employees contemplating Salary Packaging to seek independent financial or other appropriate advice. Benefits of participation will vary according to individual circumstances and individual participation, therefore participation is a matter of individual employee decision, responsibility and risk.

## Responsibilities

Elected Members are responsible for:

Adopting and reviewing this policy on a periodic basis as required.

CEO is responsible for:

- Endorsing and enforcing all standards documented in this policy;
- Endorsing and enforcing Salary Packaging internal procedures which include, but are not limited to:
  - Eligibility and participation criteria
  - Rules for application of Salary Packaging;
  - Processes and/or forms to ensure an effective, compliant scheme;
  - Information capture requirements;
  - Training requirements.
- Regularly reviewing Salary Packaging opportunities to continuously identify opportunities for improved attraction and retention of staff;
- Establishing mechanisms to monitor compliance with this policy; and
- Establishing processes to deal with instances of non-compliance to this policy or related internal procedures.

# Shire of Morawa Policy Manual

## Eligibility

Specific eligibility and participation criteria apply dependant on an employee's employment status at a point in time, and the Allowable Benefit provided. The Shire's internal procedures detail criteria further to that outlined below.

## Work Related Items

The following items, where used for work purposes only and not provided by the Shire, may be paid for from an employee's pre-tax salary:

- portable electronic devices (laptops, mobile phones and PDA's)
- protective clothing
- briefcase
- calculator
- computer software

There is a limit of one item per category per FBT year.

## Novated Leasing of Vehicles

Novated car leases for new or used cars may be packaged by employees. A car classified as 'luxury' by the ATO cannot be salary packaged. Novated leases may not be entered into for Shire provided (fleet) vehicles.

In entering into a novated lease, Council and an employee will enter into an agreement with the financier whereby Council will ensure repayments under the finance lease are made by deducting the repayment amount from the employee's salary.

The employee will own the vehicle and has the right and responsibility to take the vehicle with them should they leave employment of the Shire. The employee is responsibility for all costs associated with the vehicle and Novated Lease

# Shire of Morawa Policy Manual

## EMP09 Staff Superannuation

Aim	To outline the criteria for the payment of additional superannuation to staff.
Application	All Staff
Statutory Environment	<i>Superannuation Guarantee Administration Act 1992</i> <i>Superannuation Charge Act 1992</i>
Approval Date	OCM 20 February 2020
Last Review	2020
Next Review	2022
Review Period	Every 2 years

### Objectives

This policy sets out the criteria for the payment of additional superannuation to staff. It provides for guidance for officers involved in the recruitment and retention of staff.

The Shire of Morawa is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known and Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time.

The Shire of Morawa and its employees may also make additional voluntary contributions to a complying fund.

### Policy

Council will make superannuation contributions for employees on the following basis:

- In addition to the *Superannuation Guarantee Administration Act 1992* and *Superannuation Charge Act 1992*, employees may elect to make both salary sacrifice and post-tax contributions up to 5% of their salary as an additional superannuation contribution.
- This policy applies to all permanent employees except where superannuation benefits have been varied for Senior Employees who are employed under negotiated performance based contracts.
- Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- The default fund shall be WA Super.



# Shire of Morawa Policy Manual

## EMP010 CEO Leave Authorisations and other Approvals

Aim	To provide guidance on Council's expectations of the CEO in relation to leave applications and other approvals
Application	Chief Executive Officer
Statutory Environment	<i>Local Government Act 1995</i>
Approval Date	OCM 20 February 2020
Last Review	2020
Next Review	2024
Review Period	Every 4 Years

### Objective

To define the Council's expectations for the CEO to report and inform Council of proposed leave or leave taken, with or without payment, and to provide information into reasonable additional hours under the Contract of Employment.

### Policy

The Shire applies the following detail of any leave taken, with or without pay, including the detail of any claims for additional work over and above of the reasonable additional hours under the CEO employment contract. The CEO shall also provide details of all corporate credit card purchases issued to him/her and any reimbursements the CEO has claimed.

The reporting to Council is to be prepared by the Manager of Finance by way of a standing agenda item to every Ordinary Meeting of Council (OMC) and will contain sufficient relevant details to enable Council to substantiate that:

- the CEO was entitled to and had sufficient credits for the leave taken;
- that the leave taken was an entitlement under the CEO's employment contract;
- that any claim for additional hours worked beyond reasonable additional hours under the Contract of Employment are justified and acceptable;
- expenditure on the CEO's corporate credit card has been incurred in accordance with the Shire's Procurement policy and Corporate Credit Card Agreement; and
- the CEO had incurred legitimate work-related expenses to be reimbursed.

The OMC agenda item is to be prepared by the Executive Manager Corporate & Community Services based on the relevant forms completed and certified by the CEO (Timesheets) providing details of leave, additional hours, credit card transactions and reimbursements that have occurred during the period.

The relevant forms are:

1. CEO's Leave Application Form
2. Credit Card Purchases Form
3. Pro Forma Invoice Form
4. Invoice Requisition Form

Items 1 and 2 are to be presented to Council for information purposes. Items 3 and 4 are to be presented to Council for confirmation and authorisation for the transaction to occur.

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# Shire of Morawa Policy Manual

## 5. ENGINEERING (ENG)

### ENG01 Temporary Road Closures

Aim	To clarify Council's role when closing roads for which the Council has responsibility.
Application	All Staff
Statutory Environment	<i>Local Government Act 1995 Section 3.50(1a) and 3.50(4)</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

#### Objective

Unless otherwise stated, the Shire shall practice its rights and obligations to close, and subsequently re-open any road under its responsibility in accordance with provisions of the *Local Government Act 1995*, and the *Local Government (Functions and General) Regulations 1996*.

#### Policy

Specifically, where the Shire is required to issue local public notice, the broadcast of road status via the Councils Road Condition Reports, from time to time occur as conditions change, and the issue of local public notice shall be in accordance with Section 1.7 of the *Local Government Act 1995*.

Furthermore, where the Shire can reasonably determine that a road closure is expected to exceed a period of twenty-eight (28) days, the Shire shall:

- Give local public notice, in newsprint generally circulating in the district, giving details of the proposal to close such road;
- Give written notice to each land owner/occupier likely to be affected by the proposal to close such road; and
- Invite public comment on the proposal to close such land.

Where a road closure inadvertently exceeds a period of twenty-eight (28) days, the Council shall meet its obligations under provisions of the *Local Government Act 1995*.

**\*\* Note - Road closures for Roadworks will require an approved Traffic Management Plan and Working in a Shire Reserve permit.**

#### Exceptional Permits

Section 3.50 (2) of the *Local Government Act* allows the Shire to limit road closures to vehicles of any class, to particular times or to such other case or class of case as may be specified in the order and may contain exceptions.

## Shire of Morawa Policy Manual

To this end, the Shire recognises the need for remote residents to access supplies. It is therefore the intention of this policy to allow exceptions to approved vehicles granting limited access to traverse on selected closed roads.

Applicants seeking an exception to travel on a closed road must make a written request to the Shire prior to undertaking any journeys on any closed road.

Where appropriate, the Shire may grant exceptions to pastoralists, Aboriginal Communities and Mining Enterprises on an as needs basis. The exception must be of an urgent nature and shall not be considered for the purposes of convenience to the applicant.

**All applications shall be submitted to the Shire for consideration, on a case-by-case basis.**

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# Shire of Morawa Policy Manual

## ENG02 Bush Fire Policy

Aim	To establish and maintain Bush Fire Brigades in order to provide adequate fire protection for those areas within the Shire.
Application	Councillors All Staff
Statutory Environment	<i>Local Government Act 1995 - 2.7 (2) (b) Bush Fires Act 1954</i>
Approval Date	OMC 18 July 2020
Last Review	N/A
Next Review	2020
Review Period	Annually

### Objective

To establish and maintain Bush Fire Brigades in accordance with Part V of the *Bush Fires Acts 1954*, as amended, in order to provide adequate fire protection for those areas within the Shire and to carry out any identified hazard reduction having due regard at all times for the preservation of the natural environment.

### Policy

#### 1. BUSH FIRE ADVISORY COMMITTEE MEETINGS

##### 1.1 Introduction

The Shire of Morawa Bush Fire Service comprises four Brigades & Volunteer Fire & Emergency Services Unit VFES (this is a DFES owned and managed unit) whose members are all trained volunteers. Council seeks input from these members and other key stakeholders on matters relating to relating to bush fire prevention and control through the Shire of Morawa Bush Fire Advisory Committee (BFAC).

This Policy specifies when Bush Fire Advisory Committee Meetings are to be held, and the minimum issues Council seeks the Advisory committee to address.

##### 1.2 Objective

To specify a minimum number of Bush Fire Advisory Committee Meetings to be held in any year;

To specify what items are required to be considered at these meetings, except general agenda items;

To specify the membership of the Bushfire Advisory Committee and the numbers of members required to constitute a quorum.

# Shire of Morawa Policy Manual

## 1.3 Policy

The Bush Fire Advisory Committee shall meet a minimum of two times per year with the meetings being held prior to and after the fire season (normally, before October and after March).

The following items shall be considered at the post fire season meeting of the Bush Fire Advisory Committee each year:

1. The report from the Brigade Captains on the fire season activities and other Brigade related issues;
2. Bush Fire Brigade budget requests for items that fall outside of the Local Government Grants Scheme (ESL) eligibility;
3. Nominations for the National Medal & Bushfire Service Medal (optional).
4. AGM is held to appoint the leadership team for the following year

The following items shall be considered at the pre fire season meeting of the Bush Fire Advisory Committee each year (normally in September):

1. Review Harvest Movement Ban process;
2. Review fire break issues that may arise
3. Pre-season training opportunity's
4. Capital items for the forthcoming Local Government Grants Scheme (ESL) due in January each year.

### **Membership of the Bush Fire Advisory Committee shall comprise:**

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer (potentially 2 Deputies)
- Bush Fire Control Officers
- Councillor from the Shire of Morawa
- Chief Executive Officer
- Executive Manager Works and Assets
- CESM

### **Ex Officio**

- DFES Representatives other than CESM
- DBCA Representatives
- Karara Mine

All members (except Ex Officio representatives) shall have equal voting rights except in the case of a tied vote; here the Chairperson shall also exercise a casting vote in addition to a deliberative vote. Minutes and recommendations from the Advisory Committee will be presented to Council as soon as practicable after each meeting.

Quorum shall be six presiding members.

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## Terms of Office

1. Each committee member will be nominated annually at the post fire season meeting by the committee for Council's ratification;
2. The Council may accept a resignation in writing or remove any member of the committee.

## Appointment of Committee Members

The Council shall endorse the appointment of Committee members or may appoint a member when a vacancy occurs in the office of a member of the Committee.

## LEMC and District Committees

The Chief Bush Fire Control Officer or their delegate in relation to their Bush Fire obligations is:

- invited to be a member of the Shire of Morawa Local Emergency Management Committee; and
- represent the Shire at District Operations Advisory Committee (DOAC) meetings or other district meetings as required or send a delegate

## 2. MEETINGS OF THE BUSH FIRE BRIGADE

### 2.1 Introduction

Bush Fire Brigades are established by the Shire of Morawa under powers conferred upon the Council by the *Bush Fires Act 1954*. The Shire of Morawa Bush Fire Service comprises of four Bush Fire Brigade whose members are all trained volunteers. The Bush Fire Brigade will hold at least one meeting per year and other meetings on such days and at such times the Bush Fire Brigade thinks fit. This Policy specifies when and what type of meetings the Bush Fire Brigade are to be held, the quorum required and voting rights of Brigade members

### 2.2 Objective

To specify a minimum number of Ordinary Meetings the Bush Fire Brigade is to conduct in any year;

To specify what items are required to be considered at these meetings, except general agenda items;

To specify what type of meetings the Bush Fire Brigade can conduct.

### 2.3 Policy

#### Ordinary Meetings

The Bush Fire Brigade (local brigades as I like the idea that our brigades should hold at least two per year) shall conduct a minimum of two Ordinary Meetings per year with at least one meeting being held prior to and one meeting after the season. The Chairperson shall be the Captain or their nominated delegate The Shire Chief Executive officer or CESM will act as the Secretary and minute the meeting. The CESM is to be invited.

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The following items shall be considered at the post fire season meeting of the Bush Fire Brigade each year:

1. The report from the Brigade Captain on the fire season activities and other Brigade related issues;
2. Bush Fire Brigade budget requests for items that fall inside and outside of ESL eligibility; and
3. Nominations for Service Medals Medal.

The following items shall be considered at the pre fire season meeting of the Bush Fire Advisory Committee each year:

1. Capital items for the forthcoming ESL due in January each year.

## Annual General Meetings

The Bush Fire Brigade shall hold an Annual General Meeting (AGM) following the post fire season meeting (this if for two benefits one any issues with persons during the fire season is sorted whilst fresh/ and changes to membership and leadership is passed on to the shire and DFES in time) /prior to the end of August each year. At the AGM the Brigade is to elect the Bush Fire Brigade Officers from amongst the Brigade members.

- Voting will occur for positions in the following order:
- Captain/Fire Control Officer
- Lieutenants & Bush Fire Control Officer/s
- Treasures & Secretary

Elections will be conducted by show of hands.

The AGM will address any general business that is outstanding.

## Special Meeting

The Chief Bush Fire Control Officer or Captain may convene a special meeting of the Bush Fire Brigade or Bush Fire Advisory Committee if requested by an active Brigade Member or when required due to a vacancy in the Officer Group.

## **2.4 Quorum**

The quorum for a meeting of a Brigade is at least 6 of the number of voting members of that Brigade. No business is to be transacted at a meeting of the Bush Fire Brigade or BFAC unless a quorum of Brigade members is present in person or by authorised proxy.

## **2.5 Voting**

Each member is allowed one vote at a meeting of the Bush Fire Brigade or BFAC. If a voting member is unable to attend a meeting they may lodge an absentee vote or nominate another member as their proxy.

If the meeting Chair is willing to accept electronic lodgement, an absentee vote may be emailed to the meeting Chair. The absentee voter must be aware of the reduced confidentiality of this method.



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## 3. STANDARD OPERATING PROCEDURES

### 3.1 Introduction

DFES has a set of Standard Operating Procedures relevant to the everyday operation of Bush Fire Brigades. The Standard Operating Procedures have been widely accepted and adopted by most local governments in Western Australia.

### 3.2 Objective

The objective of this Policy is to adopt DFES Standard Operating Procedures as Council's Bush Fire Brigades Standard Operating Procedures.

### 3.3 Policy

That the Shire of Morawa adopts the Standard Operating Procedures relating to Brigades and Local Authorities as outlined in the DFES Standard Operating Procedures applicable to Bush Fire Fighting and Incident Control as Council's Bush Fire Brigades Standard Operating Procedures.

## 4. BUSH FIRE CONTROL OFFICER APPOINTMENTS

### 4.1 Introduction

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities.

The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

This policy establishes the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

### 4.2 Objectives

To ensure that a person has the relevant qualifications necessary to hold the position of Fire Control Officer;

To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.

### 4.3 Policy

All Officers of the Bush Fire Brigade will be authorised as Fire Control Officers for the Shire of Morawa.

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program. With a refresher completed every 4 years.

# Shire of Morawa Policy Manual

2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within 12 months of appointment;
3. For a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every 4 years;
4. Yearly notification is made to Council of Brigade Officers to be appointed as Fire Control Officers and permit issuing officers;
5. Only Permit issuing Fire Control Officer shall issue a Permit to Burn this is done in consultation from the Chief or Deputy Chief Bush Fire Control Officer.

## 5. AUTHORITY OF CHIEF & DEPUTY BUSH FIRE CONTROL OFFICERS

### 5.1 Introduction

Within the Shire of Morawa Bush Fire Services, a formal hierarchy exists in accordance with the *Bush Fires Act 1954* to provide a chain of command at multi brigade incidents.

### 5.2 Objective

To specify the extent of the authority to expend Council funds.

### 5.3 POLICY

The most senior positions are those of Chief and Deputy Chief Bush Fire Control Officer/s & CESM.

This Policy recognises the need for the Chief and Deputy Chief Bush Fire Control Officer/s & CESM to act quickly in an emergency wild fire situation where that wild fire is beyond the resources of the Shire of Morawa Fire Services.

## 6. FIREBREAK ORDER – EXEMPTIONS

### 6.1 Introduction

In accordance with the provisions of Section 33 of the *Bush Fires Act 1954*, the Shire of Morawa adopts an annual Firebreak Notice specifying the minimum standards of fire prevention measures to be undertaken by land owners.

For varying reasons of terrain, natural water courses, stands of significant vegetation or other reasons, it may not be possible or desirable for the land owner to meet Councils requirements.

In order to avoid receiving an infringement notice for failing to comply with the requirements of the Firebreak Order, the land owner, in accordance with the Order, needs to obtain the approval of the Shire for an exemption from, the requirements of the Order. This Policy is intended to provide a procedure to deal with applications for firebreak exemptions to the annual Firebreak Order.

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## 6.2 Objective

To specify which persons are authorised to approve applications for firebreak exemptions and variations to the annual Firebreak Order.

## 6.3 Policy

1. The Chief Executive Officer or Deputy Chief Bush Fire Control Officer/s in consultation with the CESM are authorised to approve or refuse applications made for Firebreak Order exemptions;
2. Exemptions so granted shall be issued in writing by the Shire of Morawa for a period of no more than 3 years.

## 7. PERSONAL PROTECTIVE EQUIPMENT

### 7.1 Introduction

Bush Fire brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. The Shire of Morawa has a duty of care to Brigade members to ensure that they are given the opportunity to be suitably equipped and protected to carry out their roles as fire fighters. This Policy provides for the issue of personal protective equipment to brigade members.

### 7.2 Objective

To specify what personal protective equipment is to be supplied in accordance with DFES SOP's;

### 7.3 Policy

Volunteers will be offered and encouraged to wear DFES approved Level 1 Personal Protective Equipment (PPE) consisting of:

- a. Level 1 Tunic;
- b. Level 1 Trousers/over Trousers;
- c. Level 1 Helmet;
- d. Level 1 Gloves;
- e. Bush Fire Boots do we state leather boots to a standard ;
- f. Level 1 Tee Shirt 100% Cotton do we look at purchasing printed T shirts which can be claimed on the ESL;
- g. Baseball Style Cap/Wide Brim Sun Hat
- h. Goggles
- i. Appropriate facemasks for the undertaking of Bush Fire Suppression these are placed on the appliance we do have the issue of cleaning and maintenance.

The PPE kit remains the property of the Shire of Morawa at all times. Upon termination or resignation from the Brigade, all kit must be returned to the Brigade for re-issue to other active members. Failure to return the kit to the Brigade will result in the issue of an invoice for the replacement cost of a new kit.

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Failure to pay for or return the issued PPE may result in legal action being undertaken by the Shire of Morawa to recover the items or replacement costs. All members are responsible for the care and maintenance of all PPE issued to them.

## 8. FIRE APPLIANCES – REPAIRS, AND SERVICING

### 8.1 Introduction

Shire of Morawa Bush Fire brigades are created pursuant to Section 41 of the *Bush Fires Act 1954*. Brigades in the Shire of Morawa will use its best endeavours to ensure that all equipment provided for Brigade use is maintained to the correct standard and that any modifications do not compromise the operational safety of the equipment.

### 8.2 Policy

#### 8.1.1 Vehicle Maintenance

The Shire/CESM will manage vehicle maintenance and repairs with costs reimbursed from the Emergency Services Levy (ESL) funds upon receipt of an invoice from the Shire of Morawa. Members on returning from an incident are to report any issues to the Brigade Captain who will inform the CESM and repairs will commence

#### 8.1.2 Vehicle Registration

All appliances, equipment and apparatus of the bush fire brigade will remain the property of the Shire of Morawa. As such, vehicles will continue to be registered by the Shire of Morawa with costs reimbursed from the ESL funds receipt of an invoice from the Shire of Morawa.

## 9. HAZARD REDUCTION WITHIN THE GAZETTED TOWNSITES

### 9.1 Introduction

The Shire of Morawa acknowledges that it is responsible for the reduction of fire hazards on land under its control. This land includes road and drainage reserves as well as public open space. This Policy provides for the burning of road and drainage reserves within the Shire of Morawa for fire hazard reduction and maintenance purposes. DFES & DBCA are responsible for all other UMR & UCL land within the Shire.

### 9.1 Objective

To specify who can conduct burning on road and drainage reserves under the care, control and maintenance of the Shire of Morawa.

To ensure that persons involved in burning are trained to do so, in a safe manner.

To ensure that adequate appliances and/or machinery are available to facilitate the safe burning of road and drainage reserves.

### 9.3 POLICY

All hazard reduction burns identified within the Shire of Morawa Townsites are to be carried out in consultation with the Chief Bush Fire Control Officer.

# Shire of Morawa Policy Manual

## 10. FIRES OUTSIDE THE SHIRE OF MORAWA

### 10.1 Introduction

Bush Fire brigades across the region operate in an environment of “mutual support”, where Brigades in areas not under immediate threat from wild fire will assist at incidents which are beyond the capacity of the controlling agency.

This Policy recognises the need for the Shire of Morawa to be able to assist other local authorities and emergency services where they request our assistance with an incident that is outside of the local government area of the Shire of Morawa.

### 10.2 Objective

To specify that the Shire of Morawa is available to assist at incidents outside of the Shire of Morawa;

To specify which officers are delegated to approve the response of Shire of Morawa to incidents outside of the Shire of Morawa.

### 10.3 Policy

1. A Bush Fire Brigade shall not attend an incident outside of the Shire of Morawa unless their response is authorised by the Chief Bush Fire Control Officer;
2. The Chief Bush Fire Control Officer shall be notified as soon as a fire appliance is dispatched to an out of district fire.

## 11. USE OF SHIRE OF MORAWA PLANT – FIRE EMERGENCIES

### 11.1 Introduction

It is the function of volunteer bush fire brigades to suppress wild fires within the Shire of Morawa. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required

This Policy provides that Shire of Morawa plant may be used to assist at an incident and specifies which officers can approve the use of the plant.

### 11.2 Objective

To specify when Shire plant may be used at a fire emergency.

To specify which employees can authorise the use of Shire Plant at fire emergencies.

To specify that plant operators have a minimum level of training & PPC,PPE before attending fire service incidents/civil emergencies.

To specify who will be responsible for costs associated with the use of Shire plant at fire emergencies.

### 11.3 Policy

The Shire of Morawa, where practicable, shall make its plant available for use at fire emergencies.

# Shire of Morawa Policy Manual

Shire Employees authorised to permit the use of Council plant at fire services incidents/civil emergencies are:

- Chief Executive Officer; or
- Executive Manager Works and Services or
- Chief Bush Fire Control Officer or CESM.

Shire employees operating the plant shall have completed introduction to Bush Fire Fighting and have been issued PPC.

Where Shire plant is utilised in relation to firefighting, the Shire understand that expenses are to be met by the Shire unless the expenses can be recovered by insurance procedures, DFES or ESL.

## 12. TRAINING ARRANGEMENTS

### 12.1 Introduction

Bush Fire brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Morawa, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task. This Policy is to ensure that volunteer fire fighters are properly trained by making available suitable venues, catering and by encouraging fire fighters to attend courses.

### 12.2 Objective

Chief Executive Officer coordinates all training requirements and:

- makes available suitable venues for training; and
- specifies when catering will be organised for course participants.

### 12.3 Policy

The Shire of Morawa shall make available, a suitable venue for the training of fire fighters. The Shire will seek reimbursement via the ESL for training and catering at courses that are organised.

The Chief Bush Fire Control/CESM shall make available to all Brigades within the Shire of Morawa notices of upcoming training courses and encourage suitable candidates to attend these courses.

## 13. MINIMUM DRIVER TRAINING - SHIRE FIRE APPLIANCES

### 13.1 Introduction

Bush Fire brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. This Policy has been developed to recognise potential duty of care issues in relation to the training standards of persons who are required to operate Shire of Morawa Fire Appliances

### 13.2 Objective

The objective of this Policy is to specify a minimum training standard for all drivers of Shire of Morawa Fire Appliances.

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## 13.3 Definitions

In this Policy, unless the contrary appears:

**“approved driving course”** means Drive Vehicles Under Operational Conditions DFES Introduction to Driving or equivalent PUA course.

**“authorised training”** means driver training on appliances that is conducted and supervised by CESM or a brigade officer or training officer, who has completed an approved driving course.

**“learner driver”** means a driver who is issued with a learners permit under Section 48C of the Road Traffic Act 1974.

**“probationary driver”** means a diver who is issued with a probationary license under Section 45 of the Road Traffic Act 1974.

**“volunteer firefighter”** means a registered member of a bush fire brigade formed under the Bush Fires Act 1954 and includes any bush fire control officer, officer, office bearer, firefighter, probationary firefighter, probationary firefighter and auxiliary member of a brigade.

## 13.3 Policy

The driver of any Council fire Fighting appliances will hold a current driver’s license appropriate for the appliance being driven and be either a:

1. Shire or DEFS employee; or
2. A registered member of the Shire of Morawa Bush Fire Brigade; or
3. Any person instructed by the Chief Bush Fire Control Officer, CEO or CESM, or any other authorized person.

A volunteer firefighter shall not drive any fire appliance owned by the Shire of Morawa in an emergency situation unless they have completed an approved driving course.

Other Brigade members may drive appliances in non–emergency situations subject to their holding the necessary motor vehicle driver’s license.

## 14. PURCHASE OF EQUIPMENT FOR BUSH FIRE BRIGADES

### 14.1 Introduction

Bush Fire Brigades are established by the Shire of Morawa under powers conferred upon the Council by the *Bush Fires Act 1954*. It is the responsibility of the Shire & DFES to ensure the Brigades are provided with the level of equipment necessary to, and suitable for, the performance of their roles.

### 14.2 Objective

To ensure that any equipment/appliances purchased:

1. Is suited to the task for which it is intended;
2. Has the endorsement of the Shire of Morawa Bush Fire Advisory Committee; and
3. Is in the best interests of the Shire of Morawa Emergency Services as a whole.

# Shire of Morawa Policy Manual

## 14.3 Policy Statement

For the purposes of this policy, grant funds also includes corporate sponsorship.

1. Individual Brigades, or members thereof, shall not apply for funding or purchase firefighting equipment or appliances;
2. In order that grant funds may be pursued for the best overall strategic benefit of the Shire of Morawa Bush Fire Brigades and grant funds will only be applied for by the Shire;
3. Any equipment/appliances required by Bush Fire brigades will only be purchased on behalf of the Brigade by the Shire ;
4. Equipment will not be purchased, other than to replace an existing item, unless the Bush Fire Advisory Committee has determined:
  - a) the need to purchase the item;
  - b) the item meets all current DFES standards; and
  - c) provision for the insurance/maintenance of the item can be made within the existing operating budgets.



## Shire of Morawa Policy Manual

### ENG03 Asset Management Policy

Aim	The purpose of this policy is to responsible management of the Shire's Assets
Application	Elected Members and Staff
Statutory Environment	<i>Department of Local Government Asset Management Framework (WA Government, 2011)</i> <i>Local Government Act (1995)</i> <i>International Infrastructure Management Manual (IPWEA, 2011)</i> <i>Department of Local Government Integrated Planning and Reporting Framework and Guidelines (WA Government, 2010)</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards AASB13 – Fair Value Measurement</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objectives

The purpose of this policy is to initiate Asset Management Principles/Framework and Asset Management Responsibilities to achieve the following objectives and outcomes:

- The Shire's services and facilities are provided reliably, with the appropriate level of service to residents, visitors and the environment within the Shire;
- Safeguarding the Shire's assets including physical assets and employees by implementing appropriate asset management strategies, practices and financial treatment of the assets;
- Establish an environment where all Shire employees will assist in the overall management of the Shire assets;
- Meet all legislative compliance for Asset Management.
- The adoption of an effective asset management approach will provide the following benefits:
  - More sustainable decisions by ensuring all lifecycle costs are included in decision processes, so that the emphasis is on sustainable efficiencies not unsustainable short-term gains;
  - Enhance customer service through improved understanding of service requirements and options;
  - Improved financial efficiency by recognition of all costs of owning/operating assets over the lifecycle of the assets.

# Shire of Morawa Policy Manual

## Policy

### Background

In 2010, the Minister for Local Government introduced the Integrated Planning Framework WA, which is aimed at driving the development of a Strategic Plan and a Corporate Business Plan.

Developing an Asset Management Strategy is a crucial part in contributing to Council's Corporate Business Plan, ensuring that the Local Government's assets are effectively managed and meet the needs of the community now and in the future.

### Strategic Implications

This Asset Management Policy has been developed to support the vision, goals and objectives in the Shire of Morawa's Strategic Plan. Effective asset management ensures that all Infrastructure assets are well planned and delivered to the expectations of the community now and into the future.

The Shire will allocate appropriate resources to asset management through its financial plan, define its service level expectations through service delivery plans, and ensure effective risk management.

The implementation of this Asset Management Policy will assist the Shire to meet community expectations by providing services in a sustainable manner.

### Principles

Asset Management encompasses all of the various actions that Council must take to ensure that its assets are planned, delivered, managed, renewed and retired to serve both present and future communities.

### Managing Council Assets

Council assets will be managed by:

- A team approach – Coordinated by the Executive Manager Works and Assets; and
- Council allocating sufficient financial resources (integrated with the Long Term Financial Plan) to ensure effective asset management practices, timely maintenance and renewal of assets so that community services are sustained in the long term; and
- Asset information will be accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision making to occur.

### New Assets & Renewal or Upgrade/Expansion of Assets

Prior to consideration of new infrastructure works, renewals or an expansion/upgrade:

- A strategic review of the need for, and the life cycle cost of that asset (including capital, maintenance, operating and renewal costs) will be carried out.
- Asset Renewal Plans will be implemented progressively based on priority (condition), the level of service required, and the effectiveness of the current performance of the asset.
- Plans to upgrade existing infrastructure will be considered and evaluated according to the need to increase the asset's Level of Service.

## Shire of Morawa Policy Manual

- Council will continually seek opportunities for multiple uses of assets, as well as, strategic community partnerships and for economic extensions to infrastructure life.

### Asset Management Strategy and Asset Management Plans

- An Asset Management Strategy will be developed in line with the Strategic Plan and informed by the community's aspirations and service requirements that are set out in the Corporate Business Plan.
- In consultation with key stakeholders, Council will determine the Level of Service expected for each asset class to deliver economic, environmental and social values for the benefit of the community. These service levels will be adopted and reflected in the Asset Management Plans for each asset class. The development of Asset Management Plans will also identify:
  - The strategic goals;
  - The level of service and performance standards;
  - The full cost of providing the service
  - The future demand; and
  - Monitoring and improvement strategies.

The Level of Service for each asset class will drive the desired funding and when assessed against the Shire's current budget, this will represent the funding gap.

Council will work to minimise this gap by renewing its assets at the most optimum time. The budgetary requirements will be fed into the Shire's Long Term Financial Plan.

### Risk Management Techniques

The Shire's Risk Management Policy (CORP01) outlines the commitment and objectives regarding managing uncertainty that may impact the Shire's operations.

To ensure the achievement of our vision and strategic goals and objectives, the Shire needs to ensure operational/asset management staff (first line defence) identify asset related risks and they are assessed, managed, monitored and reported. Risk themes identified in relation to Asset Management and documented in the Asset Management Strategy include:

- Asset Sustainability Practices
- Environmental Management
- Errors, Omissions, Delays
- External theft & fraud including cyber crime
- Management of Facilities/Venues & Events

The criteria adopted in CORP01 will be applied to each asset class to identify any moderate – high risks and will be covered in the individual asset management plans.

### Responsibilities

In order to support this policy the following key roles and responsibilities have been identified:

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## Council

- To act as custodians for Council assets;
- To adopt an Asset Management Policy with linking to the Shire of Morawa's 10 Year Strategic Community Plan 2019 – 2029 (Desk top reviewed in 2020);
- To provide an advocacy role with State and Federal Governments and the community;
- Demonstrate the organisations commitment to the Council's vision and strategic objectives through an integrated; and
- Resourced asset management system to build and maintain intergenerational equity;
- Make informed decisions supported by asset management processes and costs; and
- To comply with Integrated Planning Framework and Fair Value Legislation.

## Chief Executive Officer & Senior Management

- Reporting on the status and effectiveness of asset management within Council;
- Continually promote asset management across the organisation;
- To validate and challenge proposals to ensure they meet the Shire's Strategic Plan objectives and community needs;
- To ensure community and key stakeholders inputs are integrated into Asset Management Plans;
- To ensure staff are appropriately trained and skilled to perform the required Asset Management functions;
- To provide effective communication between Staff, Council and the Community;
- Responsible for implementing asset management systems, policies and procedures;
- Delegate specific assets to responsible project officers;
- Promote networks between the community, key stakeholders, and Council's asset managers to involve and consult with on the management of Council's assets.
- Develop and implement a framework for the evaluation and prioritisation of corporate project proposals incorporating whole of life costing;
- Develop and implement asset management processes and procedures;
- Implementation of Fair Value
- Develop Framework, guidelines and processes to deal with Fair Value reporting.

## Disability Access and Inclusion Plan

Public Authorities in Western Australia are required to have Disability Service Plans (DSPs) under the *Disability Services Act (1993)*. This Act was amended in 2004 with a requirement for public authorities (State Government agencies and Local Governments) to develop and implement Disability Access and Inclusion Plans (DAIP's) that further the principles and objectives of this *Act*. The principles and objectives of this DAIP are to be applied in the responsible management of the Shire's assets including acquisition, maintenance and disposal.

## Definitions

**Asset:** means a physical item that is owned or controlled by Council, and provides or contributes to the provision of service to the community.

**Asset Register:** means a record of asset information considered worthy of separate identification including inventory, historical, condition, and construction, technical and financial.

## Shire of Morawa Policy Manual

**Asset Management:** means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal to ensure that the assets meet Council's priorities for service delivery.

**Asset Management Plan:** means a plan developed for the management of an infrastructure asset or asset category that combines multidisciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes, for each Asset Category:

- Levels of Service (performance, construction, maintenance, and operational standards);
- Future Demand (rational basis for demand forecasting and selection of options for proposed new assets);
- Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansions and Upgrades);
- Financial Projections;
- Asset Management Practices; and Performance Monitoring and Improvement.

**Asset Management Strategy:** means a strategy developed for the management of an asset that combines multi-disciplinary management techniques over the lifecycle of the asset.

**Council:** means the Council of The Shire of Morawa

**Fair Value:** is defined as:

*"... The amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arm's length transaction."* And also as:

*"... The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date."*

**Level of Service** means meeting community expectations in relation to the quality and quantity of services delivered by the Council.

**Life Costing** means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and disposal and rehabilitation costs.

# Shire of Morawa Policy Manual

## ENG04 Road Management Policy

Aim	The purpose of this policy is to demonstrate the Shire of Morawa's commitment to the responsible management of its roads and to establish a policy relating to the management of roads within the Shire's boundaries.
Application	All Staff
Statutory Environment	<i>Local Government Act 1995</i> <i>Main Roads Act 1930</i> <i>Land Administration Act 1997</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objectives

To provide a framework for making consistent and structured decisions as to whether a road or area of land used as a road should be included on the Shire of Morawa's (the "Shire") Shire's Road Register.

Specifically, the aim of this Policy is to establish:

- The circumstances under which the Shire will accept responsibility for a road, sections of road or area of land used as a road; and
- The process required for the Shire to accept responsibility for a road, sections of road or area of land that is not currently listed in the Road Register.

### Policy

This Policy is intended to apply only to those roads and road reserves for which the Shire of Morawa is the responsible authority.

There are numerous roads and tracks within the Shire that Council is not responsible for, but are managed by other authorities such as Main Roads Western Australia, the Department of Parks and Wildlife and other State authorities. In particular, the majority of roads and tracks through National Parks are not the responsibility of the Shire of Morawa. A small number of private roads are the responsibility of their respective owners.

Roads and road reserves that are the responsibility of other authorities (e.g. State roads, National Park roads, private roads etc.) are not included in this Policy. This Policy is intended to apply consistently throughout the Shire.

This Policy sets out the guidelines for staff and elected members in relation to the management of roads within the Shire boundaries.

1. The Shire is responsible for the management of Shire Roads within its boundaries.

## Shire of Morawa Policy Manual

2. The Shire shall maintain a Road Register detailing the roads for which it is the responsible road authority. The Road Register is a living document that is to be updated as required by resolution of Council.
3. The criteria for determining consideration for inclusion on from the Road Register are as follows. The road should satisfy at least one of the following criteria:
  - a. is gazetted;
  - b. provides primary access to at least one full-time occupied property (i.e. the property is otherwise land-locked and without any road frontage);
  - c. has previously been constructed by, or regularly maintained by the Shire;
  - d. provides clear benefit to several property owners (not just one);
  - e. connects into and forms part of the wider network of Public Roads;
  - f. Serves a defined purpose or function for the public (i.e. there would be consequences if public access was removed and / or the needs for public use cannot be readily accommodated with alternatives); and
  - g. Provides for a social or economic benefit such as tourism
4. The Shire shall maintain a Road Asset Management Plan that, as a minimum, outlines the following:
  - a. The Road Hierarchy System
  - b. Levels of Service
  - c. Inspection Programs
  - d. Construction Standards
  - e. Maintenance Standards
  - f. Road Condition Reporting

### Background

The Shire is committed to the provision and maintenance of roads within its boundaries and has an obligation to ensure that the road network provides an appropriate level of service and functionality for the road user.

A Road Management Policy is required to set out a framework for making consistent, structured and justifiable decisions as to whether a gazetted road or area of land used as a road is reasonably required for general public use and is therefore considered to be a "Public Road". Once identified as a Public Road and the responsibility of the Shire it is considered a "Shire road" and must be included in the Shire's Road Register.

Inclusion in the Road Register is an acknowledgement by the Shire that it is the responsible road authority in respect of the Public Road, and therefore has the responsibility for its ongoing maintenance, repair, inspection and the risks associated with this function.

The level of service is dependent on the classification of the road in the road hierarchy, the standard to which the road has been constructed, the funds available for the maintenance and the level of risk deemed applicable to that road.

Where Council decides that an area of land used as a road is not the Shire's responsibility, and therefore not a Shire Road then the Shire does not have any statutory or common law duty to inspect, repair or maintain the area of land.



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In this case, the Shire has the discretion, not duty, to inspect, maintain and repair areas of land used as a road that are not on the Road Register. The Shire will be able to decide whether a road is a Shire Road based on criteria that are set out in this Policy.

## Strategic Implications

This Road Management Policy has been developed to support the vision, goals and objectives in the Shire of Morawa's Strategic Plan.

This Policy is also designed to complement the Asset Management Policy. Both policies are supported by the Strategic Asset Management Plan and Road Asset Management Plan.

## Road Register

The Shire maintains a Road Register. Roads that are not included in this register are currently not recognised by the Shire as assets, nor does the Shire accept any maintenance responsibility for such roads.

The existing extent of the Shire's road network has been determined from historical records of the extent to which the Shire has established and maintained the road network, with some additional roads that Council has formally accepted responsibility for, generally through land development.

Council may determine that additional roads, sections of roads or areas of land used as roads be included in the Road Register in accordance with this Policy.

## Other Considerations

### Request for Road Registration or Improvement:

In circumstances where property owners or ratepayers wish to have a presently unregistered road included in the Shire's Road Register and for it then to be maintained by the Shire, the ratepayer/s or property owner/s may make application in writing to the Shire to have the road included.

The road will be inspected and a report prepared for Council's consideration of the matter at an Ordinary Council Meeting. Council will not accept responsibility for roads which do not meet the minimum criteria specified in this Policy. The road will also be assessed against, and must reach at least the minimum standards that are described in the Road Asset Management Plan.

Where work is required to bring the proposed road up to a standard that is acceptable by Council, the costs of performing such work shall be borne by the proponent or proponents that have made the application to have the road included in the Road Register.

In considering such a proposal, Council will have due regard for the criteria for determining inclusion on the Road Register and the ongoing maintenance costs generated by the improved road.



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## New Developments

Where a new development on rural land requires a higher standard of road than has been provided, the costs associated with upgrading of the road will be the full responsibility of the developer. Every effort should be made to address this issue as part of the planning for the development.

## School Bus Routes

Priority is to be given to maintenance of school bus routes during maintenance grading programs, and all school bus routes are to be graded, if needed prior to the school year recommencing.

## Road Widths

Council observes the following road widths for all rural roads in the Shire:

### *8m Minimum Road Surface (10m cleared) (8m cleared)*

- Nanekine Road
- Offszanka Road
- Canna North East Road
- Williamson Road
- Fabling Road
- Stephens Road
- South Indar Road
- Gutha West Road
- Pintharuka West Road
- Burma Road
- Milloy Road
- White Road
- Moffet Road
- Yamma Pool Road
- Yongarloo Road
- Bligh Road
- Neats Road (Bligh to Three Springs)
- Three Springs/Morawa Road
- Old Three Springs Road
- Morawa South Road
- Koolanooka South Road
- Malcolm Road
- Jones Lake Road
- Judge Road
- Gutha East Road
- Morawa-Yalgoo Road
- Toohey Road
- Madden Road
- Evaside Road
- Johnson Road
- Fitzgerald Road

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- Munckton Road
- Old Mullewa Road
- Fallon Road (Lochada Rd to Munckton Rd)
- Lochada Road (Fallon Rd to part length)
- Bells Road (Pintha Dam to Wubin-Mullewa Rd)
- Pintharuka East Road (Wubin-Mullewa Rd to Bells Rd)
- Koolanooka Springs Road
- Norton Road (Wubin-Mullewa Rd to Olden Rd)
- Olden Road

## *6m Minimum Running Surface (8m cleared)*

- All Other Rural Roads

## **Gravel Pit Use & Rehabilitation**

The following represents the Shire's requirements to rehabilitate private property and Shire reserves where the shire has completed extraction of gravel:

- Unused pits - the sites shall be spread and levelled as much as possible. The site shall be generally deep ripped at 3 metre intervals where necessary.
- New pits - topsoil shall be stock piled. Following annual excavation the topsoil shall be pushed over the excavation.
- Timbered pits located in grazing paddocks - shall be fenced until revegetated by planted native trees.

## **Construction of a vehicle crossover**

Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

(1) *Where —*

(a) *a local government —*

- (i) *under regulation 12 constructs or approves the construction of; or*
- (ii) *under regulation 13(1) requires the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*

(b) *the crossing is the first crossing in respect of the land; and*

(c) *the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.*

(2) *In subregulation (1) —*

**first crossing**, *in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358<sup>2</sup> of the Local Government Act 1960<sup>3</sup> as in force at any time before 1 July 1996;*

**standard crossing** *means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing."*

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## Rural Crossover

Where landowners require a new culvert crossover, Council will provide one crossover free of charge and where required, necessary pipework to protect the Shire's road assets. Should an additional crossover is required Council will provide the labour to install the culvert where the landowner pays for the culverts.

A standard rural crossover is to be 8 (eight) metres wide.

## Townsite Crossovers

Council will provide one crossover per lot at 50% of the cost to rate payers. Additional costs involved in wider or additional crossover (less the footpath portion) will be at the cost of the ratepayer. Where Council undertakes road works affecting existing crossovers Council will bear the cost of replacement. The acceptable standard for a crossover in the townsite is as follows:

1. A standard crossing as referred to by the Reg. 15 of the *Uniform Local Provisions Regulations* comprises either:
  - A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate.
  - A minimum of 75mm reinforced concrete over a compacted sub- base; or
  - Other as approved by Council from kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
2. The minimum width of the standard crossing shall be 3.0 metres for residences, 4.0 metres for commercial, 6.0 metres for light industrial, 6.0 metres for heavy industrial and 7.5 metres for service stations each with a 1.5 metre radius "fishtail" onto-the kerb line.
3. The gradient shall be positive 2% for the first 1.5 metres from the kerb line.
4. The Shire will contribute to one crossing per property only.
5. Where the ratepayer elects to construct a crossover, the Council's contribution shall not exceed 50% of the cost of the crossover as defined in paragraphs (1) and (2) and in Council's Fees and Charges Schedule. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The ratepayer must produce documents stating the full cost of the crossing.

## Footpaths/dual use paths

Footpaths/dual use paths are to be constructed in concrete:

- to a depth of 75mm deep
- 25mpa concrete; and
- to a width of up to 2.0m.

Other construction materials such as bitumen may be used where directed by Council.

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## **Road Name Changes**

Except as provided below, a road name shall not be proposed for a new existing road if that road name is currently in use within the Shire. This includes the use of:

- i) like-sounding names e.g. names with the addition/deletion of -sl; or
- ii) same name with a different suffix, e.g. road as opposed to street;
- iii) where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approved reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Corrigin area and its neighbourhood;
- persons having a distinguished record of achievement within the Shire's history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into a reserved road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by applying to Council stating their reasons, and Council is to write to all landholders adjoining the affected road to obtain their views.

Once a name has formally been assigned to the road and adopted by Landgate's Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

## **Definitions**

**Shire** means the Shire of Morawa.

**Shire Road** means any public road that is on the Road Register of the Shire of Morawa.

**Road Register** is a register of all public roads for which the Shire is the responsible road authority.

## **Supporting Documents**

This Road Management Policy is a key component of the Shire's planning and asset management process. The Policy sits alongside the Asset Management Policy and both are supported by the Strategic Asset Management Plan, Road Asset Management Plan and Road Register.

All these documents form part of the formal records of the Shire of Morawa.

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## 6. FINANCE (FIN)

### **FIN01 Significant Accounting Policy**

Aim	To provide guidance for the preparation of the financial report
Application	Elected Members All staff
Statutory Environment	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2021
Review Period	Annually

#### **Objective**

To provide guidance for the preparation of the financial report

#### **Policy**

##### *Basis of Accounting*

The financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The report has also been prepared on the accrual basis under the convention of historical cost accounting.

##### *Critical Accounting Estimates*

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

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

##### *The Local Government Reporting Entity*

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears as a Note to this financial report

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## Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

## Cash and Cash Equivalents

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

## Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as noncurrent assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

## Inventories General

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

## Land Held For Sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

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

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## Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses. Mandatory requirement to revalue non-current assets Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of noncurrent assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations. Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalue its asset classes in accordance with this mandatory timetable. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

## Land Under Control

In accordance with *Local Government (Financial Management) Regulation 16(a)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

## Initial Recognition and Measurement Between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above. 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 no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

## Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity.



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Decreases that offset previous increases of the same asset are recognized against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

## Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government. Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a) (i) prohibits local governments from recognising such land as an asset. Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

## Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements. When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	15 to 100 years	1-6.67%
Furniture and Equipment	4 to 10 years	10-25%
Computer Equipment	3 years	33.33%
Office Equipment	5 years	20%
Plant and Equipment	3 to 15 years	6.67 33.33%
Motor Vehicles	3-5 years	20-33%
Infrastructure Other	10-100 years	1 - 10%
Water Supply Piping & Drainage Systems	100 years	1%
Sewerage piping	100 years	1%



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Footpaths	35-50 years	2-2.85%
Gravel roads		
Construction/Road Base	80 years	1.25%
Gravel Sheet	12 years	8.33%
Formed Roads (unsealed)		
Construction/Road Base	80 years	1.25%
Sealed Roads and Streets		
Construction/Road Base	80 years	1.25%
Major re-surfacing Bituminous Seals	10 years	7.14%
Asphalt Surfaces	50 years	3.33%

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

### Capitalisation Threshold

Expenditure under the thresholds listed below is not capitalised. Rather, it is recorded on an asset inventory listing:

- Land                      Nil (All Land Capitalised)
- Buildings                10,000
- Plant & Equipme        5,000
- Furniture                5,000
- Equipment
- Infrastructure            10,000

### Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

- Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability.

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The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

## Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

## Valuation Techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

### *Market approach*

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

### *Income approach*

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

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## *Cost approach*

### *Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.*

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs.

Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

## **Financial Instruments**

### *Initial recognition and measurement*

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

### *Classification and subsequent measurement*

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

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The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability.

Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

## Financial assets at fair value through profit and loss

Financial assets are classified as “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

### (i) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

### (ii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

### (iii) *Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

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## *(iv) Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

### Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a “loss event”) having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point. In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

### Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

### Impairment of Assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

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Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard. For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

### **Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

### **Employee Benefits Short-Term Employee Benefits**

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

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

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

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

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other 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 re-measurements 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 noncurrent 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.

# Shire of Morawa Policy Manual

## **Borrowing Costs**

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

## **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.

## **Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## **Investment In Associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.



# Shire of Morawa Policy Manual

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

## ***Interests in Joint Arrangements***

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required. Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 16.

## **Rates, Grants, Donations and Other Contributions**

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

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c) . That note also discloses the amount of contributions recognized as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

## **Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

## **Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle.

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



# Shire of Morawa Policy Manual

## **Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

## **Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year. When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

## **Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

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# Shire of Morawa Policy Manual

## FIN02 Investment Policy

Aim	The purpose of this Policy is to invest surplus funds, with consideration of risk and the most favourable rate of interest available and to support the local bank, where possible.
Application	Elected Members and Staff
Statutory Environment	<i>Local Government Act 1995</i> <i>Trustees Act 1962</i> <i>Local Government (Financial Management) Regulations 1996</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2020
Review Period	2 years

### Objective

To invest the Shire of Morawa's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

To support the local bank, where possible, with the intention of ensuring the bank is retained within the Shire.

### Policy

Surplus funds to immediate requirements shall be deposited into an authorised institution, in accordance with *Section 19 Local Government (Financial Management) Regulations 1996*.

#### Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

#### Ethics and Conflicts of Interests

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. The Department of Local Government and Communities No.1 "Disclosure of Interests Affecting Impartiality" and No.21 "Disclosure of Financial Interests in Return" provide guidance for recognising and disclosing any conflict of interest. Any independent advisors are required to disclose any actual or perceived conflicts of interest.

#### Approved Investments

Investments may only be made with authorised institutions as follows:

## Shire of Morawa Policy Manual

- An authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 with a Standard & Poor's (or its equivalent) credit rating of BBB or higher; or
- The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
- Bonds that are guaranteed by the Commonwealth or a State or Territory and which have a term not exceeding three years.

### Prohibited Investments

Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution; and/or
- Deposits for a fixed term of more than 12 months;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind or are in a foreign currency.

### Professional Advice

The Shire may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such independent advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this investment policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

### Investment Funds

All cash and investment held by the Shire are placed in common investments in accordance with Local Government (Financial Management) Regulation 1996 Regulation 8.

### Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds. All investments obtained must comply with three key criteria relating to:

- Portfolio Credit Framework limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institution; and
- Term to Maturity Framework: limits based upon maturity of securities.

# Shire of Morawa Policy Manual

## Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Maximum Investment
AAA	A-1+	100%
AA	A-1+	100%
A	A-1	60%
B	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

## Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited. There may be on occasion, subject to cash flow requirements e.g. for end of year balancing and reserve transfers, direct investment maximum percentage greater than 40% for a single percentage, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	40%
AA	A-1+	40%
A	A-1	20%
B	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

## Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints: investment type	Term to Maturity
ADI Deposits	< 12 months
State/Commonwealth Government Bonds	< 3 years

# Shire of Morawa Policy Manual

## **Reporting and Review**

Council will receive a monthly report on the investment portfolio, listing for each investment the institution, amount, and term to maturity, maturity date, amount interest rate, and % of total portfolio represented by the individual investment. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

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# Shire of Morawa Policy Manual

## **FIN03 Authorised Signatures for Cheque/Electronic Funds Transfer Payments**

Aim	To ensure effective security and properly authorised use of cheques/EFT payments whilst ensuring that the Shire provides good customer service through the timely signing of cheques/ETFs.
Application	All Staff
Statutory Environment	<i>Local Government Act 1995 Section 6.10</i> <i>Local Government (Financial Management) Regulations 1996 Part 2</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### **Objective**

To ensure the effective security and properly authorised use of cheques/EFT payments whilst ensuring that the Shire provides good customer service through the timely signing of cheques/ETFs.

### **Policy**

All payments made by cheque/EFT require the authorisation of two signatories. The authorised signatories are to be a combination of:

- Chief Executive Officer and/or
- Executive Manager Corporate and Community Services; or
- Executive Manager Works and Assets

# Shire of Morawa Policy Manual

## FIN04 Purchasing Policy

Aim	The Shire of Morawa (the 'Shire') is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities.
Application	Shire of Morawa Officers, Elected Members and all other persons undertaking procurement on the Shire's behalf
Statutory Environment	<i>Local Government Act 1995 s.3.57 and s.6.5(a)</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Functions &amp; General) Regulations 1996</i>
Approval Date	SCM 2 April 2020
Last Review	2020
Next Review	2022
Review Period	2 years

### Objectives

The objectives of this policy are to:

- To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*;
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Morawa; and
- To ensure consistency for all purchasing activities that integrates within all the Shire of Morawa operational areas.

### Policy

#### Why Do We Need A Purchasing Policy?

The Shire of Morawa is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a) Provides the Shire with a more effective way of purchasing goods and services;
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner;
- c) Strengthens integrity and confidence in the purchasing system;
- d) Ensures that the Shire of Morawa receives value for money in its purchasing;
- e) Ensures that the Shire of Morawa considers the environmental impact of the procurement process across the life cycle of goods and services;
- f) Ensures the Shire of Morawa is compliant with all regulatory obligations;
- g) Promotes effective governance and definition of roles and responsibilities;
- h) Uphold respect from the public and industry for the Shire of Morawa's purchasing practices that withstand probity.

# Shire of Morawa Policy Manual

## Ethics & Integrity

All officers and employees of the Shire of Morawa shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Morawa. The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a) Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b) All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Morawa policies and code of conduct;
- c) Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d) All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- e) Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) Any information provided to the Shire of Morawa by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

## Value for Money

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

## Application

An assessment of the best value for money outcome for any purchasing process should consider:

- a) All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
- c) Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- d) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.



# Shire of Morawa Policy Manual

## Purchasing Thresholds and Processes

### Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

Purchasing that is **below \$250,000** in total value (excluding GST) must utilize a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$250,000** in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilized by the Shire. Tender exemptions apply in the following instances:

- a) An emergency situation as defined by the *Local Government Act 1995*;
- b) The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilizing a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector;
- c) The purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- d) The purchase is under auction that has been authorized by Council;
- e) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- f) Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Determining purchasing value is to be based on the following considerations:

- a) The actual or expected value of a contract over the full contract period (including all options to extend);
- b) The extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

*Note: When making a decision about whether to conduct a Public Tender or utilize a Tender exempt arrangement, the Shire should compare the cost and benefits of both processes.*

The compliance requirements, time constraints, costs and risks associated with a Public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

# Shire of Morawa Policy Manual

## Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Morawa:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999	<p>Obtain at least one (1) verbal quotations from suppliers. If a written quotation is received, it must be supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts.</p>
\$5,000 - \$19,999	<p>Obtain at least two (2) written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$20,000 - \$49,999	<p>Obtain at least two (2) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$50,000 – \$249,999	<p>Obtain at least three (3) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$250,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

## Shire of Morawa Policy Manual

The following is an exemption to the above *Purchasing Thresholds – Requirements* table and requirements for Request for Quotation:

Where the purchase is in accordance with a Council endorsed economic response to COVID-19, the following applies:

<b>Purchasing Thresholds (ex GST)</b>	<b>Purchasing Requirements - Economic response to COVID-19</b>
Up to \$19,999	Obtain at least one (1) verbal quotation from suppliers only where the: <ul style="list-style-type: none"><li>• supplier is operating within the Shire of Morawa; and</li><li>• purchase is in accordance with the Council endorsed economic response to COVID-19</li></ul>

Where considered necessary, the Shire may consider calling Public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$250,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a Public Tender for contracts of less than \$250,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note:

*The thresholds specified in the Purchasing Thresholds Table are determined purely on dollars values, however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works, suppliers, contracts, or any other item that the Shire considers appropriate.*

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$250,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$250,000, the Shire must either undertake:

- a) A Public Tender process; or
- b) Requests for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

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## Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilize a Request for Quotation process through eQuotes or in writing directly with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a Public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilized by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

## eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. The Shire can also upgrade eQuotes to include their local suppliers.

## Request for Quotation Process

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- a) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- b) Selection Criteria to be applied;
- c) Price Schedule;
- d) Conditions of responding;
- e) Validity period of offer;
- f) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;

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- g) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- h) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- i) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc).

Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

### Note:

*While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Government with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a Public Tender process due to legal process contract risks.*

### Public Tender

In the event that the Shire elects to call a Public Tender:

- a) Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted;
- b) The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders, the Evaluation Panel must contain a minimum of two (2) members;
- c) A Tender Notice must be advertised in a State-wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday;

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- d) The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum;
- e) The Tender Notice must include:
- f) A brief description of the goods or services required;
- g) Information as to where and how Tenders may be submitted;
- h) The date and time after which Tenders cannot be submitted;
- i) A contact person to supply more detailed information if required. Detailed information must include:
- j) Such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
- k) Detailed specifications of the goods or services required;
- l) The criteria for deciding which Tender response should be accepted;
- m) Whether or not the Shire has decided to submit a Tender response; and
- n) Whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

### Additional Information

1. Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair;
2. If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation;
3. A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected;
4. No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline;
5. Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present;
6. The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers or representatives present at the opening of Tender responses.

Where the Shire has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a) A sufficient number of quotations are obtained;
- b) The process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
- c) The specification for goods and/or services remains unchanged;
- d) Purchasing is arranged within six (6) months of the closing date of the lapsed Tender.



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1. Tender responses that have not been rejected must be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous;
2. If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- a) The name of the successful Tenderer;
- b) The total value of consideration of the winning offer;
- c) The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

### **Request for Quotation (\$50,000 or over to \$249,999 in value)**

For the procurement of goods or services where the value **exceeds \$50,000** but is **less than \$249,999**, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts. In the event that a Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a Request for Quotation that includes as a minimum:
- b) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Selection Criteria to be applied;
- d) Price Schedule;
- e) Conditions of responding; and
- f) Validity period of offer.

## Shire of Morawa Policy Manual

1. Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
2. New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
3. Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
4. Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

*Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

### **Request for Quotation (\$20,000 - \$49,999 in value)**

#### **Written Requests for Quotations**

For the procurement of goods or services where the value is \$20,000 - \$49,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:



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- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note:

*The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

**Request for Quotation (\$5,000 - \$19,999 in value)**

**Written Requests for Quotations**

With the exception of purchases undertaken as an economic and/or social response to COVID-19, for the procurement of goods or services where the value is \$5,000 - \$19,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;

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- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

### Note:

*The WALGA Procurement Handbook has a model Request for Quotation Template and a Verbal Form Template which provide best practice documentation and will assist with recording details.*

### Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$5,000 the Shire may undertake a verbal Request for Quotation process.

The verbal quotation must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- a) Ensure that the requirement/specification is clearly understood by the Shire employee seeking the verbal quotations;
- b) Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- c) Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

### Note:

*The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.*

### Financial Requirements and Delegations

All procurement activities shall be undertaken in accordance with the requirements of authorized purchasing limits as delegated to, and by, the Chief Executive Officer (Delegation 7.2.11 – Incurring Liability and Making Payments).

# Shire of Morawa Policy Manual

## **Records Management**

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's internal Records Management Policy.

All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- a) Tender documentation;
- b) Internal documentation;
- c) Evaluation documentation;
- d) Enquiry and response documentation;
- e) Approval documentation;
- f) Notification and award documentation.

For a Request for Quotation process, this includes:

- a) Quotation documentation;
- b) Internal documentation;
- c) Approval documentation;
- d) Order forms and requisitions.

## **Sustainable Procurement And Corporate Social Responsibility**

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how the Shire can procure goods and services in a socially responsible way.

The Shire is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Shire shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimize environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

## **Application**

In practical terms sustainability and corporate social responsibility in procurement means the Shire shall endeavour at all times to identify and purchase products and services that:

- a) Have been determined as necessary;

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- b) Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- c) Demonstrate environmental best practice in water efficiency;
- d) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- e) Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimize waste will be given priority;
- f) Demonstrate a regard for the local economy and a supply chain that supports local business development;
- g) Are ethically sourced from sustainable and fair-trade supply chains;
- h) With regards to motor vehicles (where practicable) - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- i) With regards to new buildings and refurbishments (where practicable), use renewable energy and technologies where available.

### **Buy Local and Regional Price Preference**

#### **Buy Local**

Under the State Government's Buy Local Policy, Government Agencies and Local Governments (including the Shire of Morawa) are encouraged to maximize participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that businesses locally are provided with every opportunity to bid for work. It is recognized that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

#### **Application**

As much as practicable, the Shire's purchasing must:

- a) Ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- b) Ensure that procurement plans address local business capability and local content;
- c) Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- d) Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- e) Provide adequate and consistent information to potential suppliers.

#### **Regional Price Preference**

Non-metropolitan Local Governments (such as the Shire of Morawa) are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

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## Application

The Shire of Morawa may give a price preference to a regional Tenderer or Supplier by reducing the bid price by:

- a) 10% — where the contract or quote is for goods or services, up to a maximum price reduction of \$50 000;
- b) 5% — where the contract or quote is for construction (building) services, up to a maximum price reduction of \$50 000; or
- c) 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.

The amounts, or levels of price preference, in (a) and (b) and (c) above are applicable to businesses/contractors located within the Mid-West Region of Western Australia.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

An example of how the price preference policy works is as follows:

Quote Received	Price Received	Price Reduction 10%	Adjusted Price
Quote 1 – Mid West Supplier	\$100,000	\$10,000 (10% of \$100,000)	\$90,000
Quote 2 – Metropolitan Supplier	\$95,000	No preference is applicable	\$95,000
Quote 3 – Metropolitan Supplier that uses \$50,000 of local goods and services	\$97,500	\$5,000 (10% of local content i.e. \$50,000 is applied)	\$92,500

It can be seen from the above table that, in terms of price, the quote from the regional supplier is the most advantageous, once the preference has been applied.

## **Purchasing From WA Disability Enterprises**

Pursuant to State Government policy, the Shire is encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

## Application

The Shire is encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

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A complete list of approved organisations is available from the following website:

[www.wade.org.au](http://www.wade.org.au)

*Note: Local Governments can also purchase from WA Disability Enterprises via WALGA Preferred Supply Contracts and State Government Common Use Arrangements (CUAs).*

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# Shire of Morawa Policy Manual

## FIN05 Debtors Management – General

Aim	To provide guidelines for staff that assist in ensuring any monies owed to Council are collected in a consistent and timely manner. This policy will apply to debtors to provide them with clear guidelines relating to outstanding monies.
Application	Corporate Services Employees
Statutory Environment	<i>Local Government Act 1995 s6.12; s6.13; s6.16 and s6.17 Caravans and Parks Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997 Fines Penalties and Infringement Notices Enforcement Regulations 1994</i>
Approval Date	OMC 20 November 2018
Last Review	2018
Next Review	2020
Review Period	2 years

### Objective

To provide guidelines and establish a framework that will:

1. Ensure a fair and accountable approach to the Shire's debt management and collection decisions and practices.
2. Provide guiding principles for the management of credit control, debt collection and a bad debt write offs.
3. Ensure timely collection of all monies owing to the Shire for the purpose of optimising cash flow and reducing bad debt write offs.

### Policy

#### General Principles

The Chief Executive Officer (CEO) shall ensure there are Debtors Management Procedures that suitably accommodate the above sentiments and to effectively manage the Shire's debts with the following principles:

- i. Appropriate Credit limits and controls are established and maintained to ensure the risk of financial loss is correctly managed
- ii. Maximum approved credit limit is no greater than \$50,000 unless approved by the Shire Chief Executive Officer in consultation with the Shire President.
- iii. Credit terms shall be clearly outlined in the Application for Credit and also stated on the issued tax invoice
- iv. Debt Collection processes established are to be fair, flexible and realistic and should accord with the ACC-ASIC Debt Collection Guidelines for Collectors and Creditors.
- v. The recovery of outstanding debtor accounts will be collected in a timely manner generally as follows:

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- a. Payment not received at 30 days from invoice date - First and Final Notice issued with 7 days to pay or special arrangement put in place.
- b. Payment not received at 45 days from invoice date – Final Demand issued allowing 7 days to pay and credit may be suspended.
- c. Payment not received at 60 days from invoice date – Credit shall be suspended and legal action may commence.

Timing of pursuing debtor accounts is at the discretion of the Executive Manager Corporate Services.

- i. Penalty interest will be imposed on debtor accounts more than 30 days overdue at a rate set in the annual budget.
- ii. Legal action may include but is not limited to:
  - a. Letter of Demand
  - b. General Procedure Claim
  - c. Judgement
  - d. Property Seizure & Sale Order of Goods (with
  - e. Wind up against Company
- iii. All legal costs associated with the debt collection action may be borne by the debtor.
- iv. Action for writing off bad debts should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.
- v. Unrecoverable debts may be written off under Council delegation in accordance with DA03-2 Write off Monies Owing.
- vi. An annual review of provisions for doubtful debt will occur and appropriate adjustments made in the budget.
- vii. All records shall be kept to ensure continuity of information for historical purposes through Synergy Records

### Infringements

When infringements remain unpaid they may be referred to Fines Enforcement Registry and recovered under the *Fines, Penalties and Infringement Notices Enforcement Act 1994*.

### Exemptions

- i. All sporting groups and not for Profit Community organisations are exempt from debt recovery action and penalty interest however the Shire may refuse booking requests for facilities if monies owing exceeding the Shire's trading terms.
- ii. Any staff member with a debt outstanding at the time of resignation or termination must pay the debt off in full prior to their final pay or the amounts may be automatically deducted from their final pay as per their signed employment contract.
- iii. Funding bodies and government organisations are exempt from debt recovery action and penalty interest.



# Shire of Morawa Policy Manual

## FIN06 Related Party Disclosures

Aim	The purpose of this policy is to ensure that the Shire of Morawa's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties in line with the requirements of AASB 124 – Related Party Disclosures.
Application	Elected Members, Chief Executive and Designated Senior Employees
Statutory Environment	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standard – AASB 124 Related Party Disclosure</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To ensure that the Shire of Morawa's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties in line with the requirements of AASB 124 – Related Party Disclosures

### Policy

#### Identification of Related Parties

AASB 124 provides that the Shire of Morawa will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Morawa has identified the following persons as meeting the definition of *Related Party*:

- An Elected Member.
- Key management personnel being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or a designated senior employee appointed under section 5.37 of that Act as a Director.

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- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- 
- Entities that are controlled or jointly controlled by an Elected Member, KMP or their close family members. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The Shire of Morawa will therefore be required to assess all transactions made with these persons or entities.

### Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Morawa (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Use of Shire of Morawa owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)].
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire of Morawa for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire of Morawa owned property or property sub-leased by the Shire of Morawa through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Morawa and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Morawa (trading arrangement).
- Sale or purchase of any motor vehicles, buildings or land owned by the Shire of Morawa, to a person identified above.
- Sale or purchase of any motor vehicles, buildings or land owned by a person identified above, to the Shire of Morawa.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives.

These transactions are those that an ordinary citizen would undertake with Council and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire of Morawa can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature

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of the transaction is immaterial, no disclosure in the annual financial report will be required.

### Disclosure Requirements

For the purposes of determining relevant transactions, Elected Members and key management personnel as identified above, will be required to complete

a Related Party Disclosures - Declaration form for submission to financial services.

### Ordinary Citizen Transactions (OCTs)

This Policy serves to confirm that in the opinion of Management and the Council, based on the facts and circumstances, the following OCT's that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements.

Make as such no disclosure in the Related Party Disclosures - Declaration form will be required.

- Paying rates.
- Fines.
- Use of Shire of Morawa owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces.
- Attending council functions that are open to the public.
- Application fees paid to the Shire of Morawa for licences, approvals or permits.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, Elected Members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

### All other transactions

For all other transactions, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

### Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form annually or when they leave the Shire of Morawa as an elected member or on cessation of employment, whichever comes earlier.

### Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified.

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Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and the materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

### Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

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# Shire of Morawa Policy Manual

## FIN07 Rating

Aim	The purpose of this policy is to ensure that the Shire of Morawa applies the rating principles under the Act to any separately identifiable rateable portion of land within the district
Application	Elected Members, Chief Executive and Designated Senior Employees
Statutory Environment	<i>Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standard – AASB 124 Related Party Disclosure</i>
Approval Date	OMC 20 August 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To ensure that the Shire of Morawa applies the rating principles under the Act to any separately identifiable rateable portion of land within the district and to establish guidelines for the Gross Rental Valuation (GRV) rating of property whose predominant use is non-rural including but not limited to Transient Workers Accommodation (TWA) and other selected capital improvements on mining tenements and petroleum licences.

### Policy

#### Introduction

The Minister for Local Government, Sport and Cultural Issues has the responsibility for determining the method of valuation of land to be used by the Valuer General.

Section 6.28 (1) & (2) of the Local Government Act 1995 (“the Act”) reads:

- (1) *The Minister (for Local Government and Communities) is to –*
- (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
  - (b) *publish a notice of the determination in the Government Gazette.*
- (3) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –*
- where the land is used predominantly for rural purposes, the unimproved value of the land; and*
  - (a) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

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Local Government is required to make up any budget deficiency by applying a general rate set as a rate in the dollar of Unimproved Value (UV), or a rate in the dollar of the Gross Rental Value (GRV) of the land. Section 6.32 (1) & (2) of the Act reads:

- (1) *When adopting the annual budget, a local government –*
  - (a) *in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either –*
    - (i) *uniformly; or*
    - (ii) *differentially.*
- (2) *Where a local government resolves to impose a rate it is required to:*
  - (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
  - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

When resolving to impose a rate, a local government may impose a uniform rate for each method of valuation or a differential general rates for each method of valuation.

Section 6.33 (1), (2), (3) & (4) of the Act reads:

- “(1) A local government may impose differential general rates according to any, or a combination, of the following characteristics:*
- (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or*
  - (b) *a purpose for which the land is held or used as determined by the local government; or*
  - (c) *whether or not the land is vacant land; or*
  - (d) *any other characteristic or combination of characteristics prescribed.*
- (2) Regulations may:*
- (a) *specify the characteristics under subsection (1) which a local government is to use; or*
  - (b) *limit the characteristics under subsection (1) which a local government is permitted to use.*
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1) (a) applies.”*

Where the Minister changes the basis of valuation from UV to GRV, Council may resolve to apply the change of valuation immediately / or phase in any changes in valuation in accordance with Schedule 6.1 of the Act.

The Act enables local government to apply gross rental value as the basis for rating on a portion of land, which has a "relevant interest" (mining and petroleum). The Shire notes that the Minister for Local Government has implemented a Rating Policy – Valuation of Land - Mining (March 2016) to standardise the application of gross rental value to resource projects throughout the State.

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The Minister's decision provides Council with the opportunity to GRV rate selected capital improvements, particularly TWAs, on resource tenements, to the benefit of the wider community, in general.

The Shire recognises that there may exist limitations placed on the Shire's ability to achieve its stated objective due to existing "State Agreement" legislation negotiated between the State Government and individual resource companies prohibiting the GRV rating of improvements on a number of specific sites although recent investigation proves that all existing agreements are without such restriction.

## Principles

In applying the rating principles set out within the Act and in making the decisions on the purpose for which the land is held or used or identifying any other characteristics of the land, the following principles will be observed:

- Objectivity – the use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.
- Fairness and Equity – each property should make a fair contribution to rates based on a method of valuation that appropriately reflects its use.
- Consistency – Rating principles should be applied and determinations should be made in a consistent manner. Like properties should be treated in a like manner.
- Transparency – Systems and procedures for determining the method of valuation should be clearly documented.
- Administrative Efficiency – rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

## GRV Transient Workers Accommodation

The following actions shall be taken in order to ensure that this Council Policy is applied in a fair and equitable manner.

- Council shall adopt a GRV Differential Rate in the dollar for resource based TWAs, which reflects the demands these facilities place on Shire goods and services, relative to other GRV rated land uses within the Shire.
- All TWAs constructed within the Shire of Morawa shall be subjected to an assessment, in accordance with this policy, at the time an "Occupancy Permit", is issued for the facility, pursuant to the Western Australia Building Act 2011.
- All TWAs existing within the Shire on the date Council adopted this policy, shall be subjected to an assessment, in accordance with this policy, at the earliest practical date.
- The following TWAs shall be exempt from GRV rating
  - i Facilities which have a life of less than 12 months; and
  - ii Facilities which may be exempted by the provisions of "State Agreement" Legislation.
- A GRV valuation estimate shall be obtained from Landgates Valuation and Property Section and an initial assessment made of the rate liability of the facility.



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- If it is deemed appropriate, Council will follow the procedures outlined in Rating Policy – Valuation of Land - Mining (March 2016) to obtain Ministerial permission to undertake the GRV Rating of Improvements on Mining Tenements and Petroleum Licence Sites.
- A register listing the facilities rated pursuant to this policy, shall be maintained. Each facility shall be categorised as Short, Medium or Long Term, based on the following Criteria:
  - i. Short Term Life expectancy of 12 months to 5 years
  - ii. Medium Term Life expectancy of more than 5 and up to 15 years
  - iii. Long Term Life expectancy of more than 15 years
- In April each year, each TWA will be contacted to determine their anticipated life expectancy and the register reviewed accordingly. Prior to the adoption of the annual budget, Council shall give consideration to the total rates collected under this policy and shall have regard to whether these funds are short, medium and long term funding, when making budgetary commitments.

### Systems and Procedures

In order for the Minister to ensure the rating principles under the Act are applied to any separately identifiable rateable portion of land within the district, the Shire is to have systems and procedures to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes;
- consult with affected parties;
- obtain Council approval to apply to the Minister for a change in method of valuation; and
- ensure timely application to the Minister
- maintain a register of planning and/or building and/or health and food inspection approvals outside of town-sites, such as mining camps

The purpose for which the land is zoned shall form the initial guide to the predominant use of any land within the district.

A guide to the predominant use of land within the district based on the zoning under Local Planning Scheme 2 is detailed on the following page. Where the current predominant use of the land is different to the initial guide the basis for this determination should be clearly documented.

### Guide to predominant use of land

Method of Valuation	Zone Grouping	Zones
Gross Rental Value (GRV) (Non-Rural Land Use)	Residential Zones	Residential
		Rural Residential
	Commercial Zones	Commercial
		Urban
		Industrial
Unimproved value (UV) (Rural Land Use)	Rural Zone	Rural



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Where the predominant current land use for land does not align to the Rural or Non-Rural land use indicated by the guide above determination of whether a different method of valuation should be used is required.

The table below provides an indication of the basis of valuation based on allowable land uses which may require a different method of valuation to the one indicated by the guide above. Non-conforming land use and land where the zoning does not provide a guide will require examination on a case by case basis.

### Possible alternative method of valuation

<b>ZONING TABLE</b> <b>Residential Uses</b>	<b>Residential</b>	<b>Commercial</b>	<b>Urban</b>	<b>Industrial</b>	<b>Rural-Residential</b>	<b>Rural</b>
aged or dependent persons dwelling	GRV		GRV			GRV
ancillary accommodation	GRV		GRV		GRV	GRV
caravan park			GRV		GRV	GRV
caretaker's dwelling		GRV	GRV	GRV	GRV	GRV
grouped dwelling	GRV	GRV	GRV		GRV	
home occupation	GRV		GRV		GRV	GRV
hotel		GRV	GRV			
motel	GRV	GRV	GRV			
multiple dwelling	GRV	GRV	GRV			
residential building	GRV	GRV	GRV		GRV	
rural home business					GRV	GRV

<b>ZONING TABLE</b> <b>Commercial Uses</b>	<b>Residential</b>	<b>Commercial</b>	<b>Urban</b>	<b>Industrial</b>	<b>Rural-Residential</b>	<b>Rural</b>
dry cleaning establishment		GRV		GRV		
fuel depot				GRV	GRV	GRV
grouped dwelling	GRV	GRV	GRV		GRV	
home occupation	GRV		GRV		GRV	GRV
Hotel		GRV	GRV			
industry cottage	GRV	GRV	GRV		GRV	GRV
industry - general				GRV		
industry - light			GRV	GRV		
industry - service			GRV	GRV		

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<b>ZONING TABLE</b>	<b>Residential</b>	<b>Commercial</b>	<b>Urban</b>	<b>Industrial</b>	<b>Rural- Residential</b>	<b>Rural</b>
<b>Commercial (continued)</b>						
motel	GRV	GRV	GRV			
motor vehicle repair		GRV	GRV	GRV		
office		GRV	GRV	GRV		
plant nursery		GRV	GRV	GRV	GRV	GRV
poultry farm						GRV
public amusement		GRV	GRV	GRV		
public utility	GRV	GRV	GRV	GRV	GRV	GRV
public worship	GRV	GRV	GRV			
restaurant		GRV	GRV		GRV	GRV
service station		GRV	GRV	GRV		GRV
Shop		GRV	GRV			
showroom		GRV		GRV		
trade display						
transport depot		GRV	GRV	GRV		
tourist accommodation		GRV		GRV	GRV	GRV
tourist facilities	GRV	GRV	GRV		GRV	GRV
veterinary hospital	GRV	GRV	GRV		GRV	GRV
warehouse		GRV	GRV	GRV	GRV	GRV
industry - extractive						UV
industry - rural				UV		UV
intensive agriculture						UV

Notwithstanding the above table, where land is within a gazetted townsite, the default basis of valuation will be that of GRV, consistent with clause 27 of Schedule 9.3, Division 1 of the *Local Government Act 1995*.

Determination of the appropriate method of valuation requires examination of the extent to which the separately identifiable portion of land is being used for the alternative land use. This should be documented and considered using the principles detailed in this policy before making application to the Minister for a change in method of valuation.

A uniform general rate in the dollar is to be applied for all GRV and UV valued properties within the district. Council may in certain circumstances deem a differential general rate to be necessary. Imposition of differential general rate represents a conscious decision by Council to redistribute the rate burden in the district by imposing a higher contribution on some ratepayers and a lower contribution on others.

Imposition of a differential general must follow the Benefit Principle – the concept that there should be some relationship between the rates paid and the benefits received. The Benefit Principle does not mean rates should equal benefits, but it is expected that those bearing the higher rate burden through the imposition of differential rating are receiving greater benefits from Shire activities.

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When imposing a differential general rate the characteristics of the land to which the rate is to be applied along with the objects and reasons for the differential rate should be clearly defined.

The purpose for which the land is zoned is considered the most appropriate basis for determining the characteristics of the land to which the differential general rate applies. Where the Benefit Principle is considered by Council not to apply within a particular land zoning, the purpose for which the land is held or used as determined by the local government and/or whether or not the land is vacant land shall be used as the basis for determining the characteristics of the land to which the differential general rate applies.

### Concessions and waivers

Circumstances may arise where Council resolves by absolute majority to grant a waiver or concession which has the effect of altering the general rating principles and safeguards under the Act and the principles outlined in this Policy.

*Rating Policy – Valuation of Land - Mining (March 2016)*  
*Local Government Operational Guidelines – Changing Methods of Valuation of Land – (Number 02- March 2012)*

# Shire of Morawa Policy Manual

## FIN08 Disposal of Property (other than land)

Aim	To provide guidance on the management of the disposition of property (other than land).
Application	All staff and Elected Members
Statutory Environment	<i>Local Government Act 1995 s.3.58</i> <i>Local Government (Functions and General) Regulations 1996 s.30</i>
Approval Date	OMC 19 November 2020
Last Review	2018
Next Review	2022
Review Period	Every 2 years

### Objective

To provide guidance on the management of the disposition of property (other than land) below \$10,000 in value ensuring full compliance with applicable legislative obligations and principles of transparency.

### Policy

The Shire's Disposal of Property Policy sets the direction for the disposition of property below \$10,000 in value. Dispositions not outlined in this policy are prescribed by legislation.

The objectives are to ensure that:

1. All furniture, equipment or goods up to \$10,000 in value, based on a 'reasonable judgement' valuation, shall be disposed of firstly through a local public tender process with a subsequent report presented to Council. In the event of there being no response to the tender process, the processes set out in (2) and (3) below shall be followed.
2. At the discretion of the Chief Executive Officer (CEO) furniture, equipment or goods reasonably considered being valued up to \$1,000 shall be offered to local community groups, sporting clubs or charities through a locally-advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis.
3. Where an expression of interest process applies and more than one interest is received, a report shall be provided to Council recommending the order of priority, with preference given to local not-for-profit community groups where practicable.
4. Where property is worth less than \$1,000 (based on a 'reasonable judgement' valuation), the CEO shall have discretion to offer the property to local community groups, sporting clubs or charities or if no interest is received, to appropriately dispose of the property through a waste collection service.
5. For all other property disposed, the CEO shall present the proposed sale to Council.

# Shire of Morawa Policy Manual

## FIN 09 Petty Cash

Aim	To establish the levels of 'petty cash' for minor purchases and transactions.
Application	All Staff
Statutory Environment	<i>Local Government Act 1995 s.3.57 and s.6.5(a) Local Government (Financial Management) Regulations 1996 Local Government (Functions &amp; General) Regulations 1996</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

To establish the levels of cash to be kept for minor purchases and transactions.

### Policy

That the following cash limits are set:

1. Petty Cash \$100; and
2. Cash Register Float \$150; and
3. Pool/Caravan Park Float \$150.

### Policy and arrangements governing the use of Petty Cash

The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the Chief Executive Officer (CEO) to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$600.
- It shall be the responsibility of the Executive Manager Corporate and Community Services to manage the petty cash funds and their reimbursement in accordance with this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Upon using Petty Cash, the employee is to ensure that the transaction is approved by a Senior Management Team member by signing the appropriate forms. A record of the transaction and approval will be sought.
- Petty cash claims including GST must include a tax invoice with the name and ABN of the supplier, the date of purchase, a description of the items purchased, and the amount paid.

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- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding \$100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

### Reimbursement of Petty Cash

- Reimbursements from Petty Cash to Shire staff or external parties must be done in accordance with this policy.
- The Senior Finance Officer and a member of the Senior Management Team must approve, in writing, the payment and record that payment in the corresponding ledger.

### Periodical Reconciliation

- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

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## 7. LOCAL PLANNING AND BUILDING (LPB)

### LPB 01 Application for Planning Consent

Aim	To give direction in relation to considering planning applications
Application	Shire Staff General Public
Statutory Environment	<i>Planning and Development Act 2005</i> <i>Shire of Morawa Local Planning Scheme No. 2</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

#### Objective

To give direction in relation to considering planning applications

#### Policy

The following Town Planning Policy has been prepared in accordance with Clause 9 of Local Planning Scheme No. 2 (LPS). Applications for planning consent made in accordance with Part 9 of the Scheme shall be in the form of Schedule 6.

Unless the Shire of Morawa waives any requirement every application for planning consent shall be accompanied by a plan or plans to scale, showing:

- a) Street name, lot number(s), north point and the dimensions of the site;
- b) The location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site;
- c) The existing and proposed means of access for pedestrians and vehicles to and from the site;
- d) The location, number, dimensions and layout of all car parking spaces intended to be provided;
- e) The location and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas;
- f) The location, dimensions and design of any landscaped, open storage, or trade display area and particulars of the manner in which it is proposed to develop those areas;
- g) Details of development and uses of lots immediately surrounding the subject land; and
- h) Any other plan or information that may reasonably be required to enable the application to be determined.

The Chief Executive Officer is authorised to waive any requirement, or to require additional information as is deemed necessary in order for the application to be determined. The notice of an application for planning consent advertised in accordance with Part 9 of the Scheme shall be in the form of Schedule 6 with such modifications as circumstances require. The decision regarding an application for planning consent shall be notified in the form of Schedule 9.

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## LPB 02 Dog Kennels/Dog Keeping

Aim	To give direction concerning Council's position on dog kennels and dog keeping.
Application	General Public
Statutory Environment	<i>Planning and Development Act 2005</i> <i>Shire of Morawa Local Planning Scheme No. 2</i> <i>Dog Act (1976)</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objectives

The objectives of the Policy are:

- a) To provide guidance to applicants who wish to keep dogs or seek to establish kennels on their property;
- b) To guide the Shire of Morawa in determining the appropriateness and adequacy of proposed kennel development in the "General Farming" zone;
- c) The policy has been adopted by Council as a Local Planning Policy in accordance with the provision of Part 2 of Local Planning Scheme No. 2 (LPS);
- d) Under sub clauses 2.3.2 and 10.2 of the Scheme, the Shire of Morawa shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

### Policy

#### Definition

For the purposes of this policy, dog keeping and kennels are considered to be a commercial Operation and excludes the maintenance of a kennel for private purposes:

- a) Kennels may be "Breeding Kennels" or "Boarding Kennels";
- b) A "Breeding Kennel" is a formal establishment for the propagation of purebred dogs, whether or not the animals are actually housed in a separate shed, garage, a state of the art facility or the family dwelling;
- c) "Breeding Kennels" are heavily regulated and must follow rules laid down by the breed club, the Kennel Council and relevant legislation;
- d) "Boarding Kennel" is a place where dogs are temporarily housed for a fee. Many kennels offer grooming and training in addition to boarding. Day boarding is when a dog is housed during the day only and not overnight.

For the purposes of this policy, dog keeping or dog kennels includes:

- a) The keeping of a significant number of dogs (i.e. more than two);
- b) Dog keeping in confined accommodation (i.e. in a kennel, shelter or pound);
- c) Involving a boarding or racing or training establishment or dog breeding for commercial, show or private purposes.



# Shire of Morawa Policy Manual

## Introduction

The following Town Planning Policy has been prepared in accordance with Clause 9 of LPS. An “A” use is one that is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4 of the LPS.

Clause 9.4 outlines the process by which the proposal is to be advertised and the opportunities for public submissions to be made.

The Shire of Morawa shall not permit the establishment or maintenance of a kennel establishment in any area if in its opinion such a kennel would adversely affect the environment, be a nuisance to or in any way be detrimental or prejudicial to adjoining residents and land.

The owner or occupier of any land within the Shire of Morawa shall not, unless the premises have been granted exemption under Section 26 (3) of the *Dog Act 1976*, keep, or permit to keep more than two dogs over the age of three months and the young of those dogs under that age within a townsite or four dogs over the age of 3 months and the young of those dogs under that age, if the premises are situated outside the townsite, unless such premises are:

- a) Situated within the zone approved for the establishment of a kennel under the LPS;
- b) Is a kennel establishment approved under the LPS.

The Shire of Morawa considers that dogs licensed as dogs used for droving or tending to stock under the *Dog Regulations (1976)* (commonly referred to as ‘working dogs’) up to a maximum of 6 dogs as an exemption under Section 26 (3) of the *Dog Act (1976)* provided they are located on premises in the “General Farming” zone of LPS No. 2.

Nothing in this policy precludes compliance with the relevant State Government Legislation e.g. The Dog Act 1976, this includes the issuing of a license for a kennel establishment under the Shire of Morawa Dogs Local Law as well as obtaining planning approval.

The applicant is reminded of his/her general environmental responsibilities, as required by the Environment Protection Act 1986, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

## Planning Considerations

- a) Dog keeping, which may include the use of dog kennels, can have minimal social and environmental impact if it is in an appropriate area and sited, designed and managed property;
- b) The main impacts are noise, visual impact, loss of productive agricultural land and compatibility with adjoining uses.

The following information is required by the Shire of Morawa to undertake an adequate assessment:

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- a) Number of kennels;
- b) Survey of surrounding properties to establish separation distances from residential or other sensitive receivers;
- c) Air quality protection measures;
- d) Noise mitigation measures;
- e) Water demand and use;
- f) Water and soil protection measures including, wastewater containment and disposal, chemical storage and work areas, storm water pollution prevention, solid waste storage and disposal.

### Management Measures

#### Noise

- a) The potential for noise may be increased where animals are kept in close proximity to other animals or to sites where other animals are kept (e.g. one dog barking may lead to other dogs barking in the same, or nearby, kennels). Therefore, the more dogs kept on the premises the greater the potential for noise impact and complaint. Strategies to reduce nuisance noise may need to be implemented, such as citronella collars or advice from a qualified noise consultant or both;
- b) Boarding kennels in particular may give rise to noise problems because of the large numbers of dogs, the range of different breeds and the stress experienced by the dogs in unfamiliar conditions;
- c) The number of dogs (including pups over the age of four months) kept on the site may therefore need to be limited to a specific number;
- d) A minimum separation distance of 500 meters from sensitive receptors (i.e. houses on neighbouring properties) is recommended unless it can be demonstrated that management measures can be put in place to ameliorate the noise impact.

#### Noise disturbance should be minimized by:

- a) Locating and constructing kennels and other facilities to visually screen dogs from external stimuli such as other dogs, animals, traffic or passers-by;
- b) Use of earth banks and/or vegetation and/or manually constructed sound barriers. Barriers should have no gaps;
- c) Management regimes that minimize opportunities for noise generated external stimuli. Some kennels may need to be fully enclosed or acoustically buffered at a ratio of 1:15 for particularly noisy animals (electronic masking noise devices to reduce audible stimuli to the dogs);
- d) Restriction of feeding to within hours of 7am – 6pm where practicable;
- e) Exercise of dogs to be performed between the hours of 9am and 5pm;
- f) Appropriate construction materials for kennels which reduces the impact of noise. Use of sound absorption materials (e.g. glass, fibre or wool) on the side of the barrier facing the noise source can help to reduce noise levels by reducing noise reflections;
- g) Ventilation needs to be considered in conjunction with any noise insulation work – air conditioning if installed should ensure that external units are located so as to avoid any impact on neighbours;
- h) Buffers appropriate to the size of the facility and based on the requirements for ongoing compliance with the above noise controls, be largely provided within the boundaries of the property.

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## Waste management

- a) Attention to the cleanliness of the kennels and effective waste management will minimize the potential for odour nuisance. Kennels should be cleaned daily. All faecal matter, old bones and uneaten food must be collected from the kennels and yards at least twice a day and temporarily stored in lined and sealed containers prior to removal from the site so that odour does not cause a nuisance beyond the boundaries of the site. Such waste must be disposed of to a licensed waste depot, by an appropriate waste disposal service;
- b) All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Morawa's public health standards;
- c) Materials should be selected for ease of maintenance and cleaning, durability and nontoxicity. Floors of animal housing areas of kennels must be made of an impervious material to assist clearing and drainage. Wood, brick, dirt or grass floors are not acceptable;
- d) The internal surfaces of the external walls of kennels must be constructed of impervious, solid, washable materials optimally curved at the wall/floor junctions to facilitate cleaning and disinfection;
- e) Kennel floors must be sloped to enable wastes and water to run off. A collection drain must be provided to take away water after cleaning;
- f) Owner to ensure land is free from excrement, food waste and all other matter likely to become or create a nuisance. Land must be free from excrement, food waste so that it cannot attract or breed pests.

## Public Liability

- a) All boarding establishments must carry a minimum of \$10,000,000 Public Liability Cover;
- b) All animals entering boarding establishments must be identified and all reasonable and special requirements in particular relating to vaccination must be complied;
- c) The proponent (or nominated manager) of a kennel establishment is responsible for the operation of the kennel in accordance with these guidelines.

## Enclosures

Fencing between enclosures (both internal & external) must prevent dogs from escaping from one enclosure to another and must be in such condition that they prevent injury.

## Security

- a) Kennels must be able to be securely locked to prevent unauthorized entry;
- b) Each individual kennel, module or colony pen must be fitted with a secure closing device that cannot be opened by the dogs;
- c) Any security methods used must allow for ready access to dogs and ready exit for staff and animals from the premises in the event of an emergency;
- d) All boarding establishments must have an external perimeter fence surrounding the establishment to prevent the escape of dogs.

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## Facilities

- a) Each animal boarding establishment must provide an area for reception, records storage, and include washing and toilet facilities for staff;
- b) Boarding facilities must be designed, constructed, serviced and maintained in a way that ensures the good health and well-being of the animals, whilst preventing escape or injury to humans;
- c) Pens may be separated by either solid partitions, galvanized chain wire or weld mesh wire dividers. Pens must be completely enclosed having either a solid or wire roof or have an overhang of 700mm at an angle of 35 degrees to the horizontal;
- d) All kennels must be provided with a weatherproof sleeping area containing raised beds;
- e) Where dog kennels are constructed indoors, temperature, humidity and ventilation must be considered. Ventilation must be adequate to keep animal housing areas free of dampness, noxious odours and draughts. Cage or pen areas must have an ample supply of fresh air;
- f) Suitable facilities for bathing, drying and grooming animals must be available and must be hygienically maintained. These facilities may be provided by a grooming service provided that the boarding establishment has a business agreement with the service;
- g) Housing must provide protection from the weather (wind, rain, sun and extremes of climate), vermin and harassment from other animals;
- h) Facilities must have appropriate fire extinguishers or other fire protection.

## Exercise

- a) The proprietor (or nominated manager) must ensure that dogs housed in pens of the minimum recommended size for more than two weeks are exercised daily;
- b) Dogs in enclosures larger than 20m<sup>2</sup> do not require additional exercise unless they are boarded for longer than four weeks. Care must be taken to ensure that dogs being exercised cannot escape and are not in danger of attack or other injury;
- c) Exercise areas must be well maintained, not muddy or bare and dusty. Health and hygiene of both animals and humans must be taken into consideration;
- d) Dogs can also be exercised/socialized during daylight hours in the same manner as for day boarding establishments provided all requirements for day boarding are met including supervision levels and the owner has given written permission for this to occur;
- e) Dogs must not be walked on roads but confined within the premises for safety reasons unless:
- f) They are on a lead at all times.

## Information Requirements from Applicant

An application must be supported with the following information, to the satisfaction of the Shire of Morawa, as appropriate:

- a) A fully dimensioned site context plan showing adjoining land and the closest residences;
- b) A detailed site layout plan, including elevations, drawn to an appropriate scale showing the location of all proposed pens, runs and buildings on the site;
- c) Full details of all landscaping, including the type and location of all plants and the type of ground surface treatment (i.e. lawn, sand, concrete, gravel etc.);
- d) Details of the height, style and location of all fences;
- e) Details of lighting;

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- f) Materials of construction of all kennels and buildings associated with the use including type and method of insulation;
- g) A site storm water management plan;
- h) Number of dogs kept on the site and the proposed number of litters per year;
- i) Details of exercising and training which will occur on the site;
- j) Method of waste collection, storage and disposal;
- k) Details as to whether boarding of dogs not belonging to the operator will take place, including the number and frequency of turnover;
- l) Details of day to day operations of the facility to include such items as exercising times and feeding times and visiting procedure;
- m) Response to the relevant Environmental Protection Authority guidelines.

### Determination of the Application

In determining an application for a planning approval, the Shire of Morawa is to have regards to:

- a) Any written submissions received on the proposed use of the premises;
- b) Any economic or social benefits which may be derived by any person in the district if the application for a planning approval is approved;
- c) The effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- d) Whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- e) Whether or not the imposition of and compliance with appropriate conditions of an approval will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

## Shire of Morawa Policy Manual

### LPB 03 Heritage Colours – Solomon Street and Winfield Street

Aim	To encourage property owners of buildings along Solomon and Winfield Streets to upkeep the presentation of their shop frontages.
Application	General Public
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

#### Objective

To encourage property owners of buildings along Solomon and Winfield Streets to upkeep the presentation of their shop frontages.

#### Policy

Property owners of buildings along Solomon and Winfield Streets are encouraged to upkeep the presentation of their shop frontages. The Shire of Morawa's preference is to retain heritage colours (Morawa Town Planning Scheme Report part 10 and Morawa Town-site Policy No.4 and 5) throughout the main streets, being Winfield and Solomon Streets.

The Shire will reimburse 100% cost of the paint (not painting costs) should property owners paint their shop frontages in the heritage colour scheme.

# Shire of Morawa Policy Manual

## LPB 04 Rural Subdivision

Aim	To give direction concerning Council's position on the subdivision of Rural zoned land
Application	General Public
Statutory Environment	<i>Planning and Development Act 2005</i> <i>Shire of Morawa Local Planning Scheme No. 2</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To give direction concerning Council's position on the subdivision of Rural zoned land

### Policy

A rural subdivision policy has been formulated to guide Council in the assessment of subdivision applications relating to rural land. The objectives of the Town Planning Scheme with regards to rural land are as follows:

- a) To ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities;
- b) To consider non-rural land uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or environment;
- c) To allow for facilities for tourists and travellers and for recreation uses.

Subdivision in the rural zone creates a number of concerns wherein it may:

- a) Place undue pressure on the provision of services and facilities;
- b) Compete for the use of rural land for agriculture;
- c) Be incompatible with existing agricultural practices;
- d) Reduce land use options on adjacent lots; and e) Compromise rural amenity, landscape and the environment.

In order to protect the future agricultural land use within the Shire of Morawa the Shire of Morawa Town Planning Scheme No 2 permits subdivision of rural land in the following circumstances:

## Shire of Morawa Policy Manual

- a) The lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);
- b) The lots are for farm adjustments;
- c) The lots are for specific purposes such as recreation facilities and public utilities; or
- d) The lots are required for the establishment of uses ancillary to the rural use of the land or are required for the traveling public and tourists (such as service stations and motels).

Council will not support the subdivision of rural land resulting in the creation of lots smaller than 20 hectares.

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# Shire of Morawa Policy Manual

## LPB05 Caravan & Annexes Standards

Aim	To give direction concerning Council's position on the erection of caravan annexes
Application	General Public
Statutory Environment	<i>Caravan Parks and Camping Grounds Regulations 1997</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To ensure that all structures erected in Council operated Caravan Parks in the Shire of Morawa do not detract from the amenity of the overall facility.

### Policy

All Caravans shall have current licensed Registration to enable mobilization in accordance with the requirements of the Caravan Parks and Camping Grounds Act and Regulations.

All annexes shall comply with the *Caravan Parks and Camping Grounds Regulations 1997* including, but not limited to approval, licenses and construction.

For the purposes of Schedule 6 (4) – Rigid Annexes contained within the Caravan Parks and Camping Grounds Regulations 1997, the “walls of prefabricated modular panels or sections” shall mean insulated sandwich panels of such manufacture, colour and design that they complement the caravan to which the annex is attached and do not detract from the overall appearance and amenity of the Caravan Park.

# Shire of Morawa Policy Manual

## LPB06 Shipping Containers Local Planning Policy

Aim	To give direction concerning Council's position on the siting of shipping containers in certain zones in the townsite.
Application	General Public
Statutory Environment	<i>Shire of Morawa Local Planning Scheme No. 2</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objectives

To establish guidelines for the assessment of proposals to place shipping containers or other similar relocatable storage units on land within the municipality.

To ensure an acceptable standard of development is achieved that does not detrimentally affect the amenity of the locality.

### Policy

The placement of a shipping container or other similar relocatable storage units on land requires the development approval of the local government as it is considered to fall within the definitions of 'building' and therefore, 'development' under the Scheme. Development approval is not required where the structure is being used for the temporary storage of plant, machinery or building equipment on a building site where a building permit is current and construction is taking place (6 months maximum).

It is considered that shipping containers (or other similar relocatable storage units) can have an adverse effect on the visual amenity of an area, and therefore there is a need to ensure appropriate development standards in order to safeguard the visual impact of shipping containers on the streetscape.

For the purposes of assessment and approval, the local government will classify a shipping container as per its proposed use. For example, where the intention is to place it on residential land for storage associated with an existing dwelling, it would be classified as an outbuilding, while a shipping container proposed to be used as a café would be classified as a restaurant. Other than on industrial land no more than 1 shipping container is permitted and shall not exceed 6m in length, 2.4m in width and 2.6m in height.

In order for the local government to issue development approval, the applicant must address that the proposed shipping container or other similar relocatable storage unit will (at a minimum):

- a) not result in a detrimental impact on the amenity of the land or any adjoining land or development;
- b) not impinge on any boundary setbacks, as required by the Scheme, or be located in front of the building line, or be visually prominent from any public road;

## Shire of Morawa Policy Manual

- c) not compromise any associated approved development or use by:
  - impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;
  - being located within an existing service yard or bin storage area;
  - obstructing any existing access or visual truncation provided to an accessway, pedestrian or traffic;
- d) be in good repair with no visible rust marks, a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and
- e) be appropriately screened (vegetation or otherwise), where considered necessary by the local government, in order to meet a. above and the objectives of this policy.

Where the placement of a shipping container is other than a “P” or a “SA” use under the requirements of the LPS No. 2 Scheme, the application for a shipping container, or similar relocatable storage units will be advertised in accordance with the Scheme requirements.

### Definitions

Shipping Container shall include other similar relocatable ‘box-type’ storage units. A shipping container modified for the purpose of human habitation is exempt from this policy.

# Shire of Morawa Policy Manual

## LPB07 Trading in Public Places Policy for Food Vendors

Aim	To provide a framework and guidance for the assessment of and issuing of permits for traders and stallholders offering food for sale in accordance with the Shire of Morawa
Application	General Public
Statutory Environment	<i>Public Places and Local Government Property Local Law 2018</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objectives

The objectives of this policy are to:

1. Provide Council with a consistent framework to regulate the location of stallholders and traders offering food or food related goods and services for sale in public places within the Shire of Morawa.
2. Encourage a high standard of service delivery to the local community and visitors whilst supporting local economic development, commercial viability, public safety and taking account of existing permanent businesses.

### Policy

#### Definitions

Definitions relevant to this policy are in accordance with the applicable legislation:

Food	As defined by 'Section 9 of the Food Act, 2008'.
Food Business	As defined by 'Section 10 of the Food Act, 2008'.
Food Registration	Means a food business approved in accordance with 'sections 107 and 110 of the Food Act, 2008.'
Public Place	As defined under the Shire of Morawa <i>Public Places and Local Government Property Local Law 2018</i> : public place means — a) a thoroughfare; b) any local government property; or c) a place to which the public have access
Stall	Means a movable or temporarily fixed structure, stand or table, in or on from which trading is conducted.
Trading	Displaying food in any public place for the purpose of: offering for sale; inviting offers for sale; soliciting orders for food; or carrying out any other transaction in relation to food.

# Shire of Morawa Policy Manual

This policy applies to all applications for a Stallholder Permit and Trader Permit offering food for sale in a public place pursuant to the Shire's "*Public Places and Local Government Property Local Law 2018*".

This policy is not applicable to:

- An event or trading authorised by the local government under another written law or agreement.
- A person trading in a market or event authorised by the local government.

## Traders and Stallholder Permits

The following types of permits are available for food vendors seeking to trade in a public place:

Trader and Stallholder Permit	A permit for up to 12 months at a location that may be determined by Council (or by Delegation) or is otherwise prescribed in this Policy.
Mobile Trader Permit	A permit for up to 12 months to trade as a mobile itinerant food vendors at locations that may be predetermined or may change (be mobile).

The following conditions are applicable to all Trader and Stallholder Permits:

## Trading Time and Duration

Trading times and duration in any approved location will be set by Council (or by delegation), having regard to the operating times of permanent businesses offering the same or similar goods or services within 200 metres of the proposed activity.

Where the nature or type of the food for sale is provided by a business operating from commercial premises within the townsite, the trading can only occur outside of the usual operating hours of that permanent business. In any case, without Council approval, the trading hours will be restricted to between 0800hrs and 2000hrs each day.

An application for full Council consideration will be required for any trader seeking to operate outside those hours.

Itinerant (mobile) food vendors will be permitted to only operate during daylight hours.

## Trading Locations

- Within the Morawa Townsite – in an area prescribed on the map included in this Policy entitled "Trading Location".
- Within any other townsite in the Shire – in an area or on a site determined by Council (or by Delegation) on a case by case consideration.
- On any reserve or unallocated private land – with the provision of signed authority of the registered landowner.

## Trading on Main Roads

# Shire of Morawa Policy Manual

Application to trade on the road reserve of any Main Road requires the prior written approval of Main Roads WA.

## Public Liability Insurance

An application for a food vendor permit must include evidence of having a Public Liability Insurance for a minimum of \$10 million before an application may be considered. The insurance must be able to meet any possible claim which may be sustained against the licensee in relation to the death or injury to any person, or damage to any property arising from the proposed trading activity.

The Shire of Morawa is to be fully indemnified in that insurance against any claim as a result of the operation of any trader or stallholder.

## Traders and Stallholders Permits including Mobile Traders

Applications for trading can be considered by Council for the issue of permits (or dealt with by delegation) in accordance with Shire of Morawa “*Public Places and Local Government Property Local Law 2018*” in accordance with the pre-determined conditions set out in this Policy.

Applications for trading inside the townsites but outside the designated locations described in this Policy, will not be considered aside from special events approved by Council, such as festivals or markets.

## Standard Terms and Conditions for Approval of Food Traders Permits in Public Places Incorporating Traders and Stallholder Permits and Mobile Traders Permits

The standard terms and conditions for the issuing of permits include, but are not limited to the following:

- A Traders and Stallholders Permit, including any Mobile Traders Permit, is granted for a period of up to 12 months from the approval date.
- For Mobile Traders only, permits issued will be conditional on the Permit Holder not operating within 200 metres of any permanent or established business open for business and offering the same food types for sale, except where approved at specific events.
- Signage must meet the requirements stipulated in the Shire of Morawa “*Public Places and Local Government Property Local Law 2018*”.

## Safety and Other Considerations

Safety and other considerations to be included in the assessment of the proposed food vendor trading activities include the following:

- The trader or stallholder and associated activities should not interfere or obstruct Council’s infrastructure or maintenance activities.
- The storage of any container, vehicle or structure containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles is not permitted.
- Display stands or any equipment related to the permit are to be maintained to a high standard

## Shire of Morawa Policy Manual

as assessed by local government.

- All traders and stallholders must ensure that approved area is free of debris or litter.
- Mobile food vehicles must be self-contained with an independent provision of electricity, potable water, and waste water collection.
- A food vendor will be required to offer a high standard of service delivery and must not create an unacceptable risk to public health or safety, property or infrastructure or the environment and will not be permitted to park in a public area, reserve, facility or space if the above requirements are not complied with to the satisfaction of the Shire, regardless of whether a permit has been issued.

### Revocation of Permits and Enforcement

As per Council's "*Public Places and Local Government Property Local Law 2018*", permits may be revoked on grounds that the permit holder:

- has committed a breach of the terms and conditions of the permit
- is not conducting the business in a respectable or sober manner
- has assigned the permit or the business is not operated by the permit holder
- is not carrying on the business for which the permit was granted
- has breached any of the provisions of the Shire of Morawa "*Public Places and Local Government Property Local Law 2018*"

In the event that any permit condition or the Shire of Morawa "*Public Places and Local Government Property Local Law 2018*" is breached, compliance action may be taken in accordance with the relevant conditions or provisions.



# Shire of Morawa Policy Manual



**LOCATION OF TRADERS' BAY  
- MORAWA TOWNSITE**



# Shire of Morawa Policy Manual

## 8. RECREATION TOURISM & ECONOMIC DEVELOPMENT (RTED)

### RTED 01 Consumption of Alcohol on Shire of Morawa owned and managed properties.

Aim	To describe the conditions to be observed in regard to the consumption of alcohol in and on public reserves and Shire owned facilities within the Shire.
Application	Elected Members Staff General Public
Statutory Environment	<i>Liquor Control Act 1988WA Liquor Licensing Act 1988 Liquor Control Regulations 1989 Shire of Morawa Local Government Property Local Law 2013 Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 Health Act 1911 Health (Public Building) Regulations 1997 Food Act 2008 Food Regulations 2009 and Food Safety Standards</i>
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

#### Objective

This policy works towards achieving the following outcomes for the consumption and sale of alcohol at Shire owned and managed property:

- Safe consumption of alcohol
- Responsible service of alcohol
- Minimise harm and alcohol related damaged and violence

#### Policy

##### Conditions

Members of the public and organisations who wish to consume, supply or sell alcohol on reserves managed by the Shire and in Shire owned facilities are to observe the following conditions:

1. An application must be made to the Shire by submission of “Application to Consume Alcohol on Council Property’ at least 14 days prior to the event date. If alcohol is being sold the Shire must be provided with a copy of the liquor licence as approved by the Department of Racing, Gaming and Liquor prior to the license period commencing.
2. The permit holder listed on the ‘Application to Consume Alcohol on Council Property’ is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted.

## Shire of Morawa Policy Manual

3. Alcohol consumption is not to exceed six hours in any one day, must not commence prior to 11am and must cease before the following times:  
Monday – Thursday 10.00pm  
Friday and Saturday 12.00am (midnight)  
Sunday 9.00pm
4. Any extension or variation to these hours requires the approval of the Officer in Charge of Police (in the relevant town) and the Chief Executive Officer.
5. All glass beverage and drinking containers are prohibited (unless the event has been identified as low risk and prior approval for use of glass has been requested and agreed to by the Shire.
6. Events that are considered to be high risk, and/or events where the organisers have previously breached hire conditions (including damage to Shire property) may have their permits refused, or be asked to provide additional information (such as risk management plans, evidence of crowd controllers etc.) before a permit is granted.
7. For any perceived high risk event, applications to consume alcohol should be forwarded to the local Police station for input before approval is considered.
8. Depending on the nature and location of the event or function the Shire of Morawa may also place additional terms and conditions on the 'Application to Consume Alcohol on Council Property'.
9. Where the event is on Crown Land managed by the Shire this Application may be revoked if:
  - a) The event is not in accordance with the Reserve Purpose e.g. a facility subject to a community lease is hired for a Christmas party; or
  - b) The event is not facilitated by the lessee e.g. the premises are hired to a third party.
10. No liquor or kegs to be taken into or consumed at the Pool.

### Permits for alcohol consumption on the Shire of Morawa premises

The Chief Executive Officer is authorised to issue Permits for alcohol consumption on the Shire of Morawa premises, as follows:

#### Recreation Complex

- a) No liquor or kegs to be taken into main stadium area or squash courts;
- b) No kegs to be taken into main function area;
- c) No liquor to be consumed by persons under the age of 18 years.

# Shire of Morawa Policy Manual

## Town Hall

- a) No kegs to be taken into main hall area;
- b) No liquor to be consumed by persons under the age of 18 years.

## *Oval & Function Room*

- a) No kegs to be taken into main function area;
- b) No liquor to be consumed by persons under the age of 18 years.

## Other Shire Facilities

- a) No kegs to be taken into main hall area;
- b) No liquor to be consumed by persons under the age of 18 years.

All State regulatory liquor licensing requirements must be met by the applicant.

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# Shire of Morawa Policy Manual

## RTED02 Tourism

Aim	To recognise that tourism is an important contributor to the local economy.
Application	Shire of Morawa and tourism stakeholders
Statutory Environment	N/A
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

To recognise that tourism is an important contributor to the economy within the Shire of Morawa, and that the Shire needs to play an active role to facilitate the growth and development of tourism in Morawa.

### Policy

The Shire will continue to work with State, regional and tourism industry stakeholders to promote local tourism opportunities.

The Shire will in particular:

- Endeavour to assist the Morawa Tourist Information Centre to develop tourism in the area.
- In the formulation of its planning regulations and preparation of local laws and other regulations, will have regard to the requirements of tourism development, and the impacts these rules will have on tourism.
- When reviewing Strategic Plans, Town Plans and Development Control Plans, take into consideration policies on tourism and other related issues.
- Encourage tourism product development and investment throughout the area and where possible will facilitate the development application process.
- Encourage a high standard of relevant design and aesthetics in all forms of tourist development.
- Consider the welfare of the whole community, and examine the social, cultural, economic and environmental impact when supporting tourism development and any associated facilities.
- Promote landscaping of residential and commercial centre to make the Shire a unique and attractive visitor destination.
- Where practicable, support the enhancement of natural features, conservation areas of outstanding scenic beauty and recognise items of heritage significance.
- Facilitate the development of scenic routes, walk-trails and lookouts and review signage needs in strategically important tourist areas.

# Shire of Morawa Policy Manual

## RTED03 Signage Policy

Aim	In recognition that responsible signage is vital for the promotion and information provided to visitors and residents.
Application	Elected Members Staff
Statutory Environment	Nil
Approval Date	OCM 20 August 2020
Last Review	N/A
Next Review	2022
Review Period	2 years

### Objective

The Signage Policy seeks to:

- assist with 'branding' the Shire and orientating of visitors using an appropriate combination of signs;
- provide directions to the key destinations, attractions and activities in the town centre;
- establish a visual image of Shire of Morawa through a coordinated physical and visual presentation that meets both regulatory and visual needs;
- provide consistent branding of the Shire that advises road users about the route they are following and gives directions and distances to Morawa on the route; and
- provide information about Morawa and businesses operating in the Shire at key sites.
- preserve and provide direction to key places of historical significance within the Shire and recognise the names of various localities within the Shire boundaries.

### Policy

The Shire of Morawa Signage Policy has been developed in response to the Shire's need for a consistent and integrated approach to entry and information signage across the Shire. The Policy seeks to establish a hierarchy of integrated signs for use within road reserves and on Council owned reserves.

This Policy:

- will enable Council to ensure that signs erected provide clarity of direction, while being complimentary to the natural environment of the Shire; and
- establishes the types of directional signs, categorised by their purpose that are consistent, legible, informative and attractive.

### Signage Categories

There are 5 signage categories:

- Category 1:** Themed entry/exit signs on major roads
- Category 2:** Themed entry signs (Morawa Townsite)
- Category 3:** Historic and Locality Signage
- Category 4:** Visitor Information Bays.
- Category 5:** Business Area signage.

## Shire of Morawa Policy Manual

### Category 1: Themed entry/exit (concept) signs

Themed entry/exit (concept) signs on major roads that continue the branding of the Shire approximately (3.6m high x 1.8m wide).



(with 'Farewell on reverse)

# Shire of Morawa Policy Manual

Major Roads are:

- Morawa -Yalgoo Road (Yalgoo boundary)
- Mullewa - Wubin Road (Perenjori boundary)
- Morawa - Mingenew Road (Mingenew boundary)
- Morawa – Three Springs Road (Three Springs boundary)
- Mullewa - Wubin Road (Shire of Greater Geraldton boundary)

**Category 2:** Themed entry signs on entries into the Morawa Townsite

Themed entry signs (Category 1) on entries into the Morawa Townsite is the same as Category 1 but reduced to approximately 1.8m high x 0.9m wide.

**Category 3** Historic and Locality Signage.

The places noted for signage and locality importance are below:

## Locations

- Morawa
- Canna
- Gutha
- Koolanooka
- Merkanooka
- Pintharuka



**Category 4** Visitor Information Bays.

The sites chosen are:

- The existing 'CBH' Visitor Bay located on the western side of the Mullewa-Wubin Road; and
- A new site on the eastern side of Mullewa-Wubin Road, immediately south of the Windmill (subject to MRWA approval).

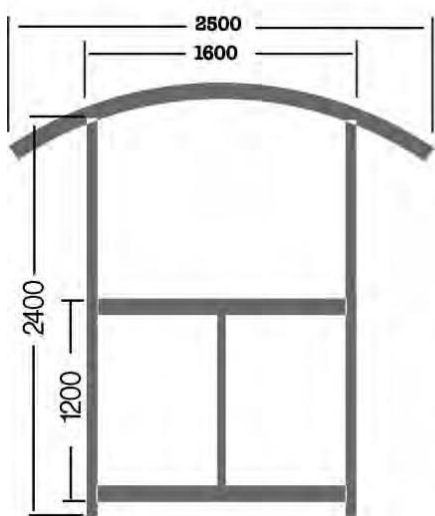
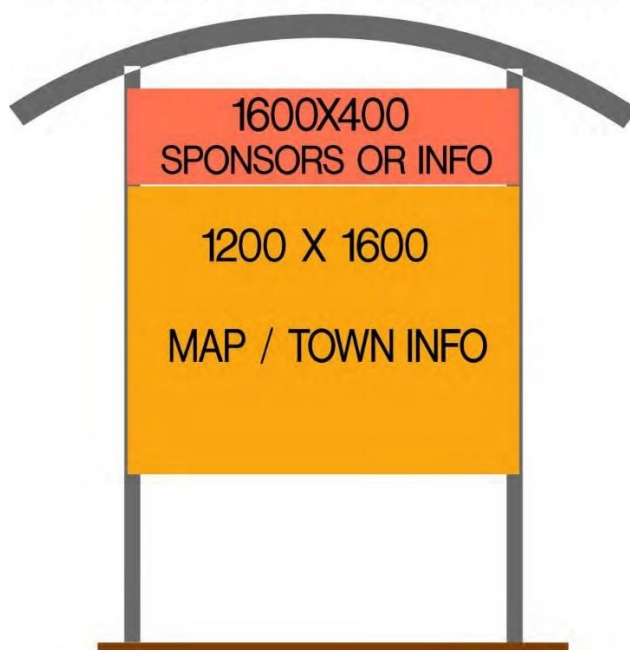


## Shire of Morawa Policy Manual

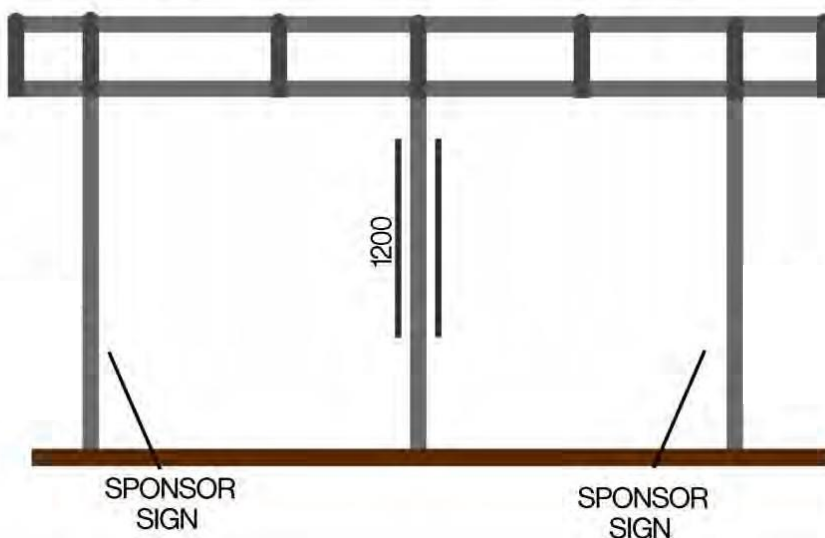
The Visitor Information Bays will incorporate signage displays, a map and signage that promotes the business community in Morawa.

At the ends of the Information Bays, visitors can stand for a 'selfie' photo with metallic 'Wildflowers' (similar to the Historic and Locality Signage) where Morawa is clearly referenced. The conceptual design of the Information Bays is as follows:

BACK AND FRONT OF CENTRE SECTION



SIDE VIEW - CENTRE FRAME HOUSES SIGNAGE BOTH SIDES





# Shire of Morawa Policy Manual

## Category 5: Business Area signage.

The intention of Business Area signage is to provide guidance to visitors and residents as to where businesses are located in the within the townsite.

1. The Shire of Morawa has information signs along the Mullewa-Wubin Road directing people to businesses and services located within the town centre.
2. The Shire will support applications from businesses to MRWA seeking:
  - a. more specific signage along the Mullewa-Wubin Road that encourages passing traffic to visit the businesses in the townsite;
  - b. consent to place signage on the Mullewa-Wubin Road directing passes-by to businesses in Solomon Street and on the east side of Morawa;
  - c. 'easy town access' (similar to signs entering Dalwallinu as per below).



# Shire of Morawa Policy Manual

## RTED04 Morawa Caravan Park

Aim	To outline the conditions of occupancy to be observed by all guests of the Morawa Caravan Park.
Application	General Public
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To ensure that visitors to the Morawa Caravan Park following conditions of occupancy are to be observed by all guests of the Morawa Caravan Park.

### Policy

#### General

- a) When the Caretaker is not in park, please help yourself to a site and power;
- b) All site fees shall be paid in advance to the Caretaker or at the Shire administration office or via the honesty box on-site;
- c) The registration form is to be completed for each site occupied;
- d) Guests are requested to report any damage or faulty equipment to the Caretaker;
- e) On the day of departure, guests must vacate by the caravan park by 10.00am.

#### Rules

- a) The speed limit within the park boundaries is 10 kilometres per hour;
- b) Guests shall not create any excessive noise or disturbance prior to 8:00am or after 10:00pm. Visitors are requested to observe these hours when visiting. The Caretaker or an authorized Shire officer has discretion to determine excessive noise and make appropriate visitor arrangements;
- c) No fires are to be lit within the caravan park boundary;
- d) Dogs are to be on a leash at all times whilst on caravan park premises. Please dispose of all dog faeces by sealing in a plastic bag and placing in the bins provided;
- e) No car repairs or maintenance shall be carried out within the caravan park boundaries without the express permission of the Caretaker or authorized Shire officer;
- f) Visitors are not permitted to park their vehicles within the caravan park boundaries for periods longer than considered reasonable. The caretaker or an authorised Shire officer has discretion to determine what is deemed reasonable;
- g) Disposable nappies and other disposable items are to be placed in bins provided and shall not be flushed down toilets;
- h) Drainage from caravan sinks shall be emptied into the drainage facilities and not emptied onto trees or lawn.
- i) Sullage is to be dumped in the facilities provided;
- j) Washing of cars and vans is to be by bucket only;
- k) All sites are to be kept clean and tidy. Please use the bins provided.

## Shire of Morawa Policy Manual

### Termination of Occupancy

- a) Failure of a guest (or any person associated with a guest) to comply with any of the above rules and conditions of occupancy, will entitle the caretaker or an authorised Shire officer to terminate any guest's occupancy, which shall forthwith come to an end and the guest shall immediately vacate the park;
- b) Termination of a guest's occupancy upon the breach of any of the rules and conditions of occupancy shall not entitle the departing guest to any refund of any monies paid in advance, which may be retained by the Shire as and by way of liquidated damages.

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# Shire of Morawa Policy Manual

## RTED05 Markets Policy

Aim	To outline the conditions of holding of Market Days in Morawa
Application	General Public
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To provide guidance and support for the holding of Market Days in Morawa.

### Policy

Market Days add significant vibrancy and interest to the social fabric of the local community.

It is also important that Market Day events do not detract but complement the everyday activities of the resident Morawa business sector. In this context, Market Days will be approved to be held at either of the following locations:

- a In the Town Square on Winfield Street; or
- b In the main Winfield Street TransWA car parking area; or
- c North of the Morawa Drapery in Winfield Street; or
- d In Pioneer Park located adjacent to the main Winfield Street toilets; or
- e In the Town Hall on Prater Street.

# Shire of Morawa Policy Manual

## RTED06 Morawa Volunteers

Aim	To recognise the valuable contribution made by volunteers in the Morawa community
Application	General Public
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To recognise the valuable contribution made by volunteers in the Morawa community the Shire will hold an annual event to thank those volunteers for giving their time.

### Policy

A Shire sponsored event will be held on the third Thursday of October each year following the Ordinary meeting of the Council. The event will consist of a Sundowner / BBQ function which will be held at a location within the Town.

The event budget will be reviewed each year in conjunction with the annual budget. The funds will cover the cost of food, drinks and entertainment. The volunteer community groups invited to attend shall be those listed below:

- a) DFES;
- b) SES;
- c) St John Ambulance;
- d) Tourist Centre;
- e) RSL;
- f) CWA;
- g) Red Cross;
- h) Lions Club;
- i) Historical Society;
- j) Hospital Auxiliary;
- k) Northern Districts Community Support Group;
- l) Opportunity Shop; and
- m) Any general volunteers at the discretion of the Shire President and Chief Executive Officer (CEO).

The Community Development Officer will liaise with the Shire President and the Chief Executive Officer on event arrangements in August of each year.

# Shire of Morawa Policy Manual

## RTED07 Australia Day Citizen of the Year Awards

Aim	To pay tribute to local individuals and groups who have made an outstanding contribution to the community through the Australia Day Citizen of the Year Awards
Application	General Public
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	2019
Next Review	2024
Review Period	4 years

### Objective

To pay tribute to local individuals and groups who have made an outstanding contribution to the community through the Australia Day Citizen of the Year Awards.

### Policy

The Australia Day Citizen of the Year Awards pay tribute to local individuals and groups who have made an outstanding contribution to the community. There are four awards categories:

- a) Community Citizen of the Year
- b) Community Citizen of the Year – Youth (under 25 years of age)
- c) Community Citizen of the Year – Senior (over 65 years of age)
- d) Active Citizenship – group or event

The recipients will have been judged to have met a number of criteria including significant contribution to building harmony and inclusion with the local community, leadership on a community issue resulting in the enhancement of community life, a significant initiative which has brought about positive change and added value to community life and inspiring qualities as a role model for the community.

### Eligibility for Nominations

- a) All individuals being nominated must be an Australian Citizen;
- b) If an event is being nominated, a majority of members of the nominated group must be residents of the Shire of Morawa;
- c) Nominees for Citizen of the Year or Community Citizen of the Year – Youth must be residents of the Shire of Morawa or who conduct work in the area that benefits the Morawa community and whose achievements and service for others has had a widespread influence on the local community;
- d) Self-nominations are not accepted;
- e) Only one person may be nominated per nomination form.

### Selection Panel

All eligible nominations are assessed by a Selection Panel comprised of two community members and the Shire President, assisted by the Chief Executive Officer.

## Shire of Morawa Policy Manual

Two community members will be approached to join the selection panel during November each year. These two community members will change on a yearly basis. The Awards will be announced at the Australia Day Ceremony held on 26 January each year.

### Conditions of Entry

- a) The nominator must be an elector of the Shire of Morawa and must provide their full name and residential address and must disclose any relationship to the nominated person;
- b) The nomination form must be complete to be eligible for consideration;
- c) The name, address, contact details and signature of the two referees supporting the nomination must be supplied;
- d) The nominator and the two referees must have signed the nomination form if it is to meet the criteria;
- e) Shire of Morawa Councillors or staff are ineligible to make nominations or to be nominated.

The Shire of Morawa must receive all nominations by no later than 5.00pm on 30 November each year. All nomination information and material submitted remains the property of the Shire of Morawa.

The decision of the Selection Panel is final and no correspondence will be entered into.

### Nominations

Should be addressed and forwarded as follows:

“CONFIDENTIAL”  
Chief Executive Officer  
Morawa Active Citizenship Awards  
PO Box 14 MORAWA WA 6623

# Shire of Morawa Policy Manual

## RTED08 Dress Code for Citizenship Ceremonies

Aim	To establish a Dress Code for attendance at Australian Citizenship Ceremonies held by the Shire of Morawa.
Application	General Public
Statutory Environment	<i>Australian Citizenship Act 2007</i> <i>Australian Citizenship Regulation 2016</i> <i>Australian Citizenship Ceremonies Code Revised 2019</i>
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

### Objective

This Dress Code outlines the Shire of Morawa's expectations for conferees and guests attending Shire of Morawa Citizenship Ceremonies..

### Policy

Citizenship Ceremonies are an important event where you make your commitment to Australia.

It is expected that the Councillors and staff will dress in formal or smart casual attire.

It is recommended that conferees and their guests are dressed in formal or smart casual clothing to reflect the significance of the ceremony. National or traditional costume is also acceptable.



## Shire of Morawa Policy Manual

### RTED09 Morawa Swimming Pool

Aim	To ensure continuity in the operation of the Morawa Swimming Pool
Application	General Public
Statutory Environment	Nil
Approval Date	OCM 19 November 2020
Last Review	N/A
Next Review	2024
Review Period	4 years

#### Objective

To address the operations of the Morawa swimming pool.

#### Policy

##### *Yearly Opening & Closing*

The Shire of Morawa Swimming Pool is to open on the third Saturday of October each year and close at the end of the first term school holidays.

In the event of season-changing weather conditions the pool may be closed earlier at the discretion of the Chief Executive Officer, after taking into consideration the forecast daytime temperatures. Maintenance of the pool will be programmed to take place during the closed winter months.

##### *Morawa District High School*

When the Morawa District High School is given exclusive use of the outdoor swimming pool for the annual faction swimming carnival or inter-school swimming carnival, all children and adults are allowed free entry to the facility. No other members of the public can use the pool during the carnival.

##### *Vacation Swimming Lessons*

Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed. VACswim swimming teachers are allowed to have free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

##### *Morawa Swimming Club Shed*

The Shire acknowledges the Morawa Swimming Club Shed which is available for Club purposes.

Western Australia

## **Local Government (Administration) Amendment Regulations (No. 2) 2020**

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## **Local Government (Administration) Amendment Regulations (No. 2) 2020**

Made by the Governor in Executive Council.

### **1. Citation**

These regulations are the *Local Government (Administration) Amendment Regulations (No. 2) 2020*.

### **2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* section 22 comes into operation.

### **3. Regulations amended**

These regulations amend the *Local Government (Administration) Regulations 1996*.

*[The following text is the Local Government (Administration) Regulations 1996 showing proposed amendments in track changes. A formal amending instrument will be drafted at a later stage.]*

### **Part 1 — Preliminary**

*[There are no amendments to this Part.]*

### **Part 2 — Council and committee meetings**

*[There are no amendments to this Part.]*

### Part 3 — Electors' meetings

*[There are no amendments to this Part.]*

### Part 4 — Local government employees

*[Heading inserted: Gazette 26 Aug 2011 p. 3482.]*

#### 18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to [give Statewide public notice of the position](#) ~~advertise the position in a newspaper circulating generally throughout the State~~ unless it is proposed that the position be filled by —
  - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) [The Statewide public notice](#) ~~An advertisement referred to in subregulation (1)~~ is to contain —
  - (a) the details of the remuneration and benefits offered; and
  - (b) details of the place where applications for the position are to be submitted; and
  - (c) the date and time for the closing of applications for the position; and
  - (d) the duration of the proposed contract; and
  - (da) [a website address where the job description form for the position can be accessed; and](#)
  - (e) contact details for a person who can provide further information about the position; and

- (f) any other information that the local government considers is relevant.

*[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594.]*

**18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))**

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or  
(b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

*[Regulation 18B inserted: Gazette 13 May 2005 p. 2086.]*

~~**18C. Selection and appointment process for CEOs**~~

~~The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.~~

~~*[Regulation 18C inserted: Gazette 31 Mar 2005 p. 1038.]*~~

~~**18D. Performance review of CEO, local government's duties as to**~~

~~A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.~~

~~*[Regulation 18D inserted: Gazette 31 Mar 2005 p. 1038.]*~~



**r. 18E**

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**18E. False information in application for CEO position, offence**

A person must not, in connection with an application for the position of CEO of a local government —

- (a) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant that the person knows is false in a material particular; or
- (b) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant which is false or misleading in a material particular, with reckless disregard as to whether or not the statement or information is false or misleading in a material particular.

Penalty: a fine of \$5 000.

*[Regulation 18E inserted: Gazette 31 Mar 2005 p. 1038-9; amended: Gazette 19 Aug 2005 p. 3872; 4 Mar 2016 p. 650.]*

**18F. Remuneration and benefits of CEO to be as advertised**

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

*[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]*

**18FA. Prescribed model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))**

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

**18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))**

(1) In this regulation —

*adopted standards* means the standards adopted by a local government under section 5.39B or, if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government’s adopted standards.

(2) This regulation applies if —

(a) a local government appoints a person to the position of CEO of the local government; and

(b) the local government’s adopted standards in relation to the recruitment of CEOs apply to the appointment.

(3) At the time of appointing the person to the position of CEO, the local government must, by resolution\*, certify that the person was appointed in accordance with the local government’s adopted standards in relation to the recruitment of CEOs.

\* Absolute majority required.

(4) A copy of the resolution must be given to the Departmental CEO within 14 days after the resolution is passed by the local government.

**18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))**

(1) In this regulation —

*adopted standards* has the meaning given in regulation 18FB(1).

(2) This regulation applies if a local government terminates the employment of the CEO of the local government.

(3) At the time of terminating the CEO’s employment, the local government must, by resolution\*, certify that the CEO was terminated in accordance with the local government’s adopted

**r. 18G**

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standards in relation to the termination of the employment of CEOs.

\* Absolute majority required.

- (4) A copy of the resolution must be given to the Departmental CEO within 14 days after the resolution is passed by the local government.

**18G. Delegations to CEOs, limits on (Act s. 5.43)**

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

*[Regulation 18G inserted: Gazette 31 Mar 2005 p. 1039.]*

**19. Delegates to keep certain records (Act s. 5.46(3))**

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

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

**19A. Payments in addition to contract or award, limits of (Act s. 5.50(3))**

- (1) The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local

government finishes after 1 January 2010 is not to exceed in total —

- (a) the value of the person's final annual remuneration, if the person —
  - (i) accepts voluntary severance by resigning as an employee; and
  - (ii) is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39;

or

- (b) in all other cases, \$5 000.

- (2) In this regulation —

**final annual remuneration** in respect of a person, means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished.

*[Regulation 19A inserted: Gazette 31 Mar 2005 p. 1032; amended: Gazette 13 Jul 2012 p. 3218.]*

### **Part 5 — Annual reports and planning**

*[There are no amendments to this Part.]*

### **Part 6 — Disclosure of financial interests and gifts**

*[There are no amendments to this Part.]*

### **Part 7 — Access to information**

*[There are no amendments to this Part.]*

### **Part 8 — Local government payments and gifts to members**

*[There are no amendments to this Part.]*

**Part 9 — Codes of conduct for employees**

*[There are no amendments to this Part.]*

**Part 10 — Training**

*[There are no amendments to this Part.]*

Consultation Draft

## Schedule 1 — Forms

[There are no amendments to this Schedule.]

### Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

#### Division 1 — Preliminary provisions

##### 1. Citation

These are the [insert name of local government] *Standards for CEO Recruitment, Performance and Termination*.

##### 2. Terms used

(1) In these standards —

*Act* means the *Local Government Act 1995*;

*additional performance criteria* means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

*applicant* means a person who submits an application to the local government for the position of CEO;

*contract of employment* means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

*contractual performance criteria* means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

*job description form* means the job description form for the position of CEO approved by the local government under clause [5(2)];

*local government* means the [insert name of local government];

*selection criteria* means the selection criteria for the position of CEO determined by the local government under clause [5(1)] and set out in the job description form;

*selection panel* means the selection panel established by the local government under clause [8] for the appointment of a person to the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

**Division 2 — Standards for recruitment of CEOs**

**3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

**4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the appointment of a person to the position of CEO.

- (2) This Division does not apply —

- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause [13(2)].

**5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of that particular local government.

- (2) The local government must, by a resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

- (a) the duties and responsibilities of the position; and
- (b) the selection criteria for the position determined in accordance with subclause (1).

**6. Advertising requirements**

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause [13] applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

**8. Establishment of selection panel for appointment of CEO**

(1) The local government must establish a selection panel to conduct the recruitment and selection process for the appointment of a person to the position of CEO.

(2) The selection panel must comprise —

(a) council members (the number of which is to be determined by the local government); and

(b) at least 1 person who is neither a council member nor an employee of the local government.

**9. Recommendation by selection panel**

(1) The selection panel must assess each applicant's knowledge, experience, qualifications and skills against the selection criteria.



**Local Government (Administration) Amendment Regulations (No. 2) 2020**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 2** Standards for recruitment of CEOs

**cl. 10**

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(2) Following the assessment referred to in subclause (1), the selection panel must —

(a) recommend to the local government one or more applicants who the selection panel considers are suitable for appointment to the position of CEO; or

(b) if the selection panel considers that none of the applicants are suitable for appointment to the position of CEO — advise the local government of that fact.

(3) If the selection panel considers that none of the applicants are suitable for appointment to the position of CEO, the selection panel may recommend to the local government the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(a) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other enquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

**10. New process to be commenced if no suitable applicants**

(1) If the selection panel advises the local government under clause [9(2)(b)] that the selection panel considers that none of the applicants are suitable for appointment to the position of CEO, the local government must carry out a new recruitment and selection process for the position in accordance with these standards.

(2) However, unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause [5] does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause [5] is the job description form for the purposes of the new recruitment and selection process.

#### **11. Offer of appointment to position of CEO**

(1) Any decision by the local government to make an offer of appointment to the position of CEO to an applicant must be made by a resolution of an absolute majority of the council.

(2) The resolution must approve —

(a) the making of the offer of appointment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### **12. Appointment to position of CEO**

(1) In this clause —

*negotiated contract* means the contract of employment referred to in paragraph (b) of the definition of *successful applicant*;

*successful applicant* means an applicant who —

(a) has been made an offer of appointment to the position of CEO under clause [11]; and

(b) has negotiated with the local government the terms of the contract of employment to be entered into by the local government and the applicant; and

(c) following that negotiation, has accepted the offer of appointment.

(2) Any appointment of a successful applicant to the position of CEO by the local government must be made by a resolution of an absolute majority of the council.

**Local Government (Administration) Amendment Regulations (No. 2) 2020**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 2** Standards for recruitment of CEOs

**cl. 13**

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(3) The resolution must —

- (a) endorse the appointment of the successful applicant to the position of CEO; and
- (b) approve the terms of the negotiated contract.

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

(1) In this clause —

*commencement day* means the day on which the *Local Government (Administration) Amendment Regulations (No. 2) 2020* regulation [regulation inserting new r. 18FA] comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be appointed to the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be appointed to the position of CEO.

**14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

**Division 3 — Standards for review of performance of CEOs**

**15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

**16. Performance review process to be agreed between local government and CEO**

(1) The local government and the CEO must agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses [17], [18] and [19].

(3) The matters referred to in subclause (1) must be set out in a written document.

**17. Carrying out a performance review**

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by a resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause [18], the local government must inform the CEO in writing of —

- (a) the results of the review; and  
(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs**

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
- (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and  
(b) notifying the CEO of any allegations against the CEO; and  
(c) giving the CEO a reasonable opportunity to respond to the allegations; and

- (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

- (2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and

- (b) informed the CEO of the performance issues; and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by a resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

**Local Government (Administration) Amendment Regulations (No. 2) 2020**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 4** Standards for termination of employment of CEOs

**cl. 24**

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Clerk of the Executive Council

Consultation Draft



Department of  
**Local Government, Sport  
and Cultural Industries**

# Model Standards

## CEO Recruitment, Performance and Termination







# Background

- **The CEO Standards and Guidelines were developed as a result of the Local Government Act Review.**
- **The Act Review identified CEO recruitment and performance review as priority areas in need of reform.**
- **A number of independent inquiries have also identified issues in relation to recruitment, performance review and termination of employment of local government CEOs.**
  - **City of Perth Inquiry 2020**
  - **Select Committee into Local Government 2020**
  - **Inquiry into City of Canning 2014**
  - **Metropolitan Local Government Review 2012**



# Background

- On 27 June 2019 - the *Local Government Legislation Amendment Act 2019* was passed in Parliament.
- The Act includes a requirement for the introduction of mandatory minimum standards for CEO:
  - Recruitment;
  - Selection;
  - Performance Review; and
  - Termination of Employment.



# Background

- **Draft CEO Standards and Guidelines were made available for comment between 24 September and 6 December 2019.**
- **DLGSC received 190 responses to an online survey and 24 written submissions in response.**
- **Respondents indicated an overwhelming desire for increased transparency, independence, improved oversight and greater accountability as part of the process for CEO recruitment and performance review.**



# CEO Recruitment

- **Selection criteria must be determined and agreed on by an absolute majority of council prior to the position of CEO being advertised.**
- **The local government must give state-wide public notice of the position and a copy of a JDF made available on the local government's website.**
- **A selection panel must be established to conduct the recruitment and selection process.**
- **The selection panel must comprise council members and at least one independent person. The independent person should have knowledge and experience in recruitment.**



# CEO Recruitment

- **It is the role of the selection panel to recommend to council one or more suitable applicants to the position of CEO.**
- **If a selection panel does not deem any of the applicants suitable for appointment, they must advise the Council. In this situation, the process for recruitment and selection needs to be undertaken again.**
- **A final decision to make an offer of appointment must be made by an absolute majority of council.**
- **Appointment of the successful applicant to the position of CEO is also made by an absolute majority of council following their acceptance of the offer.**



# Performance Review

- **Local governments are required to review the performance of a CEO annually in accordance with the Local Government Act.**
- **The regulations set out the process for performance review including:**
  - Establishing performance criteria;
  - Council endorsement of the performance review (by absolute majority); and
  - Informing the CEO of the results in writing, including any issues that may have been identified during the review and how Council proposes to address and manage those issues.



# Performance Review

- **A performance review must be carried out in an impartial and transparent manner, be comprehensive, and evidence based.**
- **The process for performance review must be agreed to between the CEO and the local government.**
- **Any performance criteria additional to that specified in the CEO's contract of employment must also be agreed to between both parties.**
- **The process for performance review and the selection criteria upon which the review will be based must be documented in writing.**



# Termination of Employment

- **Decisions relating to termination of employment must also be made in an impartial and transparent manner.**
- **The regulations outline the general principles of procedural fairness that must apply to any decision to terminate the employment of a CEO including:**
  - The CEO being informed of their rights and responsibilities;
  - Notification of any allegations against the CEO;
  - An opportunity to respond to the allegations; and
  - Genuine consideration of the CEO's response.





# Termination of Employment

- **Before a Council decides to terminate the employment of a CEO based on their work-related performance, they must have:**
  - Previously identified any issues as part of the performance review process;
  - Informed the CEO of the performance issues;
  - Given the CEO reasonable opportunity to address and remedy the issues;
  - Determined that the CEO has not remedied the issues to their satisfaction; and
  - Conducted a performance review within the previous twelve months.
- **A decision to terminate the employment of the CEO must be made by an absolute majority of council.**
- **Written notice must be provided to the CEO outlining the reasons for termination.**



## Other

- **Certification of compliance in accordance with the adopted standards is required in relation to:**
  - CEO recruitment; and
  - Termination of employment
- **A copy of the resolution to appoint a CEO or terminate a CEO's employment must be provided to DLGSC within 14 days of the decision.**



## Other

- **A recruitment process is to be undertaken before expiry of CEO contracts where:**
  - The incumbent CEO has held the position for 10 or more consecutive years; or
  - A period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred.
- **The incumbent CEO is also subject to the same recruitment process if they wish to extend their tenure of employment with the Local Government.**
- **The incumbent CEO may have their contract renewed upon expiry if they are selected in accordance with the recruitment and selection process.**



## Next Steps

- A draft version of the *Local Government (Administration) Amendment Regulations (No.2) 2020* is currently out for consultation with the sector.
- DLSGC invites local governments to provide feedback on the consultation draft. Please submit your responses to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)



Department of  
**Local Government, Sport  
and Cultural Industries**

# Local Government Act 1995 Phase One

## Local Government Regulations Amendment Regulations (No. 2) 2020





# Overview

The *Local Government Regulations Amendment Regulations (No.2) 2020* were previously named the *Local Government Regulations Amendments (Consequential) Regulations 2020*

They bring into effect all the remaining parts of the *Local Government Legislation Amendment Act 2019*, apart from the best practice standards for CEO recruitment, performance review and termination and the new Code of Conduct.

The Regulations introduce measures related to:

- local and state-wide public notice
- improved access to information, including through publication on the local government's website
- the harmonisation of the appointment of authorised persons across multiple pieces of legislation in the local government portfolio.



# Consultation

**A consultation draft of the Regulations and explanatory notes were made available for comment from 19 May to 13 July 2020**

**Twenty-one written submissions were received, including feedback from LGPro and WALGA**



## **Local and State-wide public notice**

**In addition to publication on the local government's official website, local public notice is to be given in at least three of the following ways:**

- publication in a newspaper circulating in the State/district**
- publication in newsletters circulating generally in the district**
- circulation by email or text or posting on a local government's social media account**
- publication on the official website of a relevant State Government Department**

**State-wide public notice includes all of the above and must be published either in a newspaper circulating generally throughout the State or on the official website of a State Government agency.**





# Publication on local government website

- Any adverse recommendation from an inquiry by an authorised person
- Any adverse finding or recommendation made by an oversight body - the Corruption and Crime Commission, Public Sector Commissioner, State Administrative Tribunal, an Inquiry Panel or a Royal Commission - against the local government, the council, a council member or the CEO
- An up-to-date version of each policy of the local government (previous policies to be available if requested)
- The position of each employee who has lodged a primary or annual return from the financial year beginning 1 July 2020 (the returns don't need to be published)
- The type and amount or value of fees, expenses and allowances paid to each council member, mayor or president during the financial year (from FY beginning 1 July 2020)



# Annual Report

**From the 2020-21 financial year, the annual report is to include:**

- **the number of employees receiving a salary over \$130,000 in \$10,000 bands**
- **the amount of money the local government has paid in Standards Panel costs for hearing a complaint regarding one of its council members and any amount that the Standards Panel orders to be reimbursed to the local government by the council member**
- **the remuneration paid or provided to the CEO**
- **the number of council and committee meetings attended by each council member**
- **where available, diversity data, including age ranges for council members**



## Other

- **Minutes of a council or committee meeting are to include each document which is attached to the meeting agenda, except where that part of the meeting was closed to the public.**
  
- **The standardisation of appointment of authorised officers across the following pieces of legislation, so they are all appointed under the Local Government Act:**
  - *Caravan Parks and Camping Grounds Act 1995;*
  - *Cat Act 2011;*
  - *Cemeteries Act 1986;*
  - *Control of Vehicles (Off-road Areas) Act 1978;*
  - *Dog Act 1976; and*
  - *Local Government Act 1995.*



## Next steps

- **Publication in the *Government Gazette***
- **Circular and guidance notes will be released when the Regulations are gazetted**
- **CEO Standards and Code of Conduct are both out for consultation – until 6 December 2020**

Item 11.1.6 - Attachment 2

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3))	18A <i>Local Government (Administration) Regulations 1996</i>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>	<p><b>Noted and agreed</b></p> <p><b>Noted and agreed. It would be appropriate for the Department to provide either a template for, or detail required contents of the JDF to ensure consistency and compliance.</b></p>
Regulation 18C – Selection and appointment process for CEOs.	18C <i>Local Government (Administration) Regulations 1996 – Repealed</i>	<p>Regulation 18C is being repealed. The prescribed model standards for CEO recruitment and appointment outlined at Division 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2020</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government’s official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection process. The selection panel must be made up of council members and at least one independent person</p>	<p><b>Noted</b></p> <p><b>Noted and agreed</b></p> <p><b>Noted and agreed</b></p> <p><b>Noted. There is no guidance on the skills, experience or knowledge of the independent person, or their role on the panel. This may pose significant risk to the local government, as there are inadequate controls</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
		<p>who is not a current councillor or employee of the local government.</p> <p>The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Appointment of the successful applicant to CEO must also be made by an absolute majority decision of council after negotiation of the final contract terms between the successful applicant and the local government and following the applicant's acceptance of the offer.</p>	<p><b>on the conduct of such a person (e.g. are they captured by a Code of Conduct as Panel member?). Whilst the use of an independent qualified and licensed recruitment consultant is supported, it is the role of Council to recruit and select the CEO.</b></p> <p><b>As above.</b></p> <p><b>Noted and agreed.</b></p> <p><b>Noted and agreed. Although it is questioned why the Council is required to approve an offer to appoint and then also endorse the appointment. This is considered to be unnecessarily bureaucratic to have the Council consider the matter twice.</b></p>
<p>Regulation 18D – Performance review of CEO, local government's duties as to</p>	<p><i>Local Government (Administration) Regulations 1996 - 18D</i> Repealed</p>	<p>Regulation 18D is being repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2020</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review by absolute majority on its completion.</p>	<p><b>Noted</b></p> <p><b>Noted and agreed.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

<b>Regulation</b>	<b>Amends</b>	<b>Explanation</b>	<b>Shire comment</b>
		The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.	<b>Noted and agreed.</b>
Regulation FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).	<i>Local Government (Administration) Regulations 1996</i> – 18FA is a new clause.	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.	<b>Noted.</b>
Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))	<i>Local Government (Administration) Regulations 1996</i> – 18FB is a new clause.	Regulation 18FB requires local governments to certify that they have adopted the standards under section 5.39B of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO.  A copy of the resolution to appoint the CEO in accordance with the adopted standards must be provided to the Department of Local Government, Sport and Cultural Industries within 14 days of the decision to appoint.	<b>Noted and agreed.</b>  <b>Noted and agreed.</b>
Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).	<i>Local Government (Administration) Regulations 1996</i> – 18FC is a new clause	Regulation FC requires a local government to certify that they have adopted the standards under section 5.39B of the Act. 18FC applies in relation to the termination of a CEO's employment contract.  If a local government makes the decision to terminate the employment of the CEO, it must certify that the CEO's employment contract was terminated in accordance with the adopted standards for termination as outlined in regulations.	<b>Noted and agreed.</b>  <b>Noted and agreed.</b>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
<p><b>Division 2 – Standards for recruitment of CEOs</b></p> <p>Regulation 4 – Application of Division</p>	<p><i>Local Government (Administration) Regulations 1996 – Reg 4 replaces 18C.</i></p>	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, Regulation 4 applies in relation to Division 2 - the recruitment and selection process of a local government CEO.</p> <p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO’s contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>	<p><b>Noted.</b></p> <p><b>Noted. It is not clear why a CEO’s position must be renewed after 10 years. Councils have general competence powers to consider whether to renew the incumbent’s contract or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 years is likely to prove unworkable or counterproductive.</b></p> <p><b>Noted.</b></p>
<p>Regulation 5 – Determination of selection criteria and approval of job description form.</p>	<p><i>Local Government (Administration) Regulations 1996 – Reg 5 is a new clause.</i></p>	<p>Regulation 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>	<p><b>Noted</b></p> <p><b>Noted and agreed.</b></p>



**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
Regulation 6 – Advertising Requirements	<i>Local Government (Administration) Regulations 1996</i> – Reg 6 is a new clause.	Regulation 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed. Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.	<b>Noted. It is not clear why a CEO’s position must be renewed after 10 years. Councils have general competence powers to consider whether to renew the incumbent’s contract or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 years is likely to prove unworkable or counterproductive.</b>
Regulation 7 – Job description form to be made available by local government.	<i>Local Government (Administration) Regulations 1996</i> – Reg 7 is a new clause.	Regulation 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.	<b>Noted and agreed.</b>
Regulation 8 – Establishment of selection panel for appointment of CEO.	<i>Local Government (Administration) Regulations 1996</i> – Reg 8 is a new clause.	<p>Regulation 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must comprise of council members and at least one independent person who is not a councillor nor an employee of the local government.</p> <p>It is recommended that the independent person or persons have relevant experience in the recruitment and selection of CEO’s and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p>	<p><b>Noted. The selection panel is ‘established’ under cl.8 of Schedule 2 of the Draft Regulations, with no reference to the formation of a committee of Council under Sec. 5.8 of the Act. Cl. 9(4) of Schedule 2 includes a reference to the selection panel acting in accordance with the principles of s.5.40 of the Act. Similarly, cl.14 requires the local government to ensure confidentiality of information provided, rather than imposing this responsibility equally on the selection panel, or individual panel members.</b></p> <p><b>Noted. Noted. There is no guidance on the skills, experience or knowledge of the independent person, or their role on the panel. This may pose significant risk to the local government, as there are inadequate controls on the conduct of such a person (e.g. are they captured by a Code of Conduct as Panel member?). The use of an independent qualified and licensed recruitment consultant is supported.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
		It is at the discretion of the local government to determine the number of people on the selection panel.	<b>As above.</b>
Regulation 9 – Recommendation by selection panel.	<i>Local Government (Administration) Regulations 1996 – Reg 9 is a new clause.</i>	<p>It is the role of the selection panel to recommend a preferred applicant or applicants for appointment to the position of CEO. Regulation 9 requires the selection panel to make an assessment of each applicant’s ability to perform the role of CEO based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>If the selection panel considers none of the applicants suitable for appointment to the position, they must advise the local government of that fact.</p> <p>If the selection panel considers none of the applicants suitable for appointment to the position of CEO, they may recommend changes be made to the duties and responsibilities of the position or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant or applicants they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified.</p> <p>The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p>	<p><b>Noted. Schedule 2, Cl. 9(2)(a) requires the selection panel to recommend one or more applicants it considers suitable, with Cl. 9(2)(b) requiring that it advise Council if it considers no applicants are suitable. In the second event, Cl. 10 requires the local government to carry out a new recruitment process. Bypassing Council in this decision-making process appears to directly conflict with Sec. 5.36(2) of the Act, where it is the Council that determines if a person is or is not suitably qualified to be employed as CEO.</b></p> <p><b>As above.</b></p> <p><b>As above.</b></p> <p><b>Noted and agreed.</b></p> <p><b>Noted and agreed.</b></p> <p><b>Noted and agreed.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
Regulation 10 – New process to be commenced if no suitable applicants.	<i>Local Government (Administration) Regulations 1996 – Reg 10 is a new clause.</i>	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(2)(b).</p> <p>Regulation 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>	<p><b>Noted.</b></p> <p><b>Noted and not agreed. Council should have the opportunity by absolute majority to note but not accept the panel recommendation. Bypassing Council in this decision-making process appears to directly conflict with Sec. 5.36(2) of the Act, where it is the Council that determines if a person is or is not suitably qualified to be employed as CEO.</b></p> <p><b>Noted.</b></p>
Regulation 11 – Offer of appointment to position of CEO.	<i>Local Government (Administration) Regulations 1996 – Reg 11 is a new clause.</i>	<p>Regulation 11 requires the decision to make an offer of employment to an applicant to the position of CEO to be made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>	<p><b>Noted and agreed.</b></p> <p><b>Noted and agreed.</b></p>
Regulation 12 – Appointment to position of CEO	<i>Local Government (Administration) Regulations 1996 – Reg 12 is a new clause.</i>	Regulation 12 deals with the appointment of the successful applicant to the position of CEO subsequent to the offer of appointment having been made, the final terms of the contract agreed to and the applicant accepting the offer of employment.	<b>Noted and agreed.</b>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
		<p>The appointment of the successful applicant to the position of CEO by the local government must be made by an absolute majority of council. Council must endorse the appointment and approve the terms of the negotiated contract.</p>	<p><b>Noted and agreed.</b></p>
<p>Regulation 13 – Recruitment to be undertaken on expiry of certain CEO contracts.</p>	<p><i>Local Government (Administration) Regulations 1996 – Reg 13 is a new clause.</i></p>	<p>Regulation 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO’s contract. Regulation 13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In that case, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required.</p> <p>In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a process to be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO’s contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>	<p><b>Noted – see response to Regulation 8.</b></p> <p><b>Noted.</b></p> <p><b>Noted – see response to Regulation 8.</b></p> <p><b>Noted.</b></p> <p><b>Noted – see response to Regulation 8.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

<b>Regulation</b>	<b>Amends</b>	<b>Explanation</b>	<b>Shire comment</b>
Regulation 14 – Confidentiality of information	<i>Local Government (Administration) Regulations 1996 – Reg 14 is a new clause.</i>	Regulation 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.	<b>Noted and agreed.</b>
<b>Division 3 – Standards for review of performance of CEOs</b>  Regulation 15 sets out the standards to be observed by the local government in relation to the review of the performance of CEOs.	<i>Local Government (Administration) Regulations 1996 – Reg 15 replaces regulation 18D which is repealed.</i>	Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.	<b>Noted.</b>
Regulation 16 – Performance review process to be agreed between local government and CEO.	<i>Local Government (Administration) Regulations 1996 – Reg 16 is a new clause.</i>	Regulation 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.  The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).	<b>Noted.</b>  <b>Noted.</b>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

<b>Regulation</b>	<b>Amends</b>	<b>Explanation</b>	<b>Shire comment</b>
		The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.	<b>Noted and agreed.</b>
Regulation 17 – Carrying out a performance review	<i>Local Government (Administration) Regulations 1996 – Reg 17 is a new clause</i>	Regulation 17 deals with how a review of a CEO's performance must be carried out. A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed and set out in the documented performance review process.	<b>Noted and agreed.</b>
Regulation 18 – Endorsement of performance review by local government	<i>Local Government (Administration) Regulations 1996 – Reg 18 is a new clause</i>	Regulation 18 requires that a performance review is endorsed by an absolute majority of council upon completion.	<b>Noted and agreed.</b>
Regulation 19 – CEO to be notified of results of performance review	<i>Local Government (Administration) Regulations 1996 – Reg 19 is a new clause</i>	<p>Regulation 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>	<p><b>Noted and agreed.</b></p> <p><b>Noted and agreed.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
<p><b>Division 4 – Standards for termination of employment of CEOs.</b></p> <p>Regulation 20 – sets out the standards to be observed by the local government in relation to the termination of the employment of CEOs.</p>	<p><i>Local Government (Administration) Regulations 1996 – Reg 20 is a new clause</i></p>	<p>Regulation 20 provides an overview of Division 4 – Standards for termination of employment of CEOs.</p>	<p><b>Noted.</b></p>
<p>Regulation 21 – General principles applying to any termination.</p>	<p><i>Local Government (Administration) Regulations 1996 – Reg 21 is a new clause</i></p>	<p>Regulation 21 outlines the general principles that must apply to any termination of a CEO’s employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.</p> <p>A CEO must be afforded procedural fairness in relation to the process for termination of employment. This includes:</p> <ul style="list-style-type: none"> <li>a) being informed of their rights, entitlements and responsibilities;</li> <li>b) notification of any allegations against the CEO;</li> <li>c) being given a reasonable opportunity to respond to the allegations;</li> <li>d) and genuinely considering any response provided by the CEO to the allegations.</li> </ul>	<p><b>Noted, however it is not clear what is meant by ‘transparent’.</b></p> <p><b>Noted and agreed.</b></p>

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS (No.2) 2020**

**EXPLANATORY NOTES AND SHIRE COMMENT**

Regulation	Amends	Explanation	Shire comment
Regulation 22 – Additional principles applying to termination for performance related reasons.	<i>Local Government (Administration) Regulations 1996 – Reg 22 is a new clause</i>	<p>Regulation 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> <li>• previously identified any issues with the CEO's performance as part of the performance review process;</li> <li>• informed the CEO of the performance issues;</li> <li>• given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues;</li> <li>• determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and</li> <li>• 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.</li> </ul>	<b>Noted and agreed.</b>
Regulation 23 – Decision to terminate.	<i>Local Government (Administration) Regulations 1996 – Reg 23 is a new clause</i>	Regulation 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.	<b>Noted and agreed.</b>
Regulation 24 – Notice of termination of employment.	<i>Local Government (Administration) Regulations 1996 – Reg 24 is a new clause</i>	Regulation 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.	<b>Noted and agreed.</b>



## Item 11.2.2 - Attachment 1

SHIRE OF MORAWA  
Payments made October 2020

Voucher No	Date	Payee	Description	Bank Code	Amount
12005	05/10/2020	Shire of Morawa	12 Month registration for CEO vehicle MO0 P252	1	414.20
12006	23/10/2020	Shire of Morawa	12 Months registration for Truck 1DTX783 P221	1	465.45
EFT13544	02/10/2020	Australian Services Union	Payroll deductions	1	77.70
EFT13545	02/10/2020	Department of Human Services	Payroll deductions	1	638.58
EFT13546	02/10/2020	Paulette Lucken	Reimbursement of products bought for Morawa caravan park	1	51.00
EFT13547	02/10/2020	Morawa Medical Centre	Pre employment medical expenses for new staff	1	495.00
EFT13548	02/10/2020	Synergy	Electricity expenses 25/6/2020 - 24/8/2020	1	646.16
EFT13549	02/10/2020	IT Vision Australia Pty Ltd	Update mapping file location to server name	1	550.00
EFT13550	02/10/2020	Sigma Companies Group Pty Ltd	Chemicals for Morawa swimming pool	1	722.70
EFT13551	02/10/2020	Coates Hire	Hire of portable toilet with trailer from 25/08/2020 to 25/09/2020	1	426.86
EFT13552	02/10/2020	AFGRI	North East Canna Repairs to John Deer Grader	1	3,707.99
EFT13553	02/10/2020	RJ & LJ King	15x6.00-6 BKT 6Ply tubeless mower tyre	1	4,248.20
EFT13554	02/10/2020	JOHN VAN DER MEER	Reimbursement for the purchase of diesel P252	1	55.55
EFT13555	02/10/2020	Griffin Valuation Advisory	FV Revaluation - Land, building, other infrastructure and portable & attractive assets as per proposal (Ref: 094-L B,OI&PA)	1	44,880.00
EFT13556	05/10/2020	North Midlands Electrical	Install point to point Wi-Fi hardware	1	2,651.00
EFT13557	05/10/2020	Star Track Express	Freight charges September 2020	1	422.10
EFT13558	05/10/2020	Telstra Corporation Limited	Telephone expenses 16/8/2020-15/9/2020	1	96.39
EFT13559	05/10/2020	Kats Rural	Lock SEC Scrn Door SD7 Mag-No Cylinder	1	1,502.00
EFT13560	05/10/2020	Midwest Chemical & Paper Distributors	Regal 2ply 400s t/roll	1	1,956.93
EFT13562	05/10/2020	Central Regional TAFE	AUSCHEM Accreditation training for 3 outdoor staff	1	1,026.66
EFT13563	05/10/2020	RJ & LJ King	265 75 R16 Goodride tyres for P228	1	583.00
EFT13564	05/10/2020	Infinitem Technologies Pty Ltd	Comodo Positive SSL for 2 year	1	82.50
EFT13565	05/10/2020	HI-Power Diesel	Labour - Replace engine oil, oil filters, air filter, clean air conditioner condenser and filters, replace fuel filter, replace hydraulic filter, check fluid levels, check drive belts, check drive chain and adjust	1	568.00
EFT13566	05/10/2020	Pat's Mobile Mechanical	Removal of fuel tank, sent off for repair and refit	1	1,622.50
EFT13567	05/10/2020	Toll Transport Pty Ltd	Freight for September 2020	1	43.46

**SHIRE OF MORAWA**  
**Payments made October 2020**

<b>Voucher No</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Bank Code</b>	<b>Amount</b>
EFT13568	05/10/2020	Bob Waddell Consultant	Assistance with 2019/20 Annual Financial Report	1	5,346.00
EFT13569	05/10/2020	Beingthere Solutions Pty Ltd	Purchase of Council teleconference equipment	1	1,397.00
EFT13570	05/10/2020	Elvie Cameron	Reimbursement for police clearance	1	55.00
EFT13571	08/10/2020	Refuel Australia	Purchase of Delo 400 MGX SAE 15W-40 205L x 2 and fuel cards purchases in August and September 2020	1	2,372.77
EFT13572	08/10/2020	Canine Control	Ranger services on 16 September 2020 and 24 September 2020	1	1,854.94
EFT13573	08/10/2020	Herrings Coastal Plumbing & Gas	Removed old cook top, installed new cook top and changed jets	1	267.60
EFT13574	08/10/2020	Great Southern Fuel Supplies	Fuel cards purchases in August 2020	1	711.18
EFT13575	08/10/2020	Aquatic Services WA Pty Ltd	Supply 64x10kg granular chlorine tubs to Morawa Swimming Pool	1	3,971.00
EFT13576	08/10/2020	Coastal Trimming	Manufacture and install 9 shade sails at Morawa Swimming Pool as per quote Q1504 – Part payment	1	7,000.00
EFT13577	08/10/2020	LGISWA	LGIS Property 2nd Instalment 30/12/2020 - 30/06/2021	1	71,418.16
EFT13578	12/10/2020	Australian Taxation Office	BAS September 2020	1	21,525.00
EFT13579	12/10/2020	Herrings Coastal Plumbing & Gas	Replace filters cartridges on water system in kitchen and chamber	1	657.14
EFT13580	12/10/2020	Abrolhos Steel	Mesh-Reo SL92 Blk D500L 2400 x 6000	1	188.76
EFT13581	12/10/2020	Kidsafe Western Australia Inc	Playground maintenance workshop for 4 staff at Mingenew 12/03/201		1,200.00
EFT13582	12/10/2020	Rip-It Security Shredding (Primecode Pty Ltd)	Records archiving and storage September 2020	1	104.50
EFT13583	12/10/2020	Moore Stephens	WALGA Tax Webinar Salary Sacrificing Essentials for payroll	1	209.00
EFT13584	12/10/2020	Morawa Drapery Store	1 pair of Steel Blue Steel Cap Size 10 boots for outdoor staff	1	179.95
EFT13585	12/10/2020	WesTrac Equipment Pty Ltd	Parts for Skid Steer P226	1	134.42
EFT13586	12/10/2020	Marketforce	CEO recruitment ad on West Australian Newspaper 19/09/2020	1	2,083.67
EFT13587	12/10/2020	WA Local Government Association	Councillor Essentials Training Courses for councillor	1	390.00
EFT13588	12/10/2020	Guardian Print	100 x A5 Wildflower Brochures for Morawa Visitor Centre	1	475.00
EFT13589	12/10/2020	McLeods Barristers and Solicitors	Legal opinion on the Use of Letters of Administration	1	2,945.94
EFT13590	12/10/2020	Rick Ryan	Reimbursement for AED & First Aid Stickers	1	99.00
EFT13591	12/10/2020	Avon Waste	Rubbish bins collection for September 2020	1	6,073.92
EFT13592	12/10/2020	GFG Consulting Glen Flood Group Pty Ltd	Project management support for the redevelopment of netball court	1	15,172.76
EFT13593	15/10/2020	North Midlands Electrical	GPO replacement in kitchen 44 Winfield St	1	691.68

**SHIRE OF MORAWA**  
**Payments made October 2020**

<b>Voucher No</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Bank Code</b>	<b>Amount</b>
EFT13594	15/10/2020	Morawa Medical Centre	Pre-employment medical examination for new outdoor staff	1	561.00
EFT13595	15/10/2020	Synergy	Electricity expenses 25/8/2020 - 24/9/2020	1	3,898.88
EFT13596	15/10/2020	Telstra Corporation Limited	Telephone expenses 28/9/2020 - 27/10/2020	1	362.93
EFT13597	15/10/2020	Morawa Traders	Refreshments for Council meeting September 2020	1	163.99
EFT13598	15/10/2020	Midwest Chemical & Paper Distributors	Cleaning products for Shire facilities	1	370.00
EFT13599	15/10/2020	Landgate	Online transaction summary for September 2020	1	133.50
EFT13600	15/10/2020	Think Water Geraldton	10611698541484 X2 8 stn, outdoor controller oval reticulation	1	1,497.75
EFT13601	15/10/2020	Central West Pump Service	Pressure switch for oval pump	1	396.00
EFT13602	15/10/2020	Crystal Printing Solutions Pty Ltd	C4 window envelopes for administration office	1	1,102.00
EFT13603	15/10/2020	Clarkes Washing Machine Repairs	Inspect and repair dryer machine at Morawa caravan park	1	1,434.40
EFT13604	15/10/2020	Infinitum Technologies Pty Ltd	Monthly I.T. support October 2020	1	5,543.23
EFT13605	15/10/2020	Mitchell and Brown Communications Vidguard	Quarterly security monitoring at Drs Surgery	1	102.00
EFT13606	15/10/2020	Breeze Connect Pty Ltd	Admin office VOIP telephone lines 1/9/2020 - 30/9/2020	1	142.19
EFT13607	15/10/2020	Bob Waddell Consultant	Assistance with 2019/20 Annual Financial Report	1	264.00
EFT13608	15/10/2020	Australian Services Union	Payroll deductions	1	77.70
EFT13609	15/10/2020	Department of Human Services	Payroll deductions	1	638.58
EFT13610	16/10/2020	Canine Control	Ranger services on Friday 9 October 2020	1	927.47
EFT13611	16/10/2020	Little West Wood	Postages in September 2020	1	49.20
EFT13612	16/10/2020	Ingrid Bjelland	Reimbursement of police clearance check for new staff	1	55.80
EFT13613	16/10/2020	GH Country Courier	Freight for September 2020	1	31.90
EFT13614	16/10/2020	LGIS Risk Management	Leading in the new normal workshop	1	324.50
EFT13615	16/10/2020	IGA Morawa	IGA miscellaneous expenses for September 2020	1	895.07
EFT13616	20/10/2020	Newshore Consulting	Contract EHO services 12/10/2020 - 16/10/2020	1	5,360.52
EFT13617	22/10/2020	Telstra Corporation Limited	Telephone expenses 1/10/2020 - 26/10/2020	1	355.26
EFT13618	22/10/2020	Wallis Computer Solutions	Agreements ITS Gold for Morawa Medical Centre	1	13,774.24
EFT13619	22/10/2020	Sandra Joy Reardon	Reimbursement of paint purchased from Bunnings	1	96.60
EFT13620	22/10/2020	Infinitum Technologies Pty Ltd	1 Year renewal 3cx phone system for Shire administration building	1	660.00
EFT13621	22/10/2020	Bob Waddell Consultant	Assistance with 2019/20 Annual Financial Report	1	99.00

**SHIRE OF MORAWA**  
**Payments made October 2020**

<b>Voucher No</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Bank Code</b>	<b>Amount</b>
EFT13622	22/10/2020	T-Quip Tocojepa Pty Ltd	Toro 30" stand on aerator	1	16,214.00
EFT13623	22/10/2020	Marsh Pty Ltd	OSH Services, asbestos register - Old Morawa Hospital	1	3,630.00
EFT13624	22/10/2020	GWN 7 Prime Media Group	GWN7 for 5 weeks promotional campaign for our Morawa Commercial on regional TV	1	819.50
EFT13625	22/10/2020	GWN 7 Prime Media Group	GWN7 for 5 weeks promotional campaign for our Morawa Commercial on regional TV	1	1,930.50
EFT13626	22/10/2020	IGA Morawa	IGA miscellaneous expenses for October 2020	1	545.43
EFT13627	23/10/2020	WesTrac Equipment Pty Ltd	CAT CS64B Vibe Roller and 1517517 Seal – O-Ring	1	361.39
EFT13628	23/10/2020	Dismantle Inc	Bike Rescue 5-session program with 6 participants October school holidays 2020	1	5,431.25
EFT13629	23/10/2020	Medical Director	MD software support Clinical Standard Subscription 4/11/20 – 3/11/20	1	1,240.80
EFT13630	23/10/2020	Coastal Trimming	Manufacture and install 9 shade sails at Morawa Swimming Pool as per quote Q1504 – part payment as requested	1	7,000.00
EFT13631	23/10/2020	Stratum Cutting Edges	Cutting Edges 5D9553 Grader Blade	1	1,702.01
EFT13632	27/10/2020	Nutrien Ag Solutions (formerly-Landmark Operations Limited)	15 x Eco prime fertilizer bags	1	3,373.83
EFT13633	27/10/2020	Department of Fire & Emergency Services	ESL Levy 2020/21	1	4,072.59
EFT13634	30/10/2020	All Decor	New carpet for lounge area at Youth Centre	1	2,998.00
EFT13635	30/10/2020	Telstra Corporation Limited	Telephone expenses 1/10/2020 - 1/11/2020	1	322.04
EFT13636	30/10/2020	Morawa Drapery Store	Bed Linen for Morawa Caravan Park	1	4,929.40
EFT13637	30/10/2020	Refuel Australia	Supply of 10,000L of diesel @1.0803 per litre	1	10,803.00
EFT13638	30/10/2020	Canine Control	Ranger services Tuesday 20/10/2020	1	927.47
EFT13639	30/10/2020	Geraldton Toyota	30,000 km service for CEO vehicle P252	1	499.65
EFT13640	30/10/2020	Shire of Perenjori	CESM shared costs July 2020 - September 2020	1	3,645.32
EFT13641	30/10/2020	Coates Hire	Hire of portable toilet with trailer North East Canna Rd for 3 month	1	413.10
EFT13642	30/10/2020	The Workwear Group Pty Ltd	Staff uniform	1	289.60
EFT13643	30/10/2020	AFGRI	0615-5 Skid Plate for slasher	1	1,509.20
EFT13644	30/10/2020	Boya Equipment	K5651-42190 bush	1	111.96
EFT13645	30/10/2020	RJ & LJ King	Repair of tyre on Backhoe	1	132.00
EFT13646	30/10/2020	Five Star	Loan photocopier usage October 2020	1	781.10

**SHIRE OF MORAWA**  
**Payments made October 2020**

<b>Voucher No</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Bank Code</b>	<b>Amount</b>
EFT13647	30/10/2020	Pat's Mobile Mechanical	Replace turbo on Grader P202	1	852.83
EFT13648	30/10/2020	Renee King	Reimbursement of purchases from Kats Rural	1	162.90
EFT13649	30/10/2020	AJ Mechanical and Air Conditioning	Replace hydraulic hose on front of loader attachment	1	311.91
EFT13650	30/10/2020	Instant Racking Hodesh PTY LTD	C18G0010 Medium Duty Cantileverv post H2000mm Galvanised C180	1	2,306.00
EFT13651	30/10/2020	Illion Tenderlink Illion Australia Pty Ltd	Illion Tenderlink agreement for netball court redevelopment project	1	2,750.00
EFT13652	30/10/2020	Australian Services Union	Payroll deductions	1	77.70
EFT13653	30/10/2020	Department of Human Services	Payroll deductions	1	545.74
DD7342.1	01/10/2020	Exetel Pty Ltd	Internet fibre optic monthly charge 1/10/20 - 31/10/20	1	1,385.00
DD7344.1	01/10/2020	Westnet Pty Ltd	Monthly internet service charges 01/10/20 - 31/10/20	1	134.85
DD7348.1	07/10/2020	Fleetcare Pty Ltd - Novated Lease Emp 163	Monthly payment of novated lease salary sacrifice for Emp 163 September 2020	1	2,955.77
DD7350.1	02/10/2020	De Lage Landen Pty Ltd	Photocopier lease payment for October 2020	1	265.91
DD7361.1	05/10/2020	BankWest	Corporate credit cards purchases in August and September 2020	1	1,159.89
DD7382.1	14/10/2020	WA Local Government Superannuation Plan	Payroll deductions	1	5,421.76
DD7382.2	14/10/2020	Australian Super	Superannuation contributions	1	1,228.23
DD7382.3	14/10/2020	mobiSuper	Superannuation contributions	1	48.55
DD7382.4	14/10/2020	BT FINANCIAL GROUP	Superannuation contributions	1	352.70
DD7382.5	14/10/2020	Sunsuper	Superannuation contributions	1	128.93
DD7382.6	14/10/2020	MLC Super Fund	Superannuation contributions	1	452.47
DD7382.7	14/10/2020	HOSTPLUS Superannuation Fund	Superannuation contributions	1	250.79
DD7382.8	14/10/2020	LGIA Super	Superannuation contributions	1	741.13
DD7382.9	14/10/2020	CBUS	Superannuation contributions	1	182.69
DD7412.1	28/10/2020	WA Local Government Superannuation Plan	Payroll deductions	1	5,653.33
DD7412.2	28/10/2020	REST Industry Superannuation	Superannuation contributions	1	63.52
DD7412.3	28/10/2020	mobiSuper	Superannuation contributions	1	302.71
DD7412.4	28/10/2020	Australian Super	Superannuation contributions	1	1,248.13
DD7412.5	28/10/2020	BT FINANCIAL GROUP	Superannuation contributions	1	322.91
DD7412.6	28/10/2020	Sunsuper	Superannuation contributions	1	66.69

**SHIRE OF MORAWA**  
**Payments made October 2020**

Voucher No	Date	Payee	Description	Bank Code	Amount
DD7412.7	28/10/2020	MLC Super Fund	Superannuation contributions	1	452.47
DD7412.8	28/10/2020	HOSTPLUS Superannuation Fund	Superannuation contributions	1	250.79
DD7412.9	28/10/2020	LGIA Super	Superannuation contributions	1	741.13
DD7412.10	28/10/2020	CBUS	Superannuation contributions	1	182.69
DD7416.1	30/10/2020	Department of Transport	DOT licencing payment in October 2020	1	24,938.85

EFT13571	<b>CREDITOR NAME:</b>	Refuel Australia (Caltex) - 30169				
	<b>INVOICE NUMBER:</b>	SCARD0820 & SCARD0920				
	<b>INVOICE DATE:</b>	31/08//2020 & 30/09/2020				
<b>DESCRIPTION: Fuel Cards Purchases in August and September 2020</b>						
GL/JOB	ACCOUNT DESCRIPTION	GST	C/C	DESCRIPTION	ELEM. CODE	AMOUNT
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel card purchase in August 2020	3003	54.87
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchase in August 2020	3003	42.02
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchase in August 2020	3003	60.09
P242	Toyota RAV4 AWD PET 5DR Wagon (EMCCS) 0MO	C	105	Unleaded fuel purchase in August 2020	3003	59.53
	<b>Total fuel card purchases in August 2020</b>					<b>\$216.51</b>
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel purchase in September 2020	3003	64.65
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchase in September 2020	3003	53.40
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases in September 2020	3003	48.21
	<b>Total fuel card purchases in September 2020</b>					<b>\$166.26</b>

**SHIRE OF MORAWA**  
**Payments made October 2020**

EFT13574	<b>CREDITOR NAME:</b>	Great Southern Fuel Supplies (BP) - 31976
	<b>INVOICE NUMBER:</b>	30JULY2020, 31AUGUST2020, 30SEPTEMBER2020
	<b>INVOICE DATE:</b>	31/07//2020, 31/08/2020 & 30/09/2020

**DESCRIPTION:** **Fuel Cards Purchases in July, August and September 2020**

GL/JOB	ACCOUNT DESCRIPTION	GST	C/C	DESCRIPTION	ELEM. CODE	AMOUNT
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases on 12 July 2020	3003	41.95
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	BP Plus fee on 12 July 2020	3003	0.38
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases July 2020	3003	43.04
	<b>Total fuel card purchases in July 2020</b>					<b>\$85.37</b>
P999	Various small plant items	C	105	Unleaded fuel purchases on 11 August 2020	3003	68.11
P999	Various small plant items	C	105	Unleaded fuel purchases on 26 August 2020	3003	23.97
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases on 1 August 2020	3003	63.00
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	BP Plus fee on 1 August 2020	3003	0.38
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases on 22 August 2020	3003	62.62
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	BP Plus fee on 22 August 2020	3003	0.38
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases on 29 August 2020	3003	62.68
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	BP Plus fee on 29 August 2020	3003	0.38
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel card purchases 3 August 2020	3003	77.14
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel card purchases 28 August 2020	3003	91.62
	<b>Total fuel card purchases in August 2020</b>					<b>\$450.28</b>
P999	Various small plant items	C	105	Unleaded fuel purchases on 8 September 2020	3003	13.63
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	Unleaded fuel purchases on 28 September 2020	3003	47.05
P241	Toyota RAV AWD PET 5DR Wagon (EDM)	C	105	BP Plus fee on 28 September 2020	3003	0.38
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel card purchases on 3 September 2020	3003	61.80
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	BP Plus fee on 3 September 2020	3003	0.38
P252	Toyota Prado DSL Wagon A/T GSL (CEO)	C	105	Diesel fuel card purchases on 18 September 2020	3003	52.29
	<b>Total fuel card purchases in September 2020</b>					<b>\$175.53</b>

**SHIRE OF MORAWA**  
**Payments made October 2020**

DD7361.1 **Corporate Credit Card - Rob Paull Bankwest Mastercard**

	Description	Accounts	Account Description	Amount	GST
03/09/2020	Town of Cambridge	'1146120.502	A/CEO parking fee at Town of Cambridge for recruitment of new CEO	4.35	0.40
25/09/2020	Crown Perth parking	'1142130.502	A/CEO parking at Crown Perth for WALGA conference	25.30	2.30
<b>Total Purchases for R Paull</b>				<b>\$29.65</b>	<b>\$2.70</b>

**Corporate Credit Card - John van der Meer Bankwest Mastercard**

Date	Description	Accounts	Account Description	Amount	GST
05/09/2020	ZOOM.AUD	'1041080.521	Zoom Standard Pro monthly subscription September 2020	23.09	2.10
09/09/2020	Local Government Mana	'1146060.502	LG Professional WA membership fee 2020/21	531.00	48.27
11/09/2020	Malcolm Thompson Pum	'B11205.105.3520	Procal vibrator for Morawa Swimming Pool	590.70	53.70
<b>Total Purchases for J van der Meer</b>				<b>\$1,144.79</b>	<b>\$104.07</b>

Adjustment

28/05/2020	Annual Fee Reversal	'1146290.580	Annual fee refunded (Credit)	39.00	0.00
05/08/2020	ZOOM.AUD	'1041080.521	Zoom Standard Pro monthly subscription August 2020	23.09	2.10
05/08/2020	Foreign Transaction Fee	'1041080.521	Foreign Tran fee for Zoom Standard Pro August 2020	0.68	0.00
			Closing balance (Credit)	<b>\$15.23</b>	0.00
			Opening balance (Credit)	<b>\$15.23</b>	0.00
05/09/2020	Foreign Transaction Fee	'1041080.521	Foreign Tran fee for Zoom Standard Pro September 2020	0.68	0.00
<b>Total fees</b>				<b>\$0.68</b>	0.00

<b>Total payment to corporate card account on 5/10/2020</b>	<b>\$1,159.89</b>	<b>\$108.87</b>
---	-------------------	-----------------

**REPORT TOTALS**

**TOTAL**

**Muni EFT**

**\$333,586.60**

**Muni Cheque**

**\$879.65**

**Muni Direct Debit**

**\$47,772.00**

**Payroll**

**\$151,354.12**

**Credit Card**

**\$1,159.89**

**Total payments made in October 2020**

**\$534,752.26**





## **SHIRE OF MORAWA**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2020**

**LOCAL GOVERNMENT ACT 1995**

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

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**Items of Significance**

The material variance adopted by the Shire of Morawa for the 2020/21 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 2.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance Under/(Over)
<b>Significant Projects</b>					
Cemetery Noticeboard	0%	10,500	0	0	0
Storage Shed - Swimming Club	39%	27,271	27,271	10,670	16,601
LRCIP - Caravan Park Ablution Block Upgrade (Asset 176)	0%	50,000	16,664	0	16,664
ES: Caravan Park - Camp Kitchen Upgrade FY20/21	2%	30,000	0	540	(540)
Purchase Plant & Equipment - Road Plant Purchases	0%	545,000	0	0	0
LRCIP - Old Three Springs Rd 20/21	0%	190,000	63,332	0	63,332
R2R - Naetes Rd - clearing and reseal	0%	164,000	0	0	0
R2R - Canna North East rd - clearing and gravel sheeting	67%	138,110	0	92,855	(92,855)
Nanekine Road 19/20	2%	26,535	26,535	545	25,990
RRG Morawa-Yalgoo Road 20/21 seal	0%	350,000	0	0	0
RRG Nanekine Rd Reconstruction FY20/21	0%	106,500	21,296	0	21,296
RRG Nanekine Rd - Widen and Seal FY20/21	0%	233,500	46,698	0	46,698
LRCIP - Town Entry Signage	0%	10,000	3,328	0	3,328
LRCIP - Main Street Lighting Upgrade	0%	78,927	26,308	0	26,308
R2R - Town - Lodge St FY20/21	0%	15,000	0	0	0
R2R Town - Manning Road FY20/21	0%	45,000	0	0	0
Davis Street Shared Pathway	0%	62,500	0	0	0
Shared Pathway Construction - Location TBD	0%	62,500	0	0	0
Netball Courts Redevelopment Project - DLGSCI Grant fundir	5%	450,000	150,000	20,893	129,107
Sewerage Upgrade	0%	30,000	0	0	0
AERODROME TERMINAL UPGRADE - PROVISION	0%	16,000	0	0	0
Community Stewardship Grant Exp - Airport Vermin Fencing	0%	90,000	90,000	0	90,000
WIFI System - Caravan Park/Main Street FY20/21	0%	17,500	17,500	0	17,500
LRCIP - Caravan Park Infrastructure Expansion (Asset 553)	0%	70,000	23,332	0	23,332
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	30%	1,154,235	395,000	344,297	(50,704)
Non-operating Grants, Subsidies and Contributions	26%	1,553,037	392,027	401,560	9,533
	28%	2,707,272	787,027	745,856	(41,171)
Rates Levied	100%	1,961,111	1,964,110	1,960,693	(3,417)

*% Compares current ytd actuals to annual budget*

Financial Position		Current Year	
		Prior Year 31 October 2019	31 October 2020
Adjusted Net Current Assets	110%	\$ 3,339,155	\$ 3,686,158
Cash and Equivalent - Unrestricted	117%	\$ 2,594,742	\$ 3,039,348
Cash and Equivalent - Restricted	94%	\$ 5,584,043	\$ 5,231,170
Receivables - Rates	101%	\$ 922,583	\$ 933,264
Receivables - Other	731%	\$ 8,674	\$ 63,414
Payables	283%	\$ 84,414	\$ 239,114

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

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 October 2020

Prepared by: Bob Waddell (Local Government Consultant)

Reviewed by: Bob Waddell (Local Government Consultant)

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

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

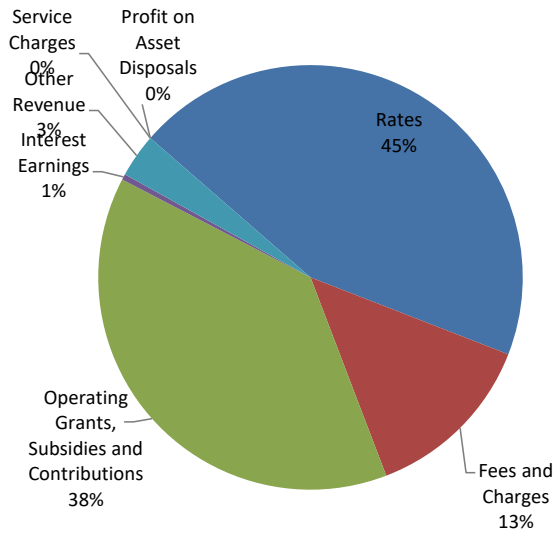
#### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

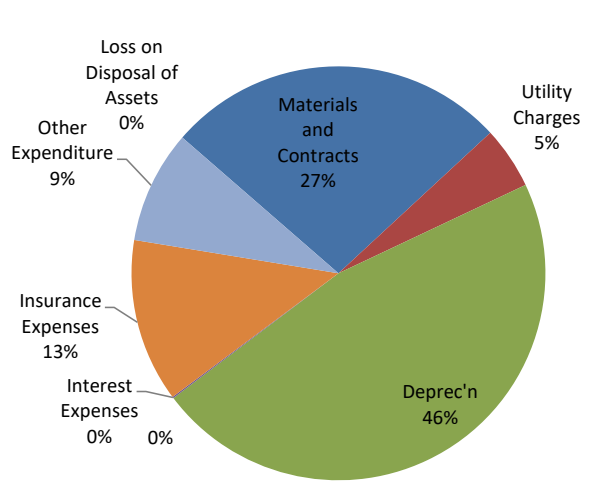
#### **ROUNDING OFF FIGURES**

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

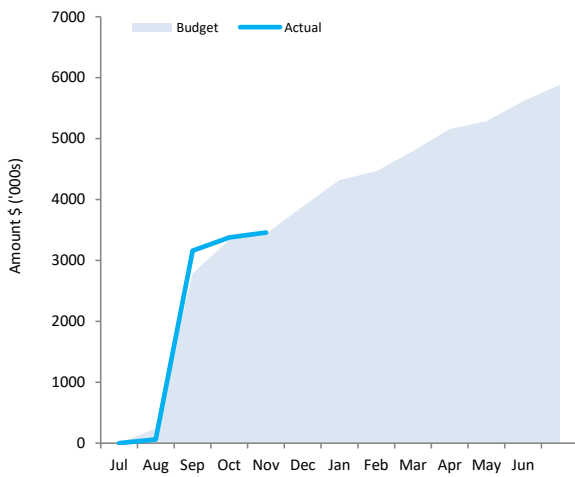
**OPERATING REVENUE**



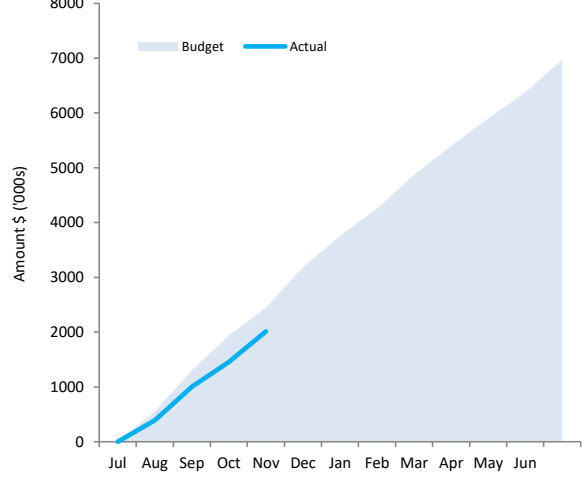
**OPERATING EXPENSES**



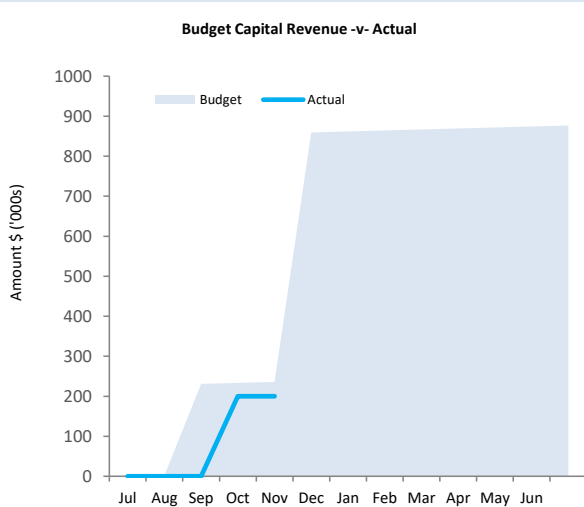
**Budget Operating Revenues -v- Actual**



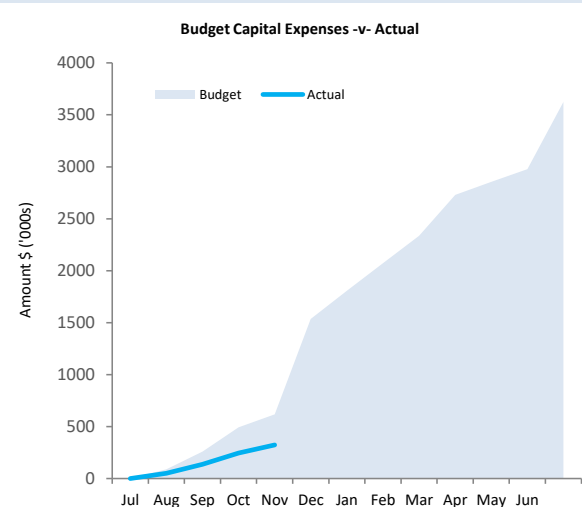
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To manage Council's finances	Includes Members of Council, Civic Functions and Public Relations, Council Elections, Training/Education.
<b>GENERAL PURPOSE FUNDING</b>	To manage Council's finances	Includes Rates, Loans, Investments & Grants.
<b>LAW, ORDER, PUBLIC , SAFETY</b>	To provide, develop & manage services in response to community needs.	Includes Emergency Services & Animal Control.
<b>HEALTH</b>	To provide, develop & manage services in response to community needs.	Includes Environmental Health, Medical & Health facilities.
<b>EDUCATION AND WELFARE</b>	To provide, develop & manage services in response to community needs.	Includes Education, Welfare & Children's Services.
<b>HOUSING</b>	To ensure quality housing and appropriate infrastructure is maintained.	Includes Staff & Other Housing.
<b>COMMUNITY AMENITIES</b>	To provide, develop & manage services in response to community needs.	Includes Refuse Collection, Sewerage, Cemetery, Building Control, Town Planning & Townscape.
<b>RECREATION AND CULTURE</b>	To ensure the recreational & cultural needs of the community are met.	Includes Pools, Halls, Library, Oval, Parks & Gardens & Recreational Facilities.
<b>TRANSPORT</b>	To effectively manage transport infrastructure.	Includes Roads, Footpaths, Private Works, Machine Operating Costs, Outside Wages & Airstrip.
<b>ECONOMIC SERVICES</b>	To foster economic development, tourism & rural services in the district.	Includes Tourism, Rural Services, Economic Development & Caravan Park.
<b>OTHER PROPERTY AND SERVICES</b>	To provide control accounts and reporting facilities for all other operations.	Includes Private Works, Public Works Overheads, Plant Operating Costs, Administration Overheads and Unclassified Items

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	1,836,882	1,692,943	1,692,943	1,692,943	0	0%		
<b>Revenue from operating activities</b>									
Governance		0	0	0	1,019	1,019		▲	
General Purpose Funding - Rates	5	1,961,111	1,961,111	1,964,110	1,960,693	(3,417)	(0%)	▼	
General Purpose Funding - Other		1,006,755	1,006,755	251,534	216,125	(35,409)	(14%)	▼	\$
Law, Order and Public Safety		32,450	32,450	14,475	11,558	(2,917)	(20%)	▼	
Health		13,850	13,850	3,375	1,400	(1,975)	(59%)	▼	
Education and Welfare		10,170	10,170	2,384	1,244	(1,140)	(48%)	▼	
Housing		113,280	113,280	37,748	32,703	(5,045)	(13%)	▼	
Community Amenities		449,472	449,472	441,833	432,559	(9,274)	(2%)	▼	
Recreation and Culture		52,345	52,345	15,341	8,468	(6,873)	(45%)	▼	
Transport		456,130	456,130	242,092	242,080	(12)	(0%)	▼	
Economic Services		151,044	151,044	49,330	90,603	41,273	84%	▲	\$
Other Property and Services		82,450	82,450	24,562	57,539	32,977	134%	▲	\$
		<b>4,329,058</b>	<b>4,329,058</b>	<b>3,046,784</b>	<b>3,055,991</b>				
<b>Expenditure from operating activities</b>									
Governance		(532,616)	(532,616)	(201,875)	(123,878)	77,997	39%	▲	\$
General Purpose Funding		(212,341)	(212,341)	(68,440)	(54,221)	14,219	21%	▲	\$
Law, Order and Public Safety		(106,628)	(106,628)	(34,544)	(32,193)	2,351	7%	▲	
Health		(210,162)	(210,162)	(68,390)	(98,747)	(30,357)	(44%)	▼	\$
Education and Welfare		(208,763)	(208,763)	(69,622)	(65,779)	3,843	6%	▲	
Housing		(263,957)	(263,957)	(85,768)	(80,257)	5,511	6%	▲	
Community Amenities		(663,717)	(663,717)	(214,700)	(123,110)	91,590	43%	▲	\$
Recreation and Culture		(1,540,873)	(1,540,873)	(518,124)	(442,615)	75,509	15%	▲	\$
Transport		(2,315,972)	(2,315,972)	(761,261)	(629,611)	131,650	17%	▲	\$
Economic Services		(882,231)	(882,231)	(321,201)	(229,780)	91,421	28%	▲	\$
Other Property and Services		(33,525)	(33,525)	(104,901)	(132,412)	(27,511)	(26%)	▼	\$
		<b>(6,970,785)</b>	<b>(6,970,785)</b>	<b>(2,448,826)</b>	<b>(2,012,603)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		1,930,501	1,930,501	643,452	671,347	27,895	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	6	95,544	95,544	13,388	0	(13,388)	(100%)	▼	\$
Movement in Leave Reserve (Added Back)		7,360	7,360	0	151	151		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Less: Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Movement due to changes in Accounting Standards		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>(608,322)</b>	<b>(608,322)</b>	<b>1,254,798</b>	<b>1,714,886</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	10	1,553,037	1,553,037	392,027	401,560	9,533	2%	▲	
Proceeds from Disposal of Assets	6	83,650	83,650	8,000	0	(8,000)	(100%)	▼	
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	(123,271)	(123,271)	(49,435)	(11,210)	38,225	77%	▲	\$
Plant and Equipment	7	(552,500)	(552,500)	(7,500)	(60,520)	(53,020)	(707%)	▼	\$
Furniture and Equipment	7	(15,000)	(15,000)	(15,000)	(14,740)	260	2%	▲	
Infrastructure Assets - Roads	7	(1,357,572)	(1,357,572)	(187,497)	(199,413)	(11,916)	(6%)	▼	
Infrastructure Assets - Footpaths	7	(125,000)	(125,000)	0	(10,144)	(10,144)		▼	\$
Infrastructure Assets - Parks and Ovals	7	(450,000)	(450,000)	(150,000)	(20,893)	129,107	86%	▲	\$
Infrastructure Assets - Sewerage	7	(30,000)	(30,000)	0	0	0			
Infrastructure Assets - Airfields	7	(106,000)	(106,000)	(90,000)	0	90,000	100%	▲	\$
Infrastructure Assets - Dams	7	0	0	0	0	0			
Infrastructure Assets - Playground Equipment	7	0	0	0	0	0			
Infrastructure Assets - Other	7	(87,500)	(87,500)	(40,832)	0	40,832	100%	▲	\$
<b>Amount attributable to investing activities</b>		<b>(1,210,156)</b>	<b>(1,210,156)</b>	<b>(140,237)</b>	<b>84,641</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		200,000	200,000	200,000	200,000	0	0%		
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	0	0	0	0			
Transfer from Reserves	9	593,057	593,057	28,057	0	(28,057)	(100%)	▼	\$
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	8	(14,049)	(14,049)	0	0	0			
Transfer to Reserves	9	(763,057)	(763,057)	(76,624)	(6,312)	70,312	92%	▲	\$
<b>Amount attributable to financing activities</b>		<b>15,951</b>	<b>15,951</b>	<b>151,433</b>	<b>193,688</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>34,355</b>	<b>(109,584)</b>	<b>2,958,937</b>	<b>3,686,158</b>				

**KEY INFORMATION**

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

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

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

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2020

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	1,836,882	1,692,943	1,692,943	<b>1,692,943</b>	0	0%		
<b>Revenue from operating activities</b>									
Rates	5	1,961,111	1,961,111	1,964,110	<b>1,960,693</b>	(3,417)	(0%)	▼	
Operating Grants, Subsidies and Contributions	10	1,154,235	1,154,235	395,000	<b>344,297</b>	(50,704)	(13%)	▼	\$
Fees and Charges		787,736	787,736	558,487	<b>585,298</b>	26,811	5%	▲	
Service Charges		0	0	0	<b>0</b>	0			
Interest Earnings		92,500	92,500	22,182	<b>19,234</b>	(2,948)	(13%)	▼	
Other Revenue		332,075	332,075	106,305	<b>146,470</b>	40,165	38%	▲	\$
Profit on Disposal of Assets	6	1,400	1,400	700	<b>0</b>	(700)	(100%)	▼	
		<b>4,329,058</b>	<b>4,329,058</b>	<b>3,046,784</b>	<b>3,055,991</b>				
<b>Expenditure from operating activities</b>									
Employee Costs		(1,761,273)	(1,761,273)	(612,844)	<b>(578,795)</b>	34,049	6%	▲	
Materials and Contracts		(2,408,487)	(2,408,487)	(904,276)	<b>(384,025)</b>	520,251	58%	▲	\$
Utility Charges		(394,928)	(394,928)	(132,222)	<b>(69,871)</b>	62,351	47%	▲	\$
Depreciation on Non-Current Assets		(1,930,501)	(1,930,501)	(643,452)	<b>(671,347)</b>	(27,895)	(4%)	▼	
Interest Expenses		(11,383)	(11,383)	0	<b>1,517</b>	1,517		▲	
Insurance Expenses		(183,961)	(183,961)	(89,636)	<b>(183,478)</b>	(93,842)	(105%)	▼	\$
Other Expenditure		(183,307)	(183,307)	(52,308)	<b>(126,605)</b>	(74,297)	(142%)	▼	\$
Loss on Disposal of Assets	6	(96,944)	(96,944)	(14,088)	<b>0</b>	14,088	100%	▲	\$
Loss FV Valuation of Assets		0	0	0	<b>0</b>	0			
		<b>(6,970,785)</b>	<b>(6,970,785)</b>	<b>(2,448,826)</b>	<b>(2,012,603)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		1,930,501	1,930,501	643,452	<b>671,347</b>	27,895	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	6	95,544	95,544	13,388	<b>0</b>	(13,388)	(100%)	▼	\$
Movement in Leave Reserve (Added Back)		7,360	7,360	0	<b>151</b>	151		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	<b>0</b>	0			
Movement in Employee Benefit Provisions		0	0	0	<b>0</b>	0			
Less: Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	<b>0</b>	0			
Movement due to changes in Accounting Standards		0	0	0	<b>0</b>	0			
Rounding Adjustments		0	0	0	<b>0</b>	0			
Loss on Asset Revaluation		0	0	0	<b>0</b>	0			
Adjustment in Fixed Assets		0	0	0	<b>0</b>	0			
<b>Amount attributable to operating activities</b>		<b>(608,322)</b>	<b>(608,322)</b>	<b>1,254,798</b>	<b>1,714,886</b>				
<b>Investing activities</b>									
Non-Operating Grants, Subsidies and Contributions	10	1,553,037	1,553,037	392,027	<b>401,560</b>	9,533	2%	▲	
Proceeds from Disposal of Assets	6	83,650	83,650	8,000	<b>0</b>	(8,000)	(100%)	▼	
Land Held for Resale	7	0	0	0	<b>0</b>	0			
Land and Buildings	7	(123,271)	(123,271)	(49,435)	<b>(11,210)</b>	38,225	77%	▲	\$
Plant and Equipment	7	(552,500)	(552,500)	(7,500)	<b>(60,520)</b>	(53,020)	(707%)	▼	\$
Furniture and Equipment	7	(15,000)	(15,000)	(15,000)	<b>(14,740)</b>	260	2%	▲	
Infrastructure Assets - Roads	7	(1,357,572)	(1,357,572)	(187,497)	<b>(199,413)</b>	(11,916)	(6%)	▼	
Infrastructure Assets - Footpaths	7	(125,000)	(125,000)	0	<b>(10,144)</b>	(10,144)		▼	\$
Infrastructure Assets - Parks and Ovals	7	(450,000)	(450,000)	(150,000)	<b>(20,893)</b>	129,107	86%	▲	\$
Infrastructure Assets - Sewerage	7	(30,000)	(30,000)	0	<b>0</b>	0			
Infrastructure Assets - Airfields	7	(106,000)	(106,000)	(90,000)	<b>0</b>	90,000	100%	▲	\$
Infrastructure Assets - Dams	7	0	0	0	<b>0</b>	0			
Infrastructure Assets - Playground Equipment	7	0	0	0	<b>0</b>	0			
Infrastructure Assets - Other	7	(87,500)	(87,500)	(40,832)	<b>0</b>	40,832	100%	▲	\$
<b>Amount attributable to investing activities</b>		<b>(1,210,156)</b>	<b>(1,210,156)</b>	<b>(140,237)</b>	<b>84,641</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		200,000	200,000	200,000	<b>200,000</b>	0	0%		
Proceeds from Advances		0	0	0	<b>0</b>	0			
Self-Supporting Loan Principal		0	0	0	<b>0</b>	0			
Transfer from Reserves	9	593,057	593,057	28,057	<b>0</b>	(28,057)	(100%)	▼	\$
Advances to Community Groups		0	0	0	<b>0</b>	0			
Repayment of Debentures	8	(14,049)	(14,049)	0	<b>0</b>	0			
Transfer to Reserves	9	(763,057)	(763,057)	(76,624)	<b>(6,312)</b>	70,312	92%	▲	\$
<b>Amount attributable to financing activities</b>		<b>15,951</b>	<b>15,951</b>	<b>151,433</b>	<b>193,688</b>				
<b>Closing Funding Surplus (Deficit)</b>	1	<b>34,355</b>	<b>(109,584)</b>	<b>2,958,937</b>	<b>3,686,157</b>				

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

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.

ADJUSTED NET CURRENT ASSETS

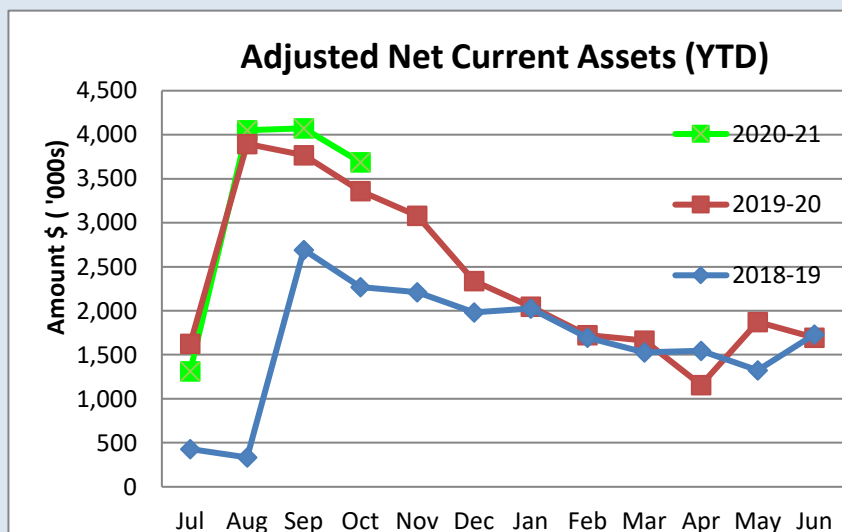
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2020	This Time Last Year 31/10/2019	Year to Date Actual 31/10/2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,892,054	2,594,742	3,039,348
Cash Restricted - Reserves and Bonds/Deposits	3	5,222,534	5,584,043	5,231,170
Receivables - Rates	4	466,374	922,583	933,264
Receivables - Other	4	34,462	8,674	63,414
Inventories		12,307	10,168	12,307
		7,627,731	9,120,210	9,279,504
<b>Less: Current Liabilities</b>				
Payables		(586,717)	(84,414)	(239,114)
Loan Liability		(14,049)	(25,432)	(14,049)
Provisions		(370,554)	(331,893)	(370,554)
		(971,320)	(441,739)	(623,717)
Less: Cash Reserves	9	(5,202,520)	(5,584,043)	(5,208,833)
Add Back: Component of Leave Liability not Required to be funded		225,004	219,296	225,155
Add Back: Current Loan Liability		14,049	25,432	14,049
Adjustment for Trust Transactions Within Muni		0	0	0
<b>Net Current Funding Position</b>		<b>1,692,943</b>	<b>3,339,155</b>	<b>3,686,158</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$3.69 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$3.34 M</b>

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

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

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>						
General Purpose Funding - Other	\$ (35,409)	(14%)	▼	S	Timing	Timing of grants payment received
Economic Services	41,273	84%	▲	S	Permanent	Timing of economic development revenue
Other Property and Services	32,977	134%	▲	S	Permanent	LGIS plant insurance expenses and fuel stock purchases is less than budgeted (timing)
<b>Expenditure from operating activities</b>						
Governance	77,997	39%	▲	S	Timing	Timing of members expenses, members subscriptions and donations expenses, members conference expenses, planning expenses and update of Council's website expenses are less than budgeted
General Purpose Funding	14,219	21%	▲	S	Timing	Timing of rates expenses and debt collection expenses are lower than budgeted
Health	(30,357)	(44%)	▼	S	Timing	Doctor's surgery and doctor's office desktop computers, laptop, peripherals and old hospital building maintenance are higher than budgeted
Community Amenities	91,590	43%	▲	S	Timing	Timing of expenditure, external refuse service (Meedac) expenditure, household refuse, sewerage expenses and other community amenities expenses are lower than budgeted
Recreation and Culture	75,509	15%	▲	S	Timing	Timing netball court redevelopment projects is lower than budgeted
Transport	131,650	17%	▲	S	Timing	Timing of maintenance of rural roads expenditure is lower than budgeted
Economic Services	91,421	28%	▲	S	Timing	Timing of tourism expenses and economic development expenditure are lower than budgeted
Other Property and Services	(27,511)	(26%)	▼	S	Timing	Timing of plant operating costs, public work overheads are higher than budgeted

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

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

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
<b>Investing Activities</b>						
Land and Buildings	38,225	77%	▲	S	Timing	Timing of recognition of capital expenditure
Plant and Equipment	(53,020)	(707%)	▼	S	Timing	Timing of expenditure on plant happening later than budgeted
Infrastructure Assets - Footpaths	(10,144)		▼	S	Timing	Timing of expenditure
Infrastructure Assets - Parks and Ovals	129,107	86%	▲	S	Permanent	Timing of expenditure
Infrastructure Assets - Airfields	90,000	100%	▲	S	Timing	Timing of expenditure
Infrastructure Assets - Other	40,832	100%	▲	S	Timing	Timing of expenditure
<b>Financing Activities</b>						
Transfer from Reserves	(28,057)	(100%)	▼	S	Timing	Timing of transfers from reserves
Transfer to Reserves	70,312	92%	▲	S	Timing	Timing of transfers to reserves
Reporting Nature or Type	Var. \$	Var. %	Var. ▲▼	Var. S	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>						
	\$	%				
Operating Grants, Subsidies and Contributions	(50,704)	(13%)	▼	S	Timing	Timing of Grant payments received
Other Revenue	40,165	38%	▲	S	Timing	Offset by expenditure - vehicle licensing
<b>Expenditure from operating activities</b>						
Materials and Contracts	520,251	58%	▲	S	Timing	Expenditure YTD less than budgeted
Insurance Expenses	(93,842)	(105%)	▼	S	Timing	Insurance expenses variance is related to phasing of the budget

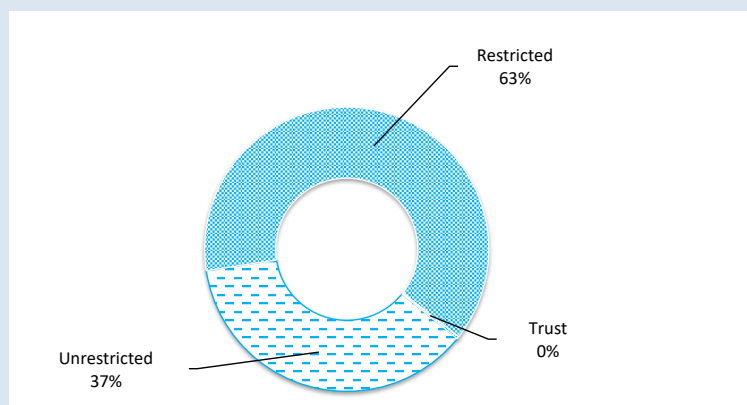
	Unrestricted	Restricted Reserves	Trust & Bond Deposits	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash On Hand	650			650	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Cash at Bank	2,013,582			2,013,582	CBA	0.40%	At Call
Muni Business Telenet Saver	1,025,116			1,025,116	CBA	0.40%	At Call
CAB - Aged Care Units Reserv Units 6-9		9,491		9,491	CBA	0.40%	At Call
CAB - Morawa Future Funds Interest Reserve		224,593		224,593	CBA	0.40%	At Call
CAB - Leave Reserve Account		225,155		225,155	CBA	0.40%	At Call
CAB - Swimming Pool Reserve		60,714		60,714	CBA	0.40%	At Call
CAB - Plant Reserve		467,604		467,604	CBA	0.40%	At Call
CAB - Building Reserve		114,272		114,272	CBA	0.40%	At Call
CAB - Economic Development Reserve		3,516		3,516	CBA	0.40%	At Call
CAB - Sewerage Reserve		222,769		222,769	CBA	0.40%	At Call
CAB - Community Development Reserve		756,548		756,548	CBA	0.40%	At Call
CAB - Future Funds Reserve		437,449		437,449	CBA	0.40%	At Call
CAB - Business Units Reserve		145,903		145,903	CBA	0.40%	At Call
CAB - Legal Reserve		26,111		26,111	CBA	0.40%	At Call
CAB - Road Reserve		147,228		147,228	CBA	0.40%	At Call
CAB - Aged Care ex MCC Unit 1-4		70,640		70,640	CBA	0.40%	At Call
CAB - Aged Care Unit 5		56,707		56,707	CBA	0.40%	At Call
CAB - COVID-19 Emergency Response		140,134		140,134	CBA	0.40%	At Call
CAB - Jones Lake Rd Rehabilitation		0		0	CBA	0.40%	At Call
CAB - Old Hospital		0		0	CBA	0.40%	At Call
Trust Cash at Bank			22,338	22,338	CBA	0.00%	At Call
<b>Term Deposits</b>							
Municipal Investment Account/s	0			0	CBA		
TD: ... 8410 (Future Funds 1)		800,000		800,000	CBA	0.70%	30/12/2020
TD: ... 8428 (Future Funds 2)		800,000		800,000	CBA	0.70%	30/12/2020
TD: ... 8436 (Community Development Fund)		500,000		500,000	CBA	0.70%	30/12/2020
<b>Total</b>	<b>3,039,348</b>	<b>5,208,833</b>	<b>22,338</b>	<b>8,270,518</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
<b>\$8.27 M</b>	<b>\$5.21 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2020	31 Oct 20
	\$	\$
Opening Arrears Previous Years	618,323	494,531
Levied this year	2,348,782	2,418,365
Less Collections to date	(2,472,574)	(1,951,475)
Equals Current Outstanding	<b>494,531</b>	<b>961,421</b>
<b>Net Rates Collectable</b>	<b>494,531</b>	<b>961,421</b>
% Collected	83.33%	66.99%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	4,383	31,144	0	5,005	40,532
Percentage	11%	77%	0%	12%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					40,532
Receivables - Other					22,882
<b>Total Receivables General Outstanding</b>					<b>63,414</b>

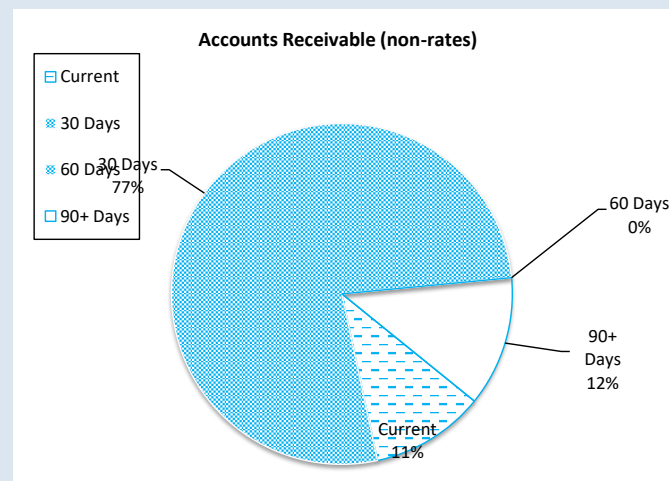
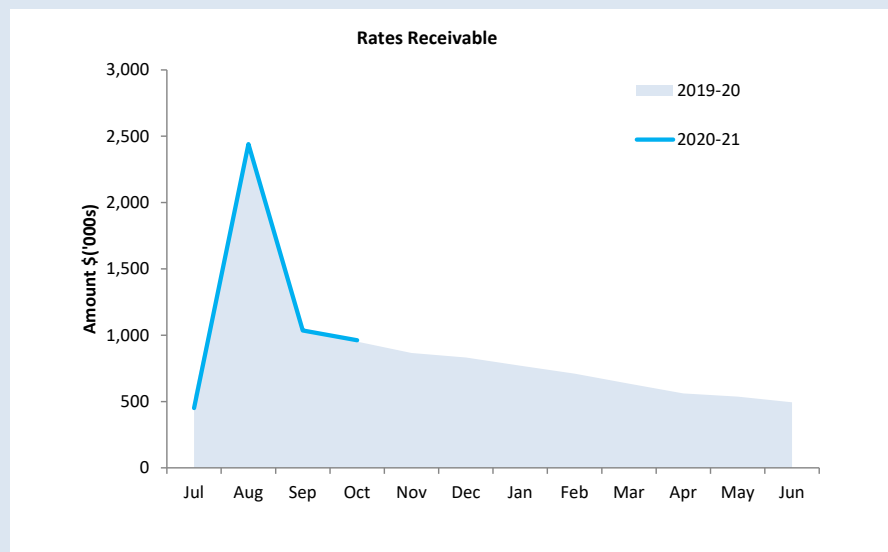
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

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



<b>Debtors Due</b>
<b>\$63,414</b>
<b>Over 30 Days</b>
<b>89%</b>
<b>Over 90 Days</b>
<b>12%</b>

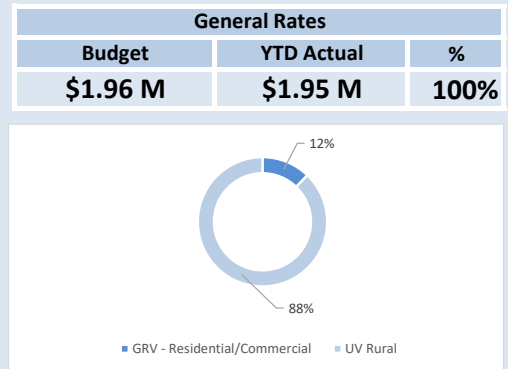
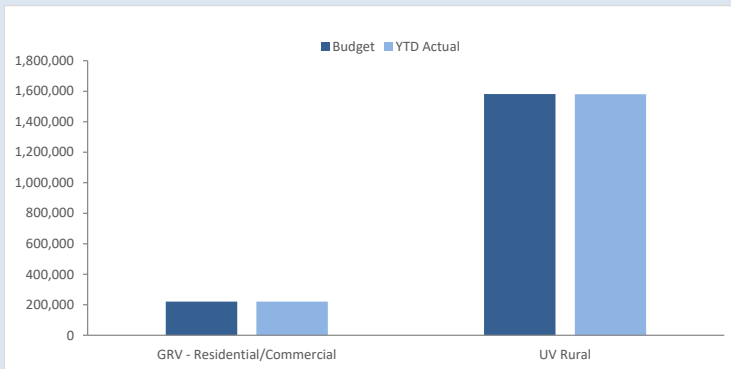
Collected	Rates Due
<b>67%</b>	<b>\$961,421</b>

RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Amended Budget			YTD Actual				
				Rate Revenue \$	Interim Rate \$	Back Rate \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	
<b>General Rate</b>											
GRV - Residential/Commercial	7.8919	267	2,790,744	220,243	0	0	220,243	220,243	0	0	220,243
UV Rural	2.2815	205	69,308,000	1,581,262	0	0	1,581,262	1,581,262	(531)	(2)	1,580,729
UV Mining	30.1974	17	561,434	169,538	0	0	169,538	169,538	(569)	45	169,014
<b>Sub-Totals</b>		<b>489</b>	<b>72,660,178</b>	<b>1,971,043</b>	<b>0</b>	<b>0</b>	<b>1,971,043</b>	<b>1,971,043</b>	<b>(1,100)</b>	<b>43</b>	<b>1,969,986</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV - Residential/Commercial	303.00	44	27,054	13,332	0	0	13,332	13,332	0	0	13,332
UV Rural	303.00	8	71,800	2,424	0	0	2,424	2,424	0	0	2,424
UV Mining	683.00	9	7,752	6,147	0	0	6,147	6,147	0	0	6,147
<b>Sub-Totals</b>		<b>61</b>	<b>106,606</b>	<b>21,903</b>	<b>0</b>	<b>0</b>	<b>21,903</b>	<b>21,903</b>	<b>0</b>	<b>0</b>	<b>21,903</b>
		<b>550</b>	<b>72,766,784</b>	<b>1,992,946</b>	<b>0</b>	<b>0</b>	<b>1,992,946</b>	<b>1,992,946</b>	<b>(1,100)</b>	<b>43</b>	<b>1,991,889</b>
Discounts							(35,000)				(37,358)
<b>Amount from General Rates</b>							<b>1,957,946</b>				<b>1,954,530</b>
Ex-Gratia Rates							6,165				6,165
Movement in Excess Rates							0				0
Rates Written Off							(3,000)				(3)
Specified Area Rates							0				0
<b>Totals</b>							<b>1,961,111</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,960,693</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

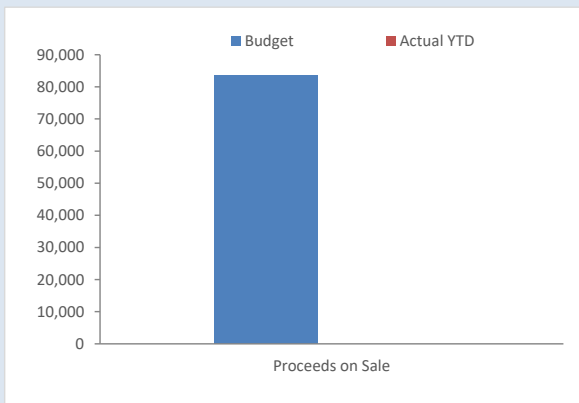
**KEY INFORMATION**





Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and Equipment</b>									
56	P&E - P163 Isuzu Truck	10,865	6,500	0	(4,365)	0	0	0	0
401	P&E - 2006 John Deere 670D Grader	103,480	50,000	0	(53,480)	0	0	0	0
61	P&E - P172 Iveco 6700 Powerstar MO	28,614	15,000	0	(13,614)	0	0	0	0
477	P&E - P121 99 Toyota Hi Lux Tray Top	1,935	1,500	0	(435)	0	0	0	0
29	P041 Metal Spreaders (2)	0	100	100	0	0	0	0	0
14	P058 Sand Spreader	0	100	100	0	0	0	0	0
15	P059 Sand Spreader (B)	0	100	100	0	0	0	0	0
18	P065 Lister Davey Pump/Trailer - XUB	0	100	100	0	0	0	0	0
58	P&E - P165 John Deere Tractor Mowe	12,212	1,250	0	(10,962)	0	0	0	0
287	P&E - 9000Lt Water Cartage Tank	0	500	500	0	0	0	0	0
9	P130 Tankwest 10000 LTWater	0	500	500	0	0	0	0	0
565	P&E - Toyota RAV4 AWD PET 5DR A/T	22,088	8,000	0	(14,088)	0	0	0	0
		<b>179,194</b>	<b>83,650</b>	<b>1,400</b>	<b>(96,944)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



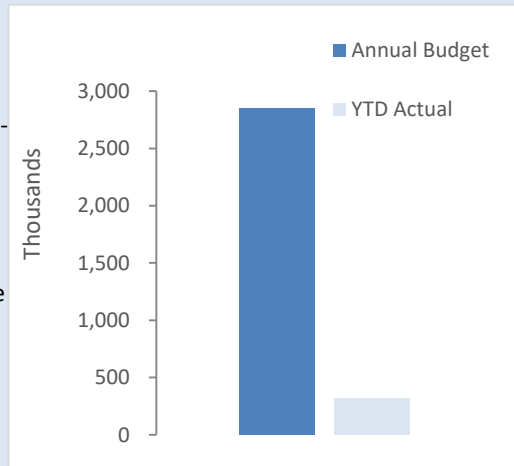
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$83,650</b>	<b>\$0</b>	<b>0%</b>

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	123,271	49,435	123,271	11,210	(38,225)
Plant and Equipment	552,500	7,500	552,500	60,520	53,020
Furniture and Equipment	15,000	15,000	15,000	14,740	(260)
Infrastructure Assets - Roads	1,357,572	187,497	1,357,572	199,413	11,916
Infrastructure Assets - Footpaths	125,000	0	125,000	10,144	10,144
Infrastructure Assets - Parks and Ovals	450,000	150,000	450,000	20,893	(129,107)
Infrastructure Assets - Sewerage	30,000	0	30,000	0	0
Infrastructure Assets - Airfields	106,000	90,000	106,000	0	(90,000)
Infrastructure Assets - Dams	0	0	0	0	0
Infrastructure Assets - Playground Equipment	0	0	0	0	0
Infrastructure Assets - Other	87,500	40,832	87,500	0	(40,832)
<b>Capital Expenditure Totals</b>	<b>2,846,843</b>	<b>540,264</b>	<b>2,846,843</b>	<b>316,919</b>	<b>(223,345)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	1,553,037	392,027	1,553,037	401,560	9,533
Borrowings	200,000	200,000	200,000	200,000	0
Other (Disposals & C/Fwd)	83,650	8,000	83,650	0	(8,000)
Council contribution - Cash Backed Reserves					
Various Reserves		28,057	575,000	0	(28,057)
Council contribution - operations		(87,820)	435,156	(284,641)	(196,821)
<b>Capital Funding Total</b>		<b>540,264</b>	<b>2,846,843</b>	<b>316,919</b>	<b>(223,345)</b>

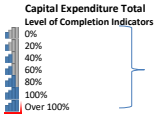
**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$2.85 M</b>	<b>\$0.32 M</b>	<b>11%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.55 M</b>	<b>\$0.4 M</b>	<b>26%</b>



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

Assets	Account Number	Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over		
				Annual Budget	YTD Budget	Annual Budget	YTD Budget			
<b>Buildings</b>										
<b>Community Amenities</b>										
0.00		Cemetery Noticeboard	10750	521	810751	(10,500)	(10,500)	0	0	0
<b>Total - Community Amenities</b>						<b>(10,500)</b>	<b>(10,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recreation And Culture</b>										
0.39		Storage Shed - Swimming Club	11250	521	811255	(27,271)	(27,271)	(27,271)	(10,670)	16,601
0.00		Purchase Land & Buildings - Television and Rebroadcasting	11450	521		(5,500)	(5,500)	(5,500)	0	5,500
<b>Total - Recreation And Culture</b>						<b>(32,771)</b>	<b>(32,771)</b>	<b>(32,771)</b>	<b>(10,670)</b>	<b>22,101</b>
<b>Economic Services</b>										
0.00		LRICIP - Caravan Park Ablution Block Upgrade (Asset 176)	13251	521	LRICIP003	(50,000)	(50,000)	(16,664)	0	16,664
0.02		ES: Caravan Park - Camp Kitchen Upgrade FY20/21	13251	521	813254	(30,000)	(30,000)	0	(540)	(540)
<b>Total - Economic Services</b>						<b>(80,000)</b>	<b>(80,000)</b>	<b>(16,664)</b>	<b>(540)</b>	<b>16,124</b>
<b>Total - Buildings</b>						<b>(123,271)</b>	<b>(123,271)</b>	<b>(49,435)</b>	<b>(11,210)</b>	<b>38,225</b>
<b>Plant &amp; Equipment</b>										
<b>Law, Order &amp; Public Safety</b>										
1.00		Plant & Equip - Fire Prevention	05151	525		0	0	0	(386)	(386)
<b>Total - Law, Order &amp; Public Safety</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>(386)</b>	<b>(386)</b>
<b>Recreation &amp; Culture</b>										
0.04		Purchases Plant & Equip	11354	525		(7,500)	(7,500)	(7,500)	(286)	7,214
<b>Total - Recreation &amp; Culture</b>						<b>(7,500)</b>	<b>(7,500)</b>	<b>(7,500)</b>	<b>(54,673)</b>	<b>(47,173)</b>
<b>Transport</b>										
0.00		Purchase Plant & Equipment - Road Plant Purchases	12350	525		(545,000)	(545,000)	0	0	0
<b>Total - Transport</b>						<b>(545,000)</b>	<b>(545,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Property &amp; Services</b>										
<b>Total - Plant &amp; Equipment</b>						<b>(552,500)</b>	<b>(552,500)</b>	<b>(7,500)</b>	<b>(60,520)</b>	<b>(53,020)</b>
<b>Furniture &amp; Equipment</b>										
<b>Recreation &amp; Culture</b>										
0.98		Purchase Furniture & Equipment - Other Recreation & Sport	11351	523		(15,000)	(15,000)	(15,000)	(14,740)	260
<b>Total - Recreation &amp; Culture</b>						<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(14,740)</b>	<b>260</b>
<b>Total - Furniture &amp; Equipment</b>						<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(14,740)</b>	<b>260</b>
<b>Roads</b>										
<b>Transport</b>										
0.00		LRICIP - Old Three Springs Rd 20/21	12150	541	LRICIP019	(190,000)	(190,000)	(63,332)	0	63,332
1.00		Canna North East Road	12150	541	R2R007	0	0	0	(106,012)	(106,012)
0.00		R2R - Naetes Rd - clearing and reseal	12150	541	R2R080	(164,000)	(164,000)	0	0	0
0.67		R2R - Canna North East rd - clearing and gravel sheeting	12150	541	R2R081	(138,110)	(138,110)	0	(92,855)	(92,855)
0.02		Nanekine Road 19/20	12150	541	RRG023	(26,535)	(26,535)	(26,535)	(545)	25,990
0.00		RRG Morawa-Yalgoo Road 20/21 seal	12150	541	RRG024	(350,000)	(350,000)	0	0	0
0.00		RRG Nanekine Rd Reconstruction FY20/21	12150	541	RRG025	(106,500)	(106,500)	(21,296)	0	21,296
0.00		RRG Nanekine Rd - Widen and Seal FY20/21	12150	541	RRG026	(233,500)	(233,500)	(46,698)	0	46,698
0.00		LRICIP - Town Entry Signage	12151	541	LRICIP001	(10,000)	(10,000)	(3,328)	0	3,328
0.00		LRICIP - Main Street Lighting Upgrade	12151	541	LRICIP002	(78,927)	(78,927)	(26,308)	0	26,308
0.00		R2R - Town - Lodge St FY20/21	12151	541	R2R113	(15,000)	(15,000)	0	0	0
0.00		R2R Town - Manning Road FY20/21	12151	541	R2R115	(45,000)	(45,000)	0	0	0
<b>Total - Transport</b>						<b>(1,357,572)</b>	<b>(1,357,572)</b>	<b>(187,497)</b>	<b>(199,413)</b>	<b>(11,916)</b>
<b>Total - Roads</b>						<b>(1,357,572)</b>	<b>(1,357,572)</b>	<b>(187,497)</b>	<b>(199,413)</b>	<b>(11,916)</b>
<b>Footpaths</b>										
<b>Transport</b>										
1.00		Prater Street Footpath	12157	543	F0096	0	0	0	(10,144)	(10,144)
0.00		Davis Street Shared Pathway	12157	543	F0097	(62,500)	(62,500)	0	0	0
0.00		Shared Pathway Construction - Location TBD	12157	543	F0098	(62,500)	(62,500)	0	0	0
<b>Total - Transport</b>						<b>(125,000)</b>	<b>(125,000)</b>	<b>0</b>	<b>(10,144)</b>	<b>(10,144)</b>
<b>Total - Footpaths</b>						<b>(125,000)</b>	<b>(125,000)</b>	<b>0</b>	<b>(10,144)</b>	<b>(10,144)</b>
<b>Parks &amp; Ovals</b>										
<b>Recreation &amp; Culture</b>										
0.05		Netball Courts Redevelopment Project - DLGSCI Grant fundin	11358	547	811361	(450,000)	(450,000)	(150,000)	(20,893)	129,107
<b>Total - Recreation &amp; Culture</b>						<b>(450,000)</b>	<b>(450,000)</b>	<b>(150,000)</b>	<b>(20,893)</b>	<b>129,107</b>
<b>Total - Parks &amp; Ovals</b>						<b>(450,000)</b>	<b>(450,000)</b>	<b>(150,000)</b>	<b>(20,893)</b>	<b>129,107</b>
<b>Sewerage</b>										
<b>Community Amenities</b>										
0.00		Sewerage Upgrade	10325	555		(30,000)	(30,000)	0	0	0
<b>Total - Community Amenities</b>						<b>(30,000)</b>	<b>(30,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total - Sewerage</b>						<b>(30,000)</b>	<b>(30,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Airfields</b>										
<b>Transport</b>										
0.00		AERODROME TERMINAL UPGRADE - PROVISION	12651	549	AERO04	(16,000)	(16,000)	0	0	0
0.00		Community Stewardship Grant Exp - Airport Vermin Fencing	12651	549	CSG001	(90,000)	(90,000)	(90,000)	0	90,000
<b>Total - Transport</b>						<b>(106,000)</b>	<b>(106,000)</b>	<b>(90,000)</b>	<b>0</b>	<b>90,000</b>
<b>Total - Airfields</b>						<b>(106,000)</b>	<b>(106,000)</b>	<b>(90,000)</b>	<b>0</b>	<b>90,000</b>
<b>Infrastructure - Other</b>										
<b>Economic Services</b>										
0.00		WiFi System - Caravan Park/Main Street FY20/21	13255	551	13254	(17,500)	(17,500)	(17,500)	0	17,500
0.00		LRICIP - Caravan Park Infrastructure Expansion (Asset 553)	13255	551	LRICIP004	(70,000)	(70,000)	(23,332)	0	23,332
<b>Total - Economic Services</b>						<b>(87,500)</b>	<b>(87,500)</b>	<b>(40,832)</b>	<b>0</b>	<b>40,832</b>
<b>Total - Infrastructure - Other</b>						<b>(87,500)</b>	<b>(87,500)</b>	<b>(40,832)</b>	<b>0</b>	<b>40,832</b>
<b>Grand Total</b>						<b>(2,846,843)</b>	<b>(2,846,843)</b>	<b>(540,264)</b>	<b>(316,919)</b>	<b>223,345</b>

Information on Borrowings	01 Jul 2020	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
<b>Housing</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Loan 136 - 24 Harley Street - Staff Housing	293,127	0	0	0	0	14,049	14,049	293,127	279,078	279,078	(1,517)	11,383	11,383
<b>Recreation and Culture</b>													
Loan 139 - Netball Courts Redevelopment	0	200,000	200,000	200,000	0	0	0	200,000	200,000	200,000	0	0	0
	293,127	200,000	200,000	200,000	0	14,049	14,049	493,127	479,078	479,078	(1,517)	11,383	11,383

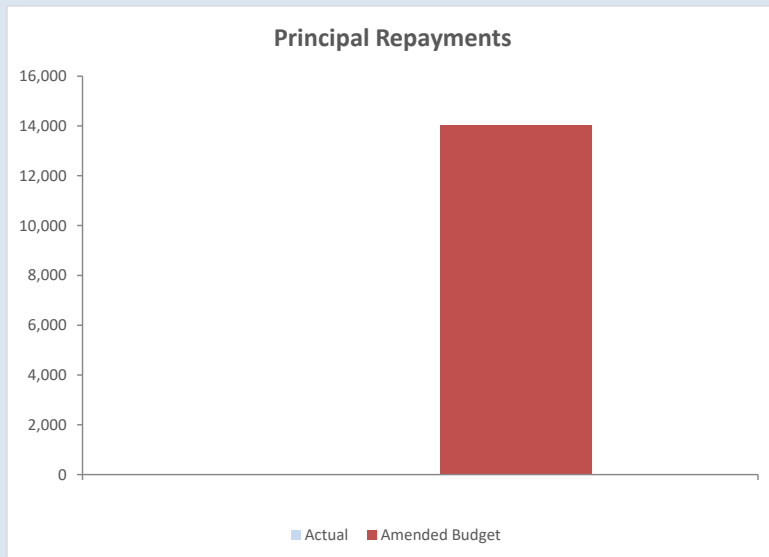
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Interest Earned**  
**\$19,234**

**Reserves Bal**  
**\$5.21 M**

**Principal Repayments**  
**\$0**

**Interest Expense**  
**-\$1,517**

**Loans Due**  
**\$ .49 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

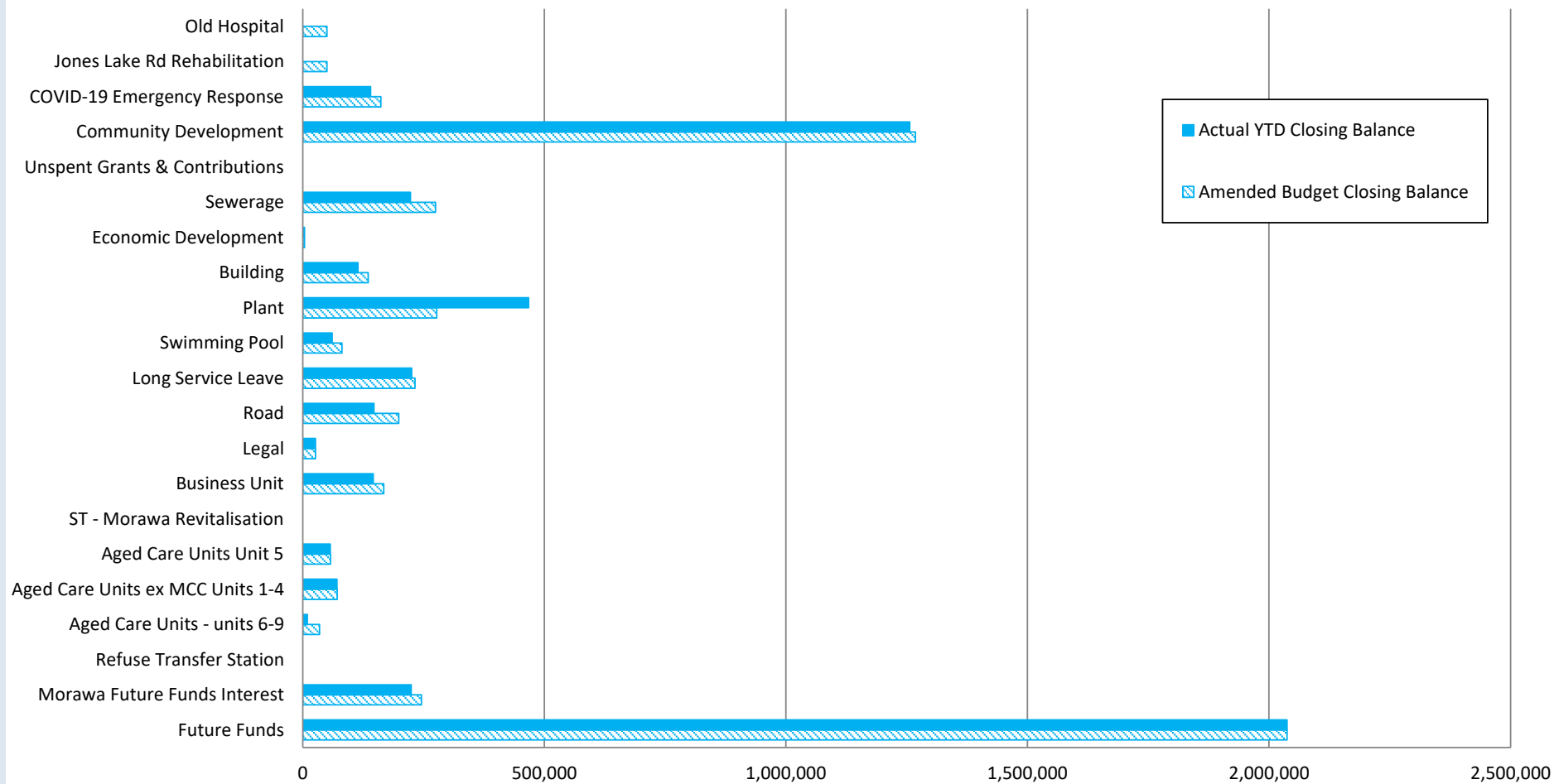
OPERATING ACTIVITIES  
NOTE 9  
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Future Funds	2,033,955	21,244	3,494	0	0	(18,057)	0	2,037,142	2,037,449
Morawa Future Funds Interest	224,416	2,878	177	18,057	0	0	0	245,351	224,593
Refuse Transfer Station	0	0	0	0	0	0	0	0	0
Aged Care Units - units 6-9	9,485	99	6	25,000	0	0	0	34,584	9,491
Aged Care Units ex MCC Units 1-4	70,593	740	47	0	0	0	0	71,333	70,640
Aged Care Units Unit 5	56,669	594	38	0	0	0	0	57,263	56,707
ST - N/Midlands Solar Thermal Power	0	0	0	0	0	0	0	0	0
ST - Morawa Revitalisation	0	0	0	0	0	0	0	0	0
Business Unit	145,806	1,529	98	20,000	0	0	0	167,335	145,903
Legal	26,094	274	17	0	0	0	0	26,368	26,111
Road	147,130	1,543	98	50,000	0	0	0	198,673	147,228
Long Service Leave	225,004	2,360	151	5,000	0	0	0	232,364	225,155
Swimming Pool	60,673	636	41	20,000	0	0	0	81,309	60,714
Plant	467,291	4,901	313	350,000	0	(545,000)	0	277,192	467,604
Building	114,196	1,198	76	20,000	0	0	0	135,394	114,272
Economic Development	3,513	37	2	0	0	0	0	3,550	3,516
Sewerage	222,620	2,335	149	50,000	0	0	0	274,955	222,769
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0
Community Development	1,255,037	13,163	1,511	0	0	0	0	1,268,200	1,256,548
COVID-19 Emergency Response	140,040	1,469	94	50,000	0	(30,000)	0	161,509	140,134
Jones Lake Rd Rehabilitation	0	0	0	50,000	0	0	0	50,000	0
Old Hospital	0	0	0	50,000	0	0	0	50,000	0
	<b>5,202,520</b>	<b>55,000</b>	<b>6,312</b>	<b>708,057</b>	<b>0</b>	<b>(593,057)</b>	<b>0</b>	<b>5,372,520</b>	<b>5,208,833</b>

KEY INFORMATION

Note 9 - Year To Date Reserve Balance to End of Year Estimate



Grants and Contributions	Grant Provider	Amended		Adopted		Variance (Under)/Over
		Annual Budget	YTD Budget	Annual Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>						
<b>General Purpose Funding</b>						
Grants Commission - General	WALGGC	580,344	145,086	580,344	130,940	(14,147)
Grants Commission - Local Roads	WALGGC	330,411	82,602	330,411	65,251	(17,351)
<b>Governance</b>						
National Australia Day Council Grant	National Australia Day Council Ltc	0	0	0	1,000	1,000
<b>Law, Order &amp; Public Safety</b>						
Grant - ESL BFB Operating Grant	Dept of Fire & Emergency Service	24,000	12,000	24,000	6,126	(5,874)
<b>Education &amp; Welfare</b>						
Grant - Childrens Week	Meerilinga	7,500	1,500	7,500	0	(1,500)
<b>Recreation &amp; Culture</b>						
Contribution - Music and Arts Festival	Karara Mining	20,000	0	20,000	0	0
Contribution - NAIDOC week	Bankwest Morawa	1,000	332	1,000	0	(332)
<b>Transport</b>						
Grant - Direct	Main Roads WA	140,980	140,980	140,980	140,980	0
Contribution - Road Maintenance	Karara Mining	50,000	12,500	50,000	0	(12,500)
<b>Operating grants, subsidies and contributions Total</b>		<b>1,154,235</b>	<b>395,000</b>	<b>1,154,235</b>	<b>344,297</b>	<b>(50,704)</b>
<b>Non-operating grants, subsidies and contributions</b>						
<b>Recreation &amp; Culture</b>						
Contribution - Swimming Club Contribution to Shed	Morawa Swimming Club	11,000	3,664	11,000	0	(3,664)
Grant - Netball Court Redevelopment	DLGSCI	121,000	0	121,000	0	0
Contribution - Netball Court Redevelopment	Morawa Netball Club	121,000	40,332	121,000	121,000	80,668
<b>Transport</b>						
Grant - Regional Road Group - Road Projects	Main Roads WA	459,750	183,899	459,750	184,000	101
Grant - Roads to Recovery	Dept of Infrastructure	362,110	0	362,110	90,466	90,466
Grant - WA Bicycle Network	Dept of Transport	31,250	12,500	31,250	6,094	(6,406)
Grant - Transport LRCIP Projects	LRCIP	278,927	92,972	278,927	0	(92,972)
Grant - Community Stewardship Grant	Natural Resource Management	40,000	16,000	40,000	0	(16,000)
Contribution - Closing Funds	Gliding Club	8,000	2,664	8,000	0	(2,664)
<b>Economic Services</b>						
Grant - Economic Services LRCIP Projects	LRCIP	120,000	39,996	120,000	0	(39,996)
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,553,037</b>	<b>392,027</b>	<b>1,553,037</b>	<b>401,560</b>	<b>9,533</b>
		<b>2,707,272</b>	<b>787,027</b>	<b>2,707,272</b>	<b>745,856</b>	<b>(41,171)</b>

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**NOTE 11  
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Oct 2020
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Housing Bonds	5,000.00	0.00	0.00	5,000.00
Nomination Deposits	0.00	0.00	0.00	0.00
Auction Of Properties	0.00	0.00	0.00	0.00
Bonds - Gwennyth Rose	0.00	0.00	0.00	0.00
Bonds - AW (Bill) Johnson	0.00	0.00	0.00	0.00
Drug Action Group	660.11	0.00	0.00	660.11
Bank Deposits Not Receipted	444.82	0.00	0.00	444.82
Child Care Bonds	0.00	0.00	0.00	0.00
Bonds Units Dreghorn Street	1,484.00	0.00	0.00	1,484.00
Bonds Aged Care Units	3,318.32	0.00	0.00	3,318.32
Excess Rent - Daphne Little	1,704.00	0.00	0.00	1,704.00
Morawa Oval Function Centre	1,762.49	0.00	0.00	1,762.49
Extractive Industries Bond	0.00	0.00	0.00	0.00
Bonds Hall/Sports Recreation	20.00	0.00	0.00	20.00
Youth Fund Raising	865.00	0.00	0.00	865.00
DPI Licensing	0.00	0.00	0.00	0.00
Social Club	0.00	0.00	0.00	0.00
BRB/BCITF	113.30	56.65	0.00	169.95
Haulmore Trailers Pty Ltd	4,641.00	0.00	0.00	4,641.00
Business Units Bonds	0.00	2,268.00	0.00	2,268.00
TRUST LIABILITY	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>20,013.04</b>	<b>2,324.65</b>	<b>0.00</b>	<b>22,337.69</b>
<b>Trust Funds</b>				
Nil				
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>20,013.04</b>	<b>2,324.65</b>	<b>0.00</b>	<b>22,337.69</b>

**KEY INFORMATION**





# SHIRE OF MORAWA

## SCHEDULES 2 TO 14

(By Program)

FOR THE PERIOD ENDED 31 OCTOBER 2020

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SHIRE OF MORAWA  
 SCHEDULE 02 - GENERAL FUND SUMMARY  
 Financial Statement for Period Ended  
 31 October 2020

MUNICIPAL FUND		Adopted Budget		Revised Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING</u>									
General Purpose Funding	03	2,967,866.22	212,341.00	2,967,866.22	212,341.00	2,215,644.00	68,440.00	2,176,818.01	54,221.36
Governance	04	0.00	532,616.01	0.00	532,616.01	0.00	201,875.00	1,018.72	123,878.32
Law, Order, Public Safety	05	32,450.00	106,628.00	32,450.00	106,628.00	14,475.00	34,544.00	11,557.80	32,193.06
Health	07	13,850.00	210,162.00	13,850.00	210,162.00	3,375.00	68,390.00	1,400.09	98,747.07
Education & Welfare	08	10,170.00	208,762.82	10,170.00	208,762.82	2,384.00	69,622.00	1,244.44	65,778.67
Housing	09	113,280.00	263,957.00	113,280.00	263,957.00	37,748.00	85,768.00	32,702.75	80,256.93
Community Amenities	10	449,472.44	663,717.12	449,472.44	663,717.12	441,833.00	214,700.00	432,558.63	123,109.53
Recreation & Culture	11	305,345.00	1,540,873.32	305,345.00	1,540,873.32	59,337.00	518,124.00	129,468.25	442,615.43
Transport	12	1,636,167.00	2,315,971.97	1,636,167.00	2,315,971.97	550,127.00	761,261.00	522,639.64	629,611.26
Economic Services	13	271,044.00	882,231.00	271,044.00	882,231.00	89,326.00	321,201.00	90,603.41	229,779.71
Other Property & Services	14	82,450.00	33,524.81	82,450.00	33,524.81	24,562.00	104,901.00	57,539.24	132,411.73
TOTAL - OPERATING		5,882,094.66	6,970,785.05	5,882,094.66	6,970,785.05	3,438,811.00	2,448,826.00	3,457,550.98	2,012,603.07
<u>CAPITAL</u>									
General Purpose Funding	03	0.00	274.00	0.00	274.00	0.00	88.00	0.00	17.45
Governance	04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Law, Order, Public Safety	05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386.36
Health	07	30,000.00	101,469.00	30,000.00	101,469.00	10,000.00	33,816.00	0.00	93.66
Education & Welfare	08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing	09	0.00	61,680.01	0.00	61,680.01	0.00	9,200.00	0.00	167.86
Community Amenities	10	0.00	142,835.00	0.00	142,835.00	0.00	17,440.00	0.00	148.90
Recreation & Culture	11	200,000.00	525,907.00	200,000.00	525,907.00	200,000.00	205,483.00	200,000.00	101,017.10
Transport	12	545,000.00	2,540,016.00	545,000.00	2,540,016.00	0.00	279,641.00	0.00	209,967.02
Economic Services	13	18,057.40	244,408.40	18,057.40	244,408.40	18,057.00	70,436.00	0.00	5,822.35
Other Property & Services	14	0.00	7,360.00	0.00	7,360.00	0.00	784.00	0.00	5,610.50
TOTAL - CAPITAL		793,057.40	3,623,949.41	793,057.40	3,623,949.41	228,057.00	616,888.00	200,000.00	323,231.20
		6,675,152.06	10,594,734.46	6,675,152.06	10,594,734.46	3,666,868.00	3,065,714.00	3,657,550.98	2,335,834.27
Less Depreciation Written Back			(1,930,501.00)		(1,930,501.00)		(643,452.00)		(671,347.26)
Less Profit/Loss Written Back		(1,400.00)	(96,944.28)	(1,400.00)	(96,944.28)	(700.00)	(14,088.00)	0.00	0.00
Movement in Leave Reserve (Added Back) - REC INT	72101		(2,360.00)		(2,360.00)		0.00		(150.50)
Movement in Leave Reserve (Added Back) - REC	72102		(5,000.00)		(5,000.00)		0.00		0.00
Movement in Leave Reserve (Added Back) - PAY	72103		0.00		0.00		0.00		0.00
Movement in Deferred Pensioner Rates	50100		0.00		0.00		0.00		0.00
Movement in Deferred Pensioner ESL			0.00		0.00		0.00		0.00
Movement in Non Current LSL Provision	61100		0.00		0.00		0.00		0.00
Less: Fair value adjustments to financial assets at fair value through profit and loss			0.00		0.00		0.00		0.00
Movement due to changes in Accounting Standards			0.00		0.00		0.00		0.00
Adjustment in Fixed Assets			0.00		0.00		0.00		0.00
Rounding Adjustment			0.00		0.00		0.00		0.00
Loss on Asset Revaluation	03204		0.00		0.00		0.00		0.00
Plus Proceeds from Sale of Assets		83,650.00		83,650.00		8,000.00		0.00	
TOTAL REVENUE & EXPENDITURE		6,757,402.06	8,559,929.18	6,757,402.06	8,559,929.18	3,674,168.00	2,408,174.00	3,657,550.98	1,664,336.51
Surplus/Deficit July 1st B/Fwd		1,836,882.00		1,692,943.42		1,692,943.42		1,692,943.42	
		8,594,284.06	8,559,929.18	8,450,345.48	8,559,929.18	5,367,111.42	2,408,174.00	5,350,494.40	1,664,336.51
Surplus/Deficit C/Fwd			34,354.88		(109,583.70)		2,958,937.42		3,686,157.89
		8,594,284.06	8,594,284.06	8,450,345.48	8,450,345.48	5,367,111.42	5,367,111.42	5,350,494.40	5,350,494.40

SHIRE OF MORAWA  
 SCHEDULE 03 - GENERAL PURPOSE FUNDING  
 Financial Statement for Period Ended  
 31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Rate Revenue		164,855.00		164,855.00		52,612.00		47,828.03	
Other General Purpose Funding		47,486.00		47,486.00		15,828.00		6,393.33	
<u>OPERATING REVENUE</u>									
Rate Revenue	1,994,111.22		1,994,111.22		1,967,124.00		1,971,798.54		
Other General Purpose Funding	973,755.00		973,755.00		248,520.00		205,019.47		▼
<b>SUB-TOTAL</b>	<b>2,967,866.22</b>	<b>212,341.00</b>	<b>2,967,866.22</b>	<b>212,341.00</b>	<b>2,215,644.00</b>	<b>68,440.00</b>	<b>2,176,818.01</b>	<b>54,221.36</b>	
<u>CAPITAL EXPENDITURE</u>									
Rate Revenue		0.00		0.00		0.00		0.00	
Other General Purpose Funding		274.00		274.00		88.00		17.45	
<u>CAPITAL REVENUE</u>									
Rate Revenue	0.00		0.00		0.00		0.00		
Other General Purpose Funding	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>274.00</b>	<b>0.00</b>	<b>274.00</b>	<b>0.00</b>	<b>88.00</b>	<b>0.00</b>	<b>17.45</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>2,967,866.22</b>	<b>212,615.00</b>	<b>2,967,866.22</b>	<b>212,615.00</b>	<b>2,215,644.00</b>	<b>68,528.00</b>	<b>2,176,818.01</b>	<b>54,238.81</b>	

SHIRE OF MORAWA  
SCHEDULE 03 - GENERAL PURPOSE FUNDING  
Financial Statement for Period Ended  
31 October 2020

RATE REVENUE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
03100 Administration Allocated - Rates		142,855.00		142,855.00		47,616.00		46,414.86	
03101 Expenses - Rate Revenue		2,500.00		2,500.00		832.00		705.17	
03102 Legal Costs, Debt Collection		12,500.00		12,500.00		4,164.00		0.00	
03103 Rate Notice Stationery expense		1,000.00		1,000.00		0.00		0.00	
03104 Valuation / Title Searches Expense		6,000.00		6,000.00		0.00		708.00	
<u>OPERATING REVENUE</u>									
03120 General Rates Levied	0.00		0.00		0.00		0.00		
03121 UV - Rural Rates	1,581,262.02		1,581,262.02		1,581,262.02		1,581,305.27		
03122 UV - Minimum Rates	2,424.00		2,424.00		2,424.00		2,424.00		
03123 GRV - Townsite Rates	220,242.73		220,242.73		220,242.00		220,242.67		
03124 GRV - Minimum Rates	13,332.00		13,332.00		13,332.00		13,332.00		
03125 GRV - Minimums Rural Townsite	0.00		0.00		0.00		0.00		
03126 Mining - UV Tenements	169,538.47		169,538.47		169,538.00		169,538.49		
03127 Mining - Minimum Rates	6,147.00		6,147.00		6,147.00		6,147.00		
03128 Interim Rates - GRV	0.00		0.00		0.00		0.00		
03129 Interim Rates - UV	0.00		0.00		0.00		(1,100.11)		
03130 Back Rates Levied	0.00		0.00		0.00		0.00		
03131 Less Rates Discount Allowed	(35,000.00)		(35,000.00)		(35,000.00)		(37,358.46)		
03132 Ex-Gratia Rates Received	6,165.00		6,165.00		6,165.00		6,165.11		
03133 Penalty Interest Raised on Rates	25,000.00		25,000.00		1,125.00		7,082.98		
03134 Rates Legal Charges	0.00		0.00		0.00		(810.00)		
03135 Rates Written-off	(3,000.00)		(3,000.00)		0.00		(2.56)		
03136 Instalment Interest Received	5,000.00		5,000.00		225.00		3,322.15		
03137 Account Enquiries Income	2,000.00		2,000.00		664.00		660.00		
03138 Rates Administration Fee	1,000.00		1,000.00		1,000.00		850.00		
03139 Pens Deferred Rates Interest	0.00		0.00		0.00		0.00		
03140 Movement in Excess Rates	0.00		0.00		0.00		0.00		
03235 WRITE-OFFS ESL	0.00		0.00		0.00		0.00		
SUB-TOTAL TO PROGRAMME SUMMARY	1,994,111.22	164,855.00	1,994,111.22	164,855.00	1,967,124.00	52,612.00	1,971,798.54	47,828.03	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - RATE REVENUE	1,994,111.22	164,855.00	1,994,111.22	164,855.00	1,967,124.00	52,612.00	1,971,798.54	47,828.03	

SHIRE OF MORAWA  
SCHEDULE 03 - GENERAL PURPOSE FUNDING  
Financial Statement for Period Ended  
31 October 2020

OTHER GENERAL PURPOSE FUNDING GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
03200	Administration Allocated - GP Funding		47,486.00		47,486.00		15,828.00		6,404.08	
03201	Grants Commission Consultant		0.00		0.00		0.00		0.00	
03202	Other Expenses - GPF		0.00		0.00		0.00		0.00	
03203	Rounding Adjustment Account		0.00		0.00		0.00		(10.75)	
03204	Loss on FV Valuation of Assets		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>										
03220	Grants Commission Grant - General	580,344.00		580,344.00		145,086.00		130,939.50		
03221	Grants Commission Grant - Local Roads	330,411.00		330,411.00		82,602.00		65,251.25		▼
03222	Grants Commission Grants - Special	0.00		0.00		0.00		0.00		
03223	Interest Received - Municipal Account	7,500.00		7,500.00		2,500.00		3,224.32		
03224	Interest Received - Reserve Accounts	55,000.00		55,000.00		18,332.00		5,604.40		▼
03225	Other Income - GPF	500.00		500.00		0.00		0.00		
SUB-TOTAL TO PROGRAMME SUMMARY		973,755.00	47,486.00	973,755.00	47,486.00	248,520.00	15,828.00	205,019.47	6,393.33	
<u>CAPITAL EXPENDITURE</u>										
03401	Transfer to Reserves - Other Gen Purpose F		0.00		0.00		0.00		0.00	
03402	Transfer Interest to Legal Fees Reserve ex M		274.00		274.00		88.00		17.45	
<u>CAPITAL REVENUE</u>										
03721	Transfers from Reserves	0.00		0.00		0.00		0.00		
SUB-TOTAL TO PROGRAMME SUMMARY		0.00	274.00	0.00	274.00	0.00	88.00		17.45	
TOTAL - OTHER GENERAL PURPOSE FUNDING		973,755.00	47,760.00	973,755.00	47,760.00	248,520.00	15,916.00	205,019.47	6,410.78	

SHIRE OF MORAWA  
SCHEDULE 04 - GOVERNANCE  
Financial Statement for Period Ended  
31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual			Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<u>OPERATING EXPENDITURE</u>										
Members Of Council		418,916.01		418,916.01		174,315.00		123,195.22	▼	
Governance - General		113,700.00		113,700.00		27,560.00		683.10	▼	
<u>OPERATING REVENUE</u>										
Members Of Council	0.00		0.00		0.00		1,000.00			
Governance - General	0.00		0.00		0.00		18.72			
SUB-TOTAL	0.00	532,616.01	0.00	532,616.01	0.00	201,875.00	1,018.72	123,878.32		
<u>CAPITAL EXPENDITURE</u>										
Members Of Council		0.00		0.00		0.00		0.00		
Governance - General		0.00		0.00		0.00		0.00		
<u>CAPITAL REVENUE</u>										
Members Of Council	0.00		0.00		0.00		0.00			
Governance - General	0.00		0.00		0.00		0.00			
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL - PROGRAMME SUMMARY	0.00	532,616.01	0.00	532,616.01	0.00	201,875.00	1,018.72	123,878.32		

SHIRE OF MORAWA  
SCHEDULE 04 - GOVERNANCE  
Financial Statement for Period Ended  
31 October 2020

MEMBERS OF COUNCIL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
04100		220,494.00		220,494.00		73,496.00		62,961.33	▼
04101		0.00		0.00		0.00		0.00	
04103		12,500.00		12,500.00		4,164.00		1,003.21	
04104		21,250.00		21,250.00		5,312.00		5,312.50	
04105		64,000.00		64,000.00		16,000.00		16,000.00	
04106		200.00		200.00		50.00		0.00	
04107		16,000.00		16,000.00		8,000.00		0.00	
04108		2,500.00		2,500.00		832.00		404.86	
04109		10,000.00		10,000.00		5,000.00		390.00	
04110		6,752.00		6,752.00		6,751.00		6,752.86	
04111		48,582.01		48,582.01		48,582.00		26,612.92	▼
04112									
		0.00		0.00		0.00		0.00	
		1,477.00		1,477.00		1,076.00		0.00	
04115		4,000.00		4,000.00		1,332.00		0.00	
04124		11,161.00		11,161.00		3,720.00		3,757.54	
<b>OPERATING REVENUE</b>									
04130		0.00		0.00		0.00		0.00	
04131		0.00		0.00		0.00		0.00	
04132		0.00		0.00		0.00		1,000.00	
SUB-TOTAL	0.00	418,916.01	0.00	418,916.01	0.00	174,315.00	1,000.00	123,195.22	
<b>CAPITAL EXPENDITURE</b>									
04150		0.00		0.00		0.00		0.00	
04151									
		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
04170		0.00		0.00		0.00		0.00	
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - MEMBERS OF COUNCIL	0.00	418,916.01	0.00	418,916.01	0.00	174,315.00	1,000.00	123,195.22	

SHIRE OF MORAWA  
SCHEDULE 04 - GOVERNANCE  
Financial Statement for Period Ended  
31 October 2020

GOVERNANCE - GENERAL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
04200		0.00		0.00		0.00		0.00	
04201		5,000.00		5,000.00		1,664.00		15.91	
04202		55,000.00		55,000.00		0.00		0.00	
04203		5,000.00		5,000.00		1,664.00		362.95	
04204		0.00		0.00		0.00		0.00	
04205		0.00		0.00		0.00		0.00	
04206		0.00		0.00		0.00		0.00	
04207		30,000.00		30,000.00		15,000.00		0.00	▼
04208		10,000.00		10,000.00		5,000.00		0.00	
04209		3,000.00		3,000.00		1,500.00		0.00	
04210		700.00		700.00		232.00		304.24	
04211		0.00		0.00		0.00		0.00	
04212		5,000.00		5,000.00		2,500.00		0.00	
<u>OPERATING REVENUE</u>									
04230	0.00		0.00		0.00		18.72		
04240	0.00		0.00		0.00		0.00		
04241	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	113,700.00	0.00	113,700.00	0.00	27,560.00	18.72	683.10	
<u>CAPITAL EXPENDITURE</u>									
04250		0.00		0.00		0.00		0.00	
04251		0.00		0.00		0.00		0.00	
04252		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
04270	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - GOVERNANCE - GENERAL	0.00	113,700.00	0.00	113,700.00	0.00	27,560.00	18.72	683.10	



SHIRE OF MORAWA  
 SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY  
 Financial Statement for Period Ended  
 31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Fire Prevention		68,793.00		68,793.00		22,936.00		22,614.48	
Animal Control		37,092.00		37,092.00		11,364.00		9,578.58	
Other Law, Order & Public Safety		743.00		743.00		244.00		0.00	
<u>OPERATING REVENUE</u>									
Fire Prevention	28,000.00		28,000.00		12,000.00		10,125.75		
Animal Control	4,450.00		4,450.00		2,475.00		1,432.05		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
SUB-TOTAL	32,450.00	106,628.00	32,450.00	106,628.00	14,475.00	34,544.00	11,557.80	32,193.06	
<u>CAPITAL EXPENDITURE</u>									
Fire Prevention		0.00		0.00		0.00		386.36	
Animal Control		0.00		0.00		0.00		0.00	
Other Law, Order & Public Safety		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
Fire Prevention	0.00		0.00		0.00		0.00		
Animal Control	0.00		0.00		0.00		0.00		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386.36	
TOTAL - PROGRAMME SUMMARY	32,450.00	106,628.00	32,450.00	106,628.00	14,475.00	34,544.00	11,557.80	32,579.42	

SHIRE OF MORAWA  
 SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY  
 Financial Statement for Period Ended  
 31 October 2020

FIRE PREVENTION GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
05100 Admin Allocated - Fire Prev		6,300.00		6,300.00		2,100.00		1,334.88	
05101 Mtce of Equipment - Brigades		0.00		0.00		0.00		0.00	
05102 Mtce of Vehicles & Trailers - Brigades		7,133.00		7,133.00		2,376.00		1,500.00	
05103 Mtce of Land & Buildings - Brigades		1,350.00		1,350.00		0.00		206.10	
05104 Clothing & Accessories - Brigades		5,000.00		5,000.00		0.00		0.00	
05105 Utilities, Rates - Brigades		3,000.00		3,000.00		996.00		559.24	
05106 Other Goods & Services - Brigades		1,000.00		1,000.00		332.00		153.93	
05107 Insurances - Brigades		6,382.00		6,382.00		6,381.00		6,381.99	
05108 Plant & Equip. <\$1,000 - Brigades		0.00		0.00		0.00		0.00	
05109 Plant & Equip >\$1,000-<\$3,000 - Brigades		0.00		0.00		0.00		0.00	
05110 Depreciation - Fire Prevention		19,128.00		19,128.00		6,376.00		6,105.10	
05111 Loss on Disposal of Assets - Fire Prevention		0.00		0.00		0.00		0.00	
05112 Fire Services Manager x 4 Shires		17,500.00		17,500.00		4,375.00		6,373.24	
05113 Fire Hydrant Maintenance		2,000.00		2,000.00		0.00		0.00	
05114 Donation of Vehicles to FESA - Fire Preventi		0.00		0.00		0.00		0.00	
		0.00		0.00		0.00		0.00	
		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
05120 Other Income - Fire Prevention	24,000.00		24,000.00		12,000.00		6,125.75		
05121 ESL Admin Fee (from DFES)	4,000.00		4,000.00		0.00		4,000.00		
05122 Profit on Disposal of Assets - Fire Prevention	0.00		0.00		0.00		0.00		
05123 Grant/Contribution Income Fire Prevention	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>28,000.00</b>	<b>68,793.00</b>	<b>28,000.00</b>	<b>68,793.00</b>	<b>12,000.00</b>	<b>22,936.00</b>	<b>10,125.75</b>	<b>22,614.48</b>	
<b>CAPITAL EXPENDITURE</b>									
05150 Land and Buildings - Fire Prevention		0.00		0.00		0.00		0.00	
05151 Plant & Equip - Fire Prevention		0.00		0.00		0.00		386.36	
05160 Transfer to Reserves - Fire Prevention		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
05170 Proceeds on Disposal of Assets - Fire Prever	0.00		0.00		0.00		0.00		
05171 Realisation on Disposal of Assets - Fire Prev	0.00		0.00		0.00		0.00		
05172 Transfer Ex Reserve - Fire Prevention	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>386.36</b>	
<b>TOTAL - FIRE PREVENTION</b>	<b>28,000.00</b>	<b>68,793.00</b>	<b>28,000.00</b>	<b>68,793.00</b>	<b>12,000.00</b>	<b>22,936.00</b>	<b>10,125.75</b>	<b>23,000.84</b>	

SHIRE OF MORAWA  
 SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY  
 Financial Statement for Period Ended  
 31 October 2020

ANIMAL CONTROL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
05200 Admin Allocated - Animal Control		7,421.00		7,421.00		2,472.00		1,334.88	
05201 Pound Maintenance		727.00		727.00		248.00		647.18	
05202 Ranger Expenses		25,944.00		25,944.00		8,644.00		7,572.20	
05203 Cat/Dog Other Expenses		3,000.00		3,000.00		0.00		24.32	
05205 Depreciation - Animal Control		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
05220 Fines and Penalties	2,000.00		2,000.00		664.00		500.00		
05221 Dog Registration Fees	1,250.00		1,250.00		923.00		467.50		
05222 Pound Maintenance Fees	1,000.00		1,000.00		740.00		454.55		
05223 Cat Act Grant	0.00		0.00		0.00		0.00		
05224 Cat Licenses	200.00		200.00		148.00		10.00		
SUB-TOTAL	4,450.00	37,092.00	4,450.00	37,092.00	2,475.00	11,364.00	1,432.05	9,578.58	
<u>CAPITAL EXPENDITURE</u>									
05250 Land and Buildings - Animal Control		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - ANIMAL CONTROL	4,450.00	37,092.00	4,450.00	37,092.00	2,475.00	11,364.00	1,432.05	9,578.58	

SHIRE OF MORAWA  
 SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY  
 Financial Statement for Period Ended  
 31 October 2020

OTHER LAW, ORDER & PUBLIC SAFETY GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
05300 Admin Allocated - Other Law, Order & Public		698.00		698.00		232.00		0.00	
05301 Mtce of Equipment - SES		0.00		0.00		0.00		0.00	
05302 Mtce of Vehicles & Trailers - SES		0.00		0.00		0.00		0.00	
05303 Mtce of Land & Buildings - SES		0.00		0.00		0.00		0.00	
05304 Clothing & Accessories - SES		0.00		0.00		0.00		0.00	
05305 Utilities, Rates - SES		0.00		0.00		0.00		0.00	
05306 Other Goods & Services - SES		0.00		0.00		0.00		0.00	
05307 Insurances - SES		0.00		0.00		0.00		0.00	
05308 Plant & Equip <\$1,000 - SES		0.00		0.00		0.00		0.00	
05309 Plant & Equip >\$1,000-<\$3,000 - SES		0.00		0.00		0.00		0.00	
05310 Crime Prevention Plan		0.00		0.00		0.00		0.00	
05311 Depreciation - Oth Law and Order		45.00		45.00		12.00		0.00	
05312 Loss on Disposal of Asset - Other Law, Order		0.00		0.00		0.00		0.00	
05314 Donation of Vehicles to FESA - Other Law, O		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
05330 Grant Income - Other Law, Order & Public Se	0.00		0.00		0.00		0.00		
05331 FESA Grant Income - SES	0.00		0.00		0.00		0.00		
05332 Reimbursements/Contributions - Other Law, t	0.00		0.00		0.00		0.00		
05333 Profit on Disposal of Assets - Other Law, Ord	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	743.00	0.00	743.00	0.00	244.00	0.00	0.00	
<b>CAPITAL EXPENDITURE</b>									
05350 Purchase Plant - Law & Order		0.00		0.00		0.00		0.00	
05351 Purchase L & B - SES		0.00		0.00		0.00		0.00	
05352 Purchase F & E - SES		0.00		0.00		0.00		0.00	
05360 Transfer to Reserve - Other Law, Order & Pu		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
05370 Proceeds on Disposal of Assets - Other Law,	0.00		0.00		0.00		0.00		
05371 Realisation on Disposal of Assets - Other Lav	0.00		0.00		0.00		0.00		
05372 Transfer Ex Reserve - Other Law, Order & Pt	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER LAW, ORDER & PUBLIC SAFETY	0.00	743.00	0.00	743.00	0.00	244.00	0.00	0.00	

SHIRE OF MORAWA  
SCHEDULE 07 - HEALTH  
Financial Statement for Period Ended  
31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Maternal and Infant Health		886.00		886.00		885.00		886.00	
Preventative Services - Meat Inspection		350.00		350.00		116.00		0.00	
Preventative Services - Administration & Inspection		52,642.00		52,642.00		17,544.00		28,472.80	▲
Preventative Services - Pest Control		8,155.00		8,155.00		1,444.00		2,428.47	
Preventative Services - Other		0.00		0.00		0.00		0.00	
Other Health		148,129.00		148,129.00		48,401.00		66,959.80	▲
<b>OPERATING REVENUE</b>									
Maternal and Infant Health	0.00		0.00		0.00		0.00		
Preventative Services - Meat Inspection	350.00		350.00		0.00		0.00		
Preventative Services - Administration & Inspection	0.00		0.00		0.00		163.64		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	13,500.00		13,500.00		3,375.00		1,236.45		
<b>SUB-TOTAL</b>	<b>13,850.00</b>	<b>210,162.00</b>	<b>13,850.00</b>	<b>210,162.00</b>	<b>3,375.00</b>	<b>68,390.00</b>	<b>1,400.09</b>	<b>98,747.07</b>	
<b>CAPITAL EXPENDITURE</b>									
Maternal and Infant Health		0.00		0.00		0.00		0.00	
Preventative Services - Meat Inspection		0.00		0.00		0.00		0.00	
Preventative Services - Administration & Inspection		51,469.00		51,469.00		17,152.00		93.66	▼
Preventative Services - Pest Control		0.00		0.00		0.00		0.00	
Preventative Services - Other		0.00		0.00		0.00		0.00	
Other Health		50,000.00		50,000.00		16,664.00		0.00	▼
<b>CAPITAL REVENUE</b>									
Maternal and Infant Health	0.00		0.00		0.00		0.00		
Preventative Services - Meat Inspection	0.00		0.00		0.00		0.00		
Preventative Services - Administration & Inspection	30,000.00		30,000.00		10,000.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>30,000.00</b>	<b>101,469.00</b>	<b>30,000.00</b>	<b>101,469.00</b>	<b>10,000.00</b>	<b>33,816.00</b>	<b>0.00</b>	<b>93.66</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>43,850.00</b>	<b>311,631.00</b>	<b>43,850.00</b>	<b>311,631.00</b>	<b>13,375.00</b>	<b>102,206.00</b>	<b>1,400.09</b>	<b>98,840.73</b>	

SHIRE OF MORAWA  
SCHEDULE 07 - HEALTH  
Financial Statement for Period Ended  
31 October 2020

MATERNAL AND INFANT HEALTH GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
07100 Admin Allocated - Infant Health		0.00		0.00		0.00		0.00			
07101 Other Expenses - Maternal and Infant Health		886.00		886.00		885.00		886.00			
07102 Depreciation - Infant Health		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
07130 Other Income - Maternal and Infant Health	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	886.00	0.00	886.00	0.00	885.00	0.00	886.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
07150 Furniture and Equipment		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - MATERNAL AND INFANT HEALTH	0.00	886.00	0.00	886.00	0.00	885.00	0.00	886.00	0.00	0.00	

SHIRE OF MORAWA  
 SCHEDULE 07 - HEALTH  
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PREVENTATIVE SERVICES - MEAT INSPECTION GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
07300 Other Expenses - Preventative Services		350.00		350.00		116.00		0.00			
<u>OPERATING REVENUE</u>											
07330 Other Income - Preventative Services	350.00		350.00		0.00		0.00				
SUB-TOTAL	350.00	350.00	350.00	350.00	0.00	116.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
07350 Furniture & Equipment		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PREVENTATIVE SERVICES - MEAT INSPECTION	350.00	350.00	350.00	350.00	0.00	116.00	0.00	0.00	0.00	0.00	

SHIRE OF MORAWA  
SCHEDULE 07 - HEALTH  
Financial Statement for Period Ended  
31 October 2020

PREVENTATIVE SERVICES - ADMIN & INSPECTION GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
07400 Administration Allocated		6,392.00		6,392.00		2,128.00		1,977.12	
07401 Employee Expenses - EM		0.00		0.00		0.00		0.00	
07402 Accommodation and Meals		0.00		0.00		0.00		0.00	
07403 Conference /Training - MDEH		0.00		0.00		0.00		0.00	
07404 Vehicle Expenses - MDEH		0.00		0.00		0.00		0.00	
07405 Printing and Stationery		0.00		0.00		0.00		0.00	
07406 Telephone and Electricity		0.00		0.00		0.00		0.00	
07407 Other Expenses - NWHS		0.00		0.00		0.00		0.00	
07408 Secretarial Expenses		0.00		0.00		0.00		0.00	
07409 Statutes and Publications		0.00		0.00		0.00		0.00	
07410 Analytical Expenses		1,250.00		1,250.00		416.00		180.00	
07411 Housing Costs Allocated - Prev Svcs Health		0.00		0.00		0.00		866.38	
07412 Less MDEH alloc to Town Plan		0.00		0.00		0.00		0.00	
07413 Less MDEH alloc to Building Control		0.00		0.00		0.00		0.00	
07414 Depreciation - Health Inspections		0.00		0.00		0.00		0.00	
07415 Loss on Disposal of Asset - Preventative Ser		0.00		0.00		0.00		0.00	
07416 External EHO Services		45,000.00		45,000.00		15,000.00		14,949.30	
07420 COVID-19 Expenditure for Recovery/Allocatic		0.00		0.00		0.00		10,500.00	
<i>Recovered amounts</i>									
07425 COVID-19 Expenditure Recovered/Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
07430 Other Income - Prev Svcs Admin & Inspector	0.00		0.00		0.00		163.64		
07431 Contributions - Prev Svcs Admin & Inspector	0.00		0.00		0.00		0.00		
07432 Profit on Disposal of Assets - Prev Svcs Adm	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>52,642.00</b>	<b>0.00</b>	<b>52,642.00</b>	<b>0.00</b>	<b>17,544.00</b>	<b>163.64</b>	<b>28,472.80</b>	
<b>CAPITAL EXPENDITURE</b>									
07450 Furniture & Equipment Admin		0.00		0.00		0.00		0.00	
07452 Fogger		0.00		0.00		0.00		0.00	
07453 Transfer to COVID-19 Reserve		50,000.00		50,000.00		16,664.00		0.00	▼
07454 Transfer Interest to COVID-19 Reserve		1,469.00		1,469.00		488.00		93.66	
<b>CAPITAL REVENUE</b>									
07470 Proceeds on Asset Disposal - Prev Svcs Adn	0.00		0.00		0.00		0.00		
07471 Realisation on Asset Disposal - Prev Svcs Ac	0.00		0.00		0.00		0.00		
07472 Transfer from COVID 19 Reserve	30,000.00		30,000.00		10,000.00		0.00		
<b>SUB-TOTAL</b>	<b>30,000.00</b>	<b>51,469.00</b>	<b>30,000.00</b>	<b>51,469.00</b>	<b>10,000.00</b>	<b>17,152.00</b>	<b>0.00</b>	<b>93.66</b>	
<b>TOTAL - PREVENTATIVE SERVICES - ADMIN &amp; INSPECTION</b>	<b>30,000.00</b>	<b>104,111.00</b>	<b>30,000.00</b>	<b>104,111.00</b>	<b>10,000.00</b>	<b>34,696.00</b>	<b>163.64</b>	<b>28,566.46</b>	



SHIRE OF MORAWA  
SCHEDULE 07 - HEALTH  
Financial Statement for Period Ended  
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PREVENTATIVE SERVICES - PEST CONTROL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
07500 Admin Allocated - Pest Control		3,660.00		3,660.00		1,220.00		1,817.46	
07501 Other Expenses - Pest Control		4,495.00		4,495.00		224.00		611.01	
<u>OPERATING REVENUE</u>									
07530 Other Income - Pest Control	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	8,155.00	0.00	8,155.00	0.00	1,444.00	0.00	2,428.47	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PREVENTATIVE SERVICES - PEST CONTROL	0.00	8,155.00	0.00	8,155.00	0.00	1,444.00	0.00	2,428.47	

SHIRE OF MORAWA  
SCHEDULE 07 - HEALTH  
Financial Statement for Period Ended  
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OTHER HEALTH GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
07700 Admin Allocated - Other Health		12,547.00		12,547.00		4,180.00		4,571.61	
07701 Ambulance/Emergency Services		556.00		556.00		190.00		431.09	
07702 Drs Surgery Maintenance									Jobs
<b>B7702 Drs Surgery Maintenance</b>		<b>16,965.00</b>		<b>16,965.00</b>		<b>5,858.00</b>		<b>17,125.72</b>	
07703 Drs Surgery Operating Exp		15,047.00		15,047.00		5,414.00		846.00	
07704 Drs Vehicle Allowance		20,000.00		20,000.00		6,664.00		5,000.00	
07705 Drs Surgery Cleaning									Jobs
<b>B07705 Drs Surgery Cleaning</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
07706 Doctor Office Expenses		26,000.00		26,000.00		8,664.00		15,255.72	
07707 Regn Fees (Medical Board)		4,000.00		4,000.00		0.00		0.00	
07708 DO NOT USE Furniture & Equipment		0.00		0.00		0.00		0.00	
07709 Housing Costs Allocated - Other Health		7,546.00		7,546.00		2,512.00		2,479.93	
07710 Telephone - Medical Centre		4,500.00		4,500.00		1,500.00		1,170.41	
07711 Other Expenses - Other Health		5,100.00		5,100.00		1,020.00		0.00	
07712 Depreciation - Oth Health		13,792.00		13,792.00		4,596.00		4,596.88	
07713 Loss on Disposal of Assets - Other Health		0.00		0.00		0.00		0.00	
07714 Old Hospital Building									Jobs
<b>B07714 Old Hospital Building Maintenance/Operations</b>		<b>17,076.00</b>		<b>17,076.00</b>		<b>6,139.00</b>		<b>15,482.44</b>	
07715 Salary & Wages		0.00		0.00		0.00		0.00	
07716 Superannuation		0.00		0.00		0.00		0.00	
07717 Contribution to Mobile Dental Clinic		0.00		0.00		0.00		0.00	
07718 RFDS Dental Accommodation		5,000.00		5,000.00		1,664.00		0.00	
07719 DO NOT USE - Medicare - Payments Dr Risi		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
07730 Other Income - Other Health	13,500.00		13,500.00		3,375.00		1,236.45		
07731 Grants - Drs House and Surgery	0.00		0.00		0.00		0.00		
07732 Profit on Disposal of Assets - Other Health	0.00		0.00		0.00		0.00		
07733 Medicare Receipts	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>13,500.00</b>	<b>148,129.00</b>	<b>13,500.00</b>	<b>148,129.00</b>	<b>3,375.00</b>	<b>48,401.00</b>	<b>1,236.45</b>	<b>66,959.80</b>	
<b>CAPITAL EXPENDITURE</b>									
07451 Plant & Equipment		0.00		0.00		0.00		0.00	
07750 Furniture & Equipment - Other Health		0.00		0.00		0.00		0.00	
07751 Plant & Equipment - Other Health		0.00		0.00		0.00		0.00	
07755 Land & Bldgs - Dr's Surgery Upgrade		0.00		0.00		0.00		0.00	
07760 Land & Bldgs - Dr's Residence		0.00		0.00		0.00		0.00	
07765 Purchase Plant & Equipment - Doc's Vehicle		0.00		0.00		0.00		0.00	
07766 Transfer Interest to Old Hospital Reserve		0.00		0.00		0.00		0.00	
07767 Transfer to Old Hospital Reserve		50,000.00		50,000.00		16,664.00		0.00	▼
<b>CAPITAL REVENUE</b>									
07761 Transfer from Plant Reserve - Other Health	0.00		0.00		0.00		0.00		
07762 Proceeds on Asset Disposal - Other Health	0.00		0.00		0.00		0.00		
07763 Realisation on Asset Disposal - Other Health	0.00		0.00		0.00		0.00		
07764 Transfer from Old Hospital Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>16,664.00</b>	<b>0.00</b>	<b>0.00</b>	

SHIRE OF MORAWA  
 SCHEDULE 07 - HEALTH  
 Financial Statement for Period Ended  
 31 October 2020

OTHER HEALTH GL # <span style="color: red;">JOB #</span>	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL - OTHER HEALTH	13,500.00	198,129.00	13,500.00	198,129.00	3,375.00	65,065.00	1,236.45	66,959.80	

SHIRE OF MORAWA  
 SCHEDULE 08 - EDUCATION & WELFARE  
 Financial Statement for Period Ended  
 31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Other Education		4,128.00		4,128.00		1,376.00		2,724.88	
Care of Families & Children		30,972.00		30,972.00		9,943.00		4,975.45	
Aged & Disabled - Senior Citizens		0.00		0.00		0.00		0.00	
Other Welfare		173,662.82		173,662.82		58,303.00		58,078.34	
<u>OPERATING REVENUE</u>									
Other Education	0.00		0.00		0.00		0.00		
Care of Families & Children	2,420.00		2,420.00		804.00		1,184.44		
Aged & Disabled - Senior Citizens	0.00		0.00		0.00		0.00		
Other Welfare	7,750.00		7,750.00		1,580.00		60.00		
SUB-TOTAL	10,170.00	208,762.82	10,170.00	208,762.82	2,384.00	69,622.00	1,244.44	65,778.67	
<u>CAPITAL EXPENDITURE</u>									
Other Education		0.00		0.00		0.00		0.00	
Care of Families & Children		0.00		0.00		0.00		0.00	
Aged & Disabled - Senior Citizens		0.00		0.00		0.00		0.00	
Other Welfare		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
Other Education	0.00		0.00		0.00		0.00		
Care of Families & Children	0.00		0.00		0.00		0.00		
Aged & Disabled - Senior Citizens	0.00		0.00		0.00		0.00		
Other Welfare	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	10,170.00	208,762.82	10,170.00	208,762.82	2,384.00	69,622.00	1,244.44	65,778.67	

SHIRE OF MORAWA  
 SCHEDULE 08 - EDUCATION & WELFARE  
 Financial Statement for Period Ended  
 31 October 2020

OTHER EDUCATION GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
08200 Admin Allocated - Oth Education		4,128.00		4,128.00		1,376.00		1,334.88	
08201 Educ/Officer's Employee Expenses		0.00		0.00		0.00		0.00	
08202 Educ/ Officer's Insurance		0.00		0.00		0.00		1,390.00	
08205 Education - Oth Exp.		0.00		0.00		0.00		0.00	
08210 MEA Consultancy		0.00		0.00		0.00		0.00	
08212 Old Hospital Expenditure (USE B07714) <span style="color: red;">Jobs</span>									
<span style="color: red;">B8212 Do Not Use - Use B07714</span>		<span style="color: red;">0.00</span>		<span style="color: red;">0.00</span>		<span style="color: red;">0.00</span>		<span style="color: red;">0.00</span>	
08215 Depreciation - Oth Education		0.00		0.00		0.00		0.00	
08216 Industry Training Centre Expenditure		0.00		0.00		0.00		0.00	
08220 Ramit Project Expenses		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
08230 Other Income - Other Education	0.00		0.00		0.00		0.00		
08231 Contributions/Grants	0.00		0.00		0.00		0.00		
08232 RAMIT Grant	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	4,128.00	0.00	4,128.00	0.00	1,376.00	0.00	2,724.88	
<u>CAPITAL EXPENDITURE</u>									
08250 Purchase Furniture & Equipment - Other Edu		0.00		0.00		0.00		0.00	
08251 Transfer to Reserves - Other Education		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
08270 Transfer from Reserve Funds	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER EDUCATION	0.00	4,128.00	0.00	4,128.00	0.00	1,376.00	0.00	2,724.88	

SHIRE OF MORAWA  
 SCHEDULE 08 - EDUCATION & WELFARE  
 Financial Statement for Period Ended  
 31 October 2020

CARE OF FAMILIES & CHILDREN GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
08300 Other Expenses - Families & Children		0.00		0.00		0.00		0.00			
08301 Building Mtce - Day Care Centre											
B8301 Building Maintenance - Child Care Centre - Old Building		17,208.00		17,208.00		5,459.00		1,628.67			
B8302 Building Mtce - Child Care Centre - Transportable		5,869.00		5,869.00		1,856.00		688.55			
08305 Depreciation - Child Care		7,895.00		7,895.00		2,628.00		2,658.23			
08306 Administration Allocated to Child Care		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
08302 Other Income - Care of Families & Children	2,420.00		2,420.00		804.00		1,184.44				
SUB-TOTAL	2,420.00	30,972.00	2,420.00	30,972.00	804.00	9,943.00	1,184.44	4,975.45		0.00	0.00
<u>CAPITAL EXPENDITURE</u>											
08350 Furniture & Equipment - Care		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL - CARE OF FAMILIES & CHILDREN	2,420.00	30,972.00	2,420.00	30,972.00	804.00	9,943.00	1,184.44	4,975.45		0.00	0.00

SHIRE OF MORAWA  
SCHEDULE 08 - EDUCATION & WELFARE  
Financial Statement for Period Ended  
31 October 2020

OTHER WELFARE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
08600 Admin Allocated - Oth Welfare		16,506.00		16,506.00		5,500.00		10,801.11			15,079.70
08601 Family Counsellor Housing		0.00		0.00		0.00		0.00			
08602 Com/Dev Officer Employee Expenses		72,611.10		72,611.10		25,132.00		26,336.85			
08603 Housing Costs Allocated - Other Welfare		0.00		0.00		0.00		0.00			
08604 Vehicle and Insurance - Oth Welfare		0.00		0.00		0.00		0.00			
08605 Youth Development Projects		30,000.00		30,000.00		10,000.00		7,280.25			
08606 Youth Centre Other Equipment		9,000.00		9,000.00		3,000.00		2,725.45			
08607 Youth Officer other exp		5,000.00		5,000.00		1,664.00		0.00			
08608 Depreciation - Oth Welfare		7,720.00		7,720.00		2,572.00		2,599.28			
08609 Maintenance - Youth Centre											
<b>B8609 Operation &amp; Maintenance Of Youth Centre</b>		<b>32,325.72</b>		<b>32,325.72</b>		<b>10,271.00</b>		<b>8,335.40</b>			
08610 Loss on Disposal of Assets - Other Welfare		0.00		0.00		0.00		0.00			
08611 Morawa Blue Tree Project		500.00		500.00		164.00		0.00			
08612 Morawa District High School band		0.00		0.00		0.00		0.00			
<b>OPERATING REVENUE</b>											
08630 Other Income - Other Welfare	0.00		0.00		0.00		60.00				
08631 Blue Tree Project	250.00		250.00		80.00		0.00				
08660 Grants - Roadwise Youth Safety	0.00		0.00		0.00		0.00				
08661 Grant Income - Youth Centre	7,500.00		7,500.00		1,500.00		0.00				
08662 Morawa DHSchool - Brass Band Sponsorshij	0.00		0.00		0.00		0.00				
<b>SUB-TOTAL</b>	<b>7,750.00</b>	<b>173,662.82</b>	<b>7,750.00</b>	<b>173,662.82</b>	<b>1,580.00</b>	<b>58,303.00</b>	<b>60.00</b>	<b>58,078.34</b>	<b>0.00</b>	<b>15,079.70</b>	
<b>CAPITAL EXPENDITURE</b>											
08650 Furniture & Equip - Other Welfare		0.00		0.00		0.00		0.00			
08655 Land & Bldgs - Other Welfare											
<b>YC8655 Youth Centre Grant</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>			
08656 Plant & Equip Youth Dev. Officer		0.00		0.00		0.00		0.00			
08657 Transfer to Reserve - Other Welfare		0.00		0.00		0.00		0.00			
<b>CAPITAL REVENUE</b>											
08670 Proceeds on Asset Disposal - Other Welfare	0.00		0.00		0.00		0.00				
08671 Realisation on Asset Disposal - Other Welfare	0.00		0.00		0.00		0.00				
08672 Transfer from Reserves - Other Welfare	0.00		0.00		0.00		0.00				
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - OTHER WELFARE</b>	<b>7,750.00</b>	<b>173,662.82</b>	<b>7,750.00</b>	<b>173,662.82</b>	<b>1,580.00</b>	<b>58,303.00</b>	<b>60.00</b>	<b>58,078.34</b>	<b>0.00</b>	<b>15,079.70</b>	

SHIRE OF MORAWA  
SCHEDULE 09 - HOUSING  
Financial Statement for Period Ended  
31 October 2020

**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Staff Housing		95,452.00		95,452.00		24,895.00		37,873.43	▲
Other Housing		116,033.00		116,033.00		44,063.00		23,437.37	
Aged Housing		52,472.00		52,472.00		16,810.00		18,946.13	
<u>OPERATING REVENUE</u>									
Staff Housing	7,500.00		7,500.00		2,500.00		1,961.36		
Other Housing	32,460.00		32,460.00		10,820.00		9,666.44		
Aged Housing	73,320.00		73,320.00		24,428.00		21,074.95		
SUB-TOTAL	113,280.00	263,957.00	113,280.00	263,957.00	37,748.00	85,768.00	32,702.75	80,256.93	
<u>CAPITAL EXPENDITURE</u>									
Staff Housing		35,247.01		35,247.01		396.00		76.39	
Other Housing		0.00		0.00		0.00		0.00	
Aged Housing		26,433.00		26,433.00		8,804.00		91.47	
<u>CAPITAL REVENUE</u>									
Staff Housing	0.00		0.00		0.00		0.00		
Other Housing	0.00		0.00		0.00		0.00		
Aged Housing	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	61,680.01	0.00	61,680.01	0.00	9,200.00	0.00	167.86	
TOTAL - PROGRAMME SUMMARY	113,280.00	325,637.01	113,280.00	325,637.01	37,748.00	94,968.00	32,702.75	80,424.79	



SHIRE OF MORAWA  
SCHEDULE 09 - HOUSING  
Financial Statement for Period Ended  
31 October 2020

STAFF HOUSING GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
09100	Admin Allocated - Staff Housing		46,825.00		46,825.00		15,608.00		21,596.25	
09101	Interest on Loan 135		0.00		0.00		0.00		0.00	
09102	Maint Staff House Lot 8 (2) Lodge St		4,600.00		4,600.00		1,459.00		671.10	
09103	Maint Staff House Lot 375 (20) Barnes Street		35,457.00		35,457.00		11,264.00		4,478.57	
09104	Maint Staff House Lot 377 (24) Barnes Street		10,812.00		10,812.00		3,423.00		2,887.93	
09105	Maint Staff House Lot 347 (11) Broad Avenue		17,839.00		17,839.00		5,664.00		2,469.11	
09106	Maint Staff House Lot 350 (17) Broad Avenue		10,766.00		10,766.00		3,416.00		2,374.31	
09107	Maint Staff House Rserve 3931 Oval House		10,879.00		10,879.00		3,448.00		962.49	
09108	Maint Staff House Lot 372 (7) White Avenue		4,906.00		4,906.00		1,548.00		1,004.87	
09109	Maint Staff House Lot 36 (44) Winfield Street (sh		11,470.00		11,470.00		3,634.00		1,243.02	
09110	Maint Staff House Lot 149 (41) Dreghorn Street		7,904.00		7,904.00		2,505.00		1,543.04	
09111	Maint Staff House 18 A Evans/Richter (Duplex)		9,358.00		9,358.00		2,964.00		2,583.78	
09112	Maint Staff House Lot 2 (45) Solomon Tce		7,610.00		7,610.00		2,406.00		5,603.03	
09113	Maint Staff House 17 Solomon Tce		7,972.00		7,972.00		2,519.00		1,526.51	
09114	Maint Staff House 2 Broad (lot 1&2 Milloy Street)		16,904.00		16,904.00		5,369.00		2,727.33	
09115	Maint Staff House 18B Evans St (Duplex)		13,835.00		13,835.00		4,386.00		1,916.15	
09116	Maint Staff House 41 Solomon Tce Housing Exp		0.00		0.00		0.00		(94.60)	
09117	Maint Staff house 2 Caulfield Street - Swimming		12,619.00		12,619.00		3,997.00		2,405.98	
09118	Maint Staff house Rental 19 Broad Avenue (Do		0.00		0.00		0.00		0.00	
09119	Main Staff House - 24 Harley Street - (CEO)		8,949.00		8,949.00		2,829.00		2,037.34	
09120	Depreciation - St Housing		48,627.00		48,627.00		16,208.00		16,371.78	
09121	Loss on Disposal of Assets - Staff Housing		0.00		0.00		0.00		0.00	
09122	Interest on Loan 136 24 Harley Street		11,383.21		11,383.21		0.00		(1,517.11)	
<i>Recovered amounts</i>										
09199	Less Staff Housing Costs Recovered		(203,263.21)		(203,263.21)		(67,752.00)		(34,917.45)	▼
<b>OPERATING REVENUE</b>										
09130	Housing Rental Income	0.00		0.00		0.00		0.00		
09131	Reimbursements - Staff Housing	7,500.00		7,500.00		2,500.00		1,961.36		
09132	Reimbursements Income Cnr Evans/Solomon Tc	0.00		0.00		0.00		0.00		
09133	Contributions - Staff Housing	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>7,500.00</b>	<b>95,452.00</b>	<b>7,500.00</b>	<b>95,452.00</b>	<b>2,500.00</b>	<b>24,895.00</b>	<b>1,961.36</b>	<b>37,873.43</b>	
<b>CAPITAL EXPENDITURE</b>										
09142	Blding Reserve Interest ex Muni		1,198.00		1,198.00		396.00		76.39	
09150	Purchase Furniture & Equipment - Staff Housing		0.00		0.00		0.00		0.00	
09151	Purchase Land & Buildings - Staff Housing									Jobs
09152	Transfer to Reserves - Staff Housing		20,000.00		20,000.00		0.00		0.00	
09160	Principal Repayments on Loan 135		0.00		0.00		0.00		0.00	
09261	Principal Repayments Loan 134		0.00		0.00		0.00		0.00	
09263	Principal Loan Repayments Loan 136 24 Harley		14,049.01		14,049.01		0.00		0.00	
<b>CAPITAL REVENUE</b>										
09155	Transfer From Building Reserve	0.00		0.00		0.00		0.00		
09660	Loan Proceeds - Staff Housing	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>35,247.01</b>	<b>0.00</b>	<b>35,247.01</b>	<b>0.00</b>	<b>396.00</b>	<b>0.00</b>	<b>76.39</b>	

SHIRE OF MORAWA  
 SCHEDULE 09 - HOUSING  
 Financial Statement for Period Ended  
 31 October 2020

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
STAFF HOUSING									Comments
GL # JOB #									
TOTAL - STAFF HOUSING	7,500.00	130,699.01	7,500.00	130,699.01	2,500.00	25,291.00	1,961.36	37,949.82	

SHIRE OF MORAWA  
SCHEDULE 09 - HOUSING  
Financial Statement for Period Ended  
31 October 2020

OTHER HOUSING GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
09200 Administration Allocation - Oth Housing		43,169.00		43,169.00		14,388.00		16,329.54	
09201 Maint Single Units Jobs									
B9201A Operation And Maintenance Of Unit 1 Lot 55 Dreghorn Street		6,242.00		6,242.00		1,971.00		536.60	
B9201B Operation And Maintenance Of Unit 2 Lot 55 Dreghorn Street		5,429.00		5,429.00		1,712.00		321.57	
B9201C Operation And Maintenance Of Unit 3 Lot 55 Dreghorn Street		4,392.00		4,392.00		1,380.00		321.58	
B9203 Do Not Use		0.00		0.00		0.00		0.00	
B9204 Do Not Use		0.00		0.00		0.00		0.00	
B9205 Do Not Use		0.00		0.00		0.00		0.00	
B9206 Do Not Use		0.00		0.00		0.00		0.00	
09202 Do Not Use - (See 09117) Maint Doc Residence Jobs									
B9207 Do Not Use		0.00		0.00		0.00		0.00	
09203 Do Not use see 09115 Jobs									
B9202 Do Not Use - See 09115		0.00		0.00		0.00		0.00	
09204 Maint Lot 345 Grove Street (GEHA) Jobs									
B9208 Maintenance Lot 345 Grove Street		6,272.00		6,272.00		1,982.00		1,252.68	
09205 Maint Staff House 78 Yewers Avenue Jobs									
B9210 Maintenance 78 Yewers Avenue		6,674.00		6,674.00		2,102.00		1,694.07	
09206 Lot 197 (67) Millroy Street		0.00		0.00		0.00		0.00	
09207 Rental - 40 Broad Avenue (Use 09115)		0.00		0.00		0.00		0.00	
09208 Other Expenses - Other Housing		35,000.00		35,000.00		17,500.00		0.00	▼
09209 Maint Doc Residence Waddilove Street Jobs									
B9209 Doc'S Waddilove Street House Mtce		7,546.00		7,546.00		2,592.00		2,479.93	
09220 Loan 138 Interest - Doctor's House		0.00		0.00		0.00		0.00	
09221 Loan 133 Interest - GEHA Housing		0.00		0.00		0.00		0.00	
09223 Depreciation - Oth Housing		8,855.00		8,855.00		2,948.00		2,981.33	
09224 Loan 134 Interest - 2 Broad St		0.00		0.00		0.00		0.00	
<b>Recovered amounts</b>									
09222 Less Other Housing Recovered		(7,546.00)		(7,546.00)		(2,512.00)		(2,479.93)	
<b>OPERATING REVENUE</b>									
09230 Income from Single Units	15,000.00		15,000.00		5,000.00		3,915.00		
09231 Income from 18B Evans/Richter (Duplex)	0.00		0.00		0.00		0.00		
09232 Income from Lot 345 Grove Street (GEHA)	17,160.00		17,160.00		5,720.00		5,751.44		
09233 Income from Lot 78 Yewers	300.00		300.00		100.00		0.00		
09234 Income from Doctors Residence	0.00		0.00		0.00		0.00		
09235 Rental 18A Evans Street	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>32,460.00</b>	<b>116,033.00</b>	<b>32,460.00</b>	<b>116,033.00</b>	<b>10,820.00</b>	<b>44,063.00</b>	<b>9,666.44</b>	<b>23,437.37</b>	
<b>CAPITAL EXPENDITURE</b>									
09250 Purchase Furniture & Equipment - Other Housing		0.00		0.00		0.00		0.00	
09251 Purchase Land & Buildings - Other Housing Jobs									
09260 Principal Repayments Loan 133		0.00		0.00		0.00		0.00	
09262 Principal Loan Repayments Loan 138 Doctor's H		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

SHIRE OF MORAWA  
 SCHEDULE 09 - HOUSING  
 Financial Statement for Period Ended  
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OTHER HOUSING GL # <span style="color: red;">JOB #</span>	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL - OTHER HOUSING	32,460.00	116,033.00	32,460.00	116,033.00	10,820.00	44,063.00	9,666.44	23,437.37	

SHIRE OF MORAWA  
SCHEDULE 09 - HOUSING  
Financial Statement for Period Ended  
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AGED HOUSING GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
09301	AGED HOUSING CONSTRUCTION (not Council)									
	BO9301 **Do Not Use** Aged Care S/Be BO9351		0.00		0.00		0.00		0.00	
09302	Aged Housing Salaries & Wages		0.00		0.00		0.00		0.00	
09303	Aged Housing Superannuation		0.00		0.00		0.00		0.00	
09304	Aged Housing Workers Compensation Insurance		0.00		0.00		0.00		0.00	
09331	Aged Care Units Operations									
	BO9301 Unit 1 - J/V Aged - Yewers Ave Operations		1,399.00		1,399.00		438.00		406.10	
	BO9302 Unit 2 - J/V Aged - Yewers Ave Operations		1,399.00		1,399.00		438.00		406.10	
	BO9303 Unit 3 - J/V Aged - Yewers Ave Operations		1,399.00		1,399.00		438.00		406.10	
	BO9304 Unit 4 - J/V Aged - Yewers Ave Operations		1,400.00		1,400.00		438.00		407.10	
	BO9305 Unit 5 - Aged - Yewers Ave Operations		1,429.00		1,429.00		447.00		436.60	
	BO9306 Unit 6 - Aged - Yewers Ave Operations		1,429.00		1,429.00		447.00		713.48	
	BO9307 Unit 7 - Aged - Yewers Ave Operations		1,429.00		1,429.00		447.00		436.60	
	BO9308 Unit 8 - Aged - Yewers Ave Operations		1,429.00		1,429.00		447.00		554.92	
	BO9309 Unit 9 - Aged - Yewers Ave Operations		1,428.00		1,428.00		446.00		887.93	
	BO9320 Common - Aged - Yewers Ave Operations		1,150.00		1,150.00		357.00		5,139.00	
09332	Reimbursements - Aged Persons Units		0.00		0.00		0.00		0.00	
09333	Aged Care Units Maintenance									
	BM9301 Unit 1 - J/V Aged - Yewers Ave Maintenance		1,769.00		1,769.00		554.00		0.00	
	BM9302 Unit 2 - J/V Aged - Yewers Ave Maintenance		1,769.00		1,769.00		554.00		388.10	
	BM9303 Unit 3 - J/V Aged - Yewers Ave Maintenance		2,133.00		2,133.00		667.00		187.00	
	BM9304 Unit 4 - J/V Aged - Yewers Ave Maintenance		2,033.00		2,033.00		637.00		0.00	
	BM9305 Unit 5 - Aged - Yewers Ave Maintenance		1,983.00		1,983.00		622.00		323.11	
	BM9306 Unit 6 - Aged - Yewers Ave Maintenance		1,769.00		1,769.00		554.00		225.00	
	BM9307 Unit 7 - Aged - Yewers Ave Maintenance		1,055.00		1,055.00		325.00		0.00	
	BM9308 Unit 8 - Aged - Yewers Ave Maintenance		1,405.00		1,405.00		436.00		159.09	
	BM9309 Unit 9 - Aged - Yewers Ave Maintenance		2,133.00		2,133.00		667.00		0.00	
	BM9320 Common - Aged - Yewers Ave Maintenance		2,989.00		2,989.00		939.00		1,280.80	
09350	Depreciation - Aged Housing		19,543.00		19,543.00		6,512.00		6,589.10	
<b>OPERATING REVENUE</b>										
09330	Grants/Contributions Aged Care	0.00		0.00		0.00		0.00		
09335	Aged Care Unit 1 Income	7,000.00		7,000.00		2,332.00		2,788.68		
09336	Aged Care Unit 2 Income	5,800.00		5,800.00		1,932.00		2,007.00		
09337	Aged Care Unit 3 Income	7,000.00		7,000.00		2,332.00		1,785.00		
09338	Aged Care Unit 4 Income	6,720.00		6,720.00		2,240.00		2,240.00		
09339	Aged Care Unit 5 Income	7,800.00		7,800.00		2,600.00		2,700.00		
09340	Aged Care Unit 6 Income	13,000.00		13,000.00		4,332.00		4,643.59		
09341	Aged Care Unit 7 Income	6,500.00		6,500.00		2,164.00		0.00		
09342	Aged Care Unit 8 Income	6,500.00		6,500.00		2,164.00		0.00		
09343	Aged Care Unit 9 Income	13,000.00		13,000.00		4,332.00		4,910.68		
<b>SUB-TOTAL</b>		<b>73,320.00</b>	<b>52,472.00</b>	<b>73,320.00</b>	<b>52,472.00</b>	<b>24,428.00</b>	<b>16,810.00</b>	<b>21,074.95</b>	<b>18,946.13</b>	
<b>CAPITAL EXPENDITURE</b>										
09351	Purchase Land & Buildings - Aged Housing									
09352	Transfer to Shire Aged Housing Reserve - units t		25,000.00		25,000.00		8,332.00		0.00	
09353	Trsfr Interest to Shire Aged Housing Reserve - ur		99.00		99.00		32.00		6.35	
09354	Transfer to J/V Aged Housing Reserve - ex MCC		0.00		0.00		0.00		0.00	
09355	Trsfr Interest to J/V Aged Housing Reserve - ex I		740.00		740.00		244.00		47.21	

SHIRE OF MORAWA  
SCHEDULE 09 - HOUSING  
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AGED HOUSING GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
09356	Trsf to Shire Aged Housing Reserve - Unit 5		0.00		0.00		0.00		37.91	
09357	Tsfr Interest to Shire Aged Housing Reserve - Ur		594.00		594.00		196.00		0.00	
09358	Purchase Land - Aged housing									
	B09345 Lots 558 & 559 Yewers Street		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>										
09370	Transfer from Shire Aged Housing Reserve - Uni	0.00		0.00		0.00		0.00		
09371	Transfer from J/V Aged Housing Reserve - ex M	0.00		0.00		0.00		0.00		
09372	Transfer from Aged Housing Reserve - Unit 5	0.00		0.00		0.00		0.00		
SUB-TOTAL		0.00	26,433.00	0.00	26,433.00	0.00	8,804.00	0.00	91.47	
TOTAL - AGED HOUSING		73,320.00	78,905.00	73,320.00	78,905.00	24,428.00	25,614.00	21,074.95	19,037.60	

SHIRE OF MORAWA  
SCHEDULE 10 - COMMUNITY AMENITIES  
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**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Sanitation - Household Refuse		218,947.00	218,947.00	218,947.00	74,155.00	74,155.00	39,519.78	39,519.78	▼
Sanitation - Other		103,806.00	103,806.00	103,806.00	26,112.00	26,112.00	16,047.78	16,047.78	▼
Sewerage		152,181.00	152,181.00	152,181.00	51,631.00	51,631.00	35,382.64	35,382.64	▼
Urban Stormwater Drainage		10,872.00	10,872.00	10,872.00	3,751.00	3,751.00	1,053.76	1,053.76	
Protection Of Environment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Town Planning & Regional Development		47,798.00	47,798.00	47,798.00	15,928.00	15,928.00	6,132.71	6,132.71	
Other Community Amenities		130,113.12	130,113.12	130,113.12	43,123.00	43,123.00	24,972.86	24,972.86	▼
<u>OPERATING REVENUE</u>									
Sanitation - Household Refuse	106,528.24		106,528.24		105,948.00		103,038.18		
Sanitation - Other	75,242.51		75,242.51		74,992.00		67,235.00		
Sewerage	259,001.69		259,001.69		258,001.00		256,540.72		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		
Protection Of Environment	0.00		0.00		0.00		0.00		
Town Planning & Regional Development	3,500.00		3,500.00		1,164.00		147.00		
Other Community Amenities	5,200.00		5,200.00		1,728.00		5,597.73		
<b>SUB-TOTAL</b>	<b>449,472.44</b>	<b>663,717.12</b>	<b>449,472.44</b>	<b>663,717.12</b>	<b>441,833.00</b>	<b>214,700.00</b>	<b>432,558.63</b>	<b>123,109.53</b>	
<u>CAPITAL EXPENDITURE</u>									
Sanitation - Household Refuse		50,000.00	50,000.00	50,000.00	16,664.00	16,664.00	0.00	0.00	▼
Sanitation - Other		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sewerage		82,335.00	82,335.00	82,335.00	776.00	776.00	148.90	148.90	
Urban Stormwater Drainage		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Protection Of Environment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Town Planning & Regional Development		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Community Amenities		10,500.00	10,500.00	10,500.00	0.00	0.00	0.00	0.00	
<u>CAPITAL REVENUE</u>									
Sanitation - Household Refuse	0.00		0.00		0.00		0.00		
Sanitation - Other	0.00		0.00		0.00		0.00		
Sewerage	0.00		0.00		0.00		0.00		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		
Protection Of Environment	0.00		0.00		0.00		0.00		
Town Planning & Regional Development	0.00		0.00		0.00		0.00		
Other Community Amenities	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>142,835.00</b>	<b>0.00</b>	<b>142,835.00</b>	<b>0.00</b>	<b>17,440.00</b>	<b>0.00</b>	<b>148.90</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>449,472.44</b>	<b>806,552.12</b>	<b>449,472.44</b>	<b>806,552.12</b>	<b>441,833.00</b>	<b>232,140.00</b>	<b>432,558.63</b>	<b>123,258.43</b>	

SHIRE OF MORAWA  
SCHEDULE 10 - COMMUNITY AMENITIES  
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SANITATION - HOUSEHOLD REFUSE GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
10100	Administration Allocation - Sanitation		32,288.00		32,288.00		10,760.00		10,763.57	
10101	Domestic Refuse Collection		32,500.00		32,500.00		11,250.00		7,326.50	
10102	Tip Maintenance Costs									Jobs
	10102 Tip Maintenance Costs - Morawa		36,448.00		36,448.00		12,610.00		8,170.95	
	10103 Tip Maintenance - Guttha		0.00		0.00		0.00		0.00	
	10104 Tip Maintenance - Canna		2,500.00		2,500.00		864.00		0.00	
10103	Tip Maintenance - Guttha		0.00		0.00		0.00		0.00	
10104	Tip Maintenance - Canna		0.00		0.00		0.00		0.00	
10105	Street Bins Collected		5,000.00		5,000.00		1,664.00		1,075.69	
10106	Purchase bins for Resale		1,500.00		1,500.00		750.00		0.00	
10107	Depreciation - Sanitation Refuse		10,862.00		10,862.00		3,620.00		3,657.09	
10108	Salaries & Wages - Sanitation-H/Hold Refuse		0.00		0.00		0.00		0.00	
10109	Superannuation - Sanitation-H/Hold Refuse		0.00		0.00		0.00		0.00	
10110	Refuse/Transfer Stn Office Maintenance		2,849.00		2,849.00		973.00		122.00	
10111	Housing Costs Allocated - Sanitation Househ		0.00		0.00		0.00		0.00	
10112	External Refuse Services (MEEDAC)		95,000.00		95,000.00		31,664.00		7,131.25	▼
10113	Opex New Landfill Site Investigations		0.00		0.00		0.00		1,272.73	
<b>OPERATING REVENUE</b>										
10130	Domestic Rubbish Collection Charges	105,664.60		105,664.60		105,664.00		102,700.00		
10131	Sale of Bins	363.64		363.64		120.00		272.73		
10132	Refuse Site Dumping Charges	500.00		500.00		164.00		65.45		
10133	Contribution Income - Sanitation Household F	0.00		0.00		0.00		0.00		
SUB-TOTAL		106,528.24	218,947.00	106,528.24	218,947.00	105,948.00	74,155.00	103,038.18	39,519.78	
<b>CAPITAL EXPENDITURE</b>										
10150	Purchase Plant & Equipment - Sanitation - Ht		0.00		0.00		0.00		0.00	
10151	Infrastructure Other - Sanitation Household R									Jobs
10152	Transfer to Refuse Transfer Station Reserve		0.00		0.00		0.00		0.00	
10153	Transfer Interest to Refuse Transfer Station F		0.00		0.00		0.00		0.00	
10154	PURCHASE BUILDINGS - SANITATION - Ht									Jobs
	B10154 Refuse Transfer Station - Canna		0.00		0.00		0.00		0.00	
10155	PURCHASE LAND - SANITATION - HOUSE									Jobs
	B10155 Purchase Land For New Waste Site		0.00		0.00		0.00		0.00	
10156	Transfer Interest to Jones Lake Rd Rehabilit		0.00		0.00		0.00		0.00	
10157	Transfer to Jones Lake Rd Rehabilitation Res		50,000.00		50,000.00		16,664.00		0.00	▼
<b>CAPITAL REVENUE</b>										
10140	Transfer from Refuse Transfer Station	0.00		0.00		0.00		0.00		
10141	Transfer from Jones Lake Rd Rehabilitation F	0.00		0.00		0.00		0.00		
SUB-TOTAL		0.00	50,000.00	0.00	50,000.00	0.00	16,664.00	0.00	0.00	
TOTAL - SANITATION - HOUSEHOLD REFUSE		106,528.24	268,947.00	106,528.24	268,947.00	105,948.00	90,819.00	103,038.18	39,519.78	



SHIRE OF MORAWA  
 SCHEDULE 10 - COMMUNITY AMENITIES  
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SANITATION - OTHER GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
10200 Administration Allocated - Oth Sanitation		13,325.00		13,325.00		4,440.00		3,953.77	
10201 Drummuster Expenses		0.00		0.00		0.00		0.00	
10202 Commercial Refuse Collection		40,000.00		40,000.00		13,843.00		9,760.55	
10203 Town Clean Days		10,197.00		10,197.00		2,549.00		458.91	
10204 Litter Control Expenses - Other		15,284.00		15,284.00		5,280.00		1,874.55	
10205 Waste Management Strategy		25,000.00		25,000.00		0.00		0.00	
10206 Cardboard Bailing		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
10230 Income Relating to Drummuster & Sale of Sc	250.00		250.00		0.00		0.00		
10231 Commercial Rubbish Collection Charges	73,492.51		73,492.51		73,492.00		67,235.00		
10232 Waste Levy	0.00		0.00		0.00		0.00		
10233 Refuse Charges - Transfer Station	0.00		0.00		0.00		0.00		
10234 Grant Income - Waste Management Project	0.00		0.00		0.00		0.00		
10235 Reimbursements - Sanitation	1,500.00		1,500.00		1,500.00		0.00		
SUB-TOTAL	75,242.51	103,806.00	75,242.51	103,806.00	74,992.00	26,112.00	67,235.00	16,047.78	
<u>CAPITAL EXPENDITURE</u>									
10250 Purchase Plant & Equipment - Sanitation - O		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - SANITATION - OTHER	75,242.51	103,806.00	75,242.51	103,806.00	74,992.00	26,112.00	67,235.00	16,047.78	

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SCHEDULE 10 - COMMUNITY AMENITIES  
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SEWERAGE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
10300 Administration Allocated - Sewerage		11,632.00		11,632.00		3,876.00		2,324.53	
10301 Sewerage Scheme Maintenance									
B10301 Sewerage Scheme Maintenance		72,222.00		72,222.00		24,983.00		9,887.40	
10302 Sewerage Audit & License Fees		0.00		0.00		0.00		0.00	
10303 Depreciation - Sewerage		68,327.00		68,327.00		22,772.00		23,170.71	
<b>OPERATING REVENUE</b>									
10330 Vacant Land Sewerage Fees	8,754.32		8,754.32		8,754.00		8,754.32		
10331 Mining Sewerage Fees	0.00		0.00		0.00		0.00		
10332 First Major Fixed Sewerage Fees (Non Rate)	10,571.00		10,571.00		10,571.00		9,610.00		
10333 Additional Major Fixture Sewerage Fees (Nor	38,916.00		38,916.00		38,916.00		38,916.00		
10334 Residential Sewerage Fees	162,409.37		162,409.37		162,409.00		162,409.37		
10335 Commercial Sewerage Fees	36,851.00		36,851.00		36,851.00		36,851.03		
10336 Grant Income Sewerage	0.00		0.00		0.00		0.00		
10337 Liquid Waste Disposal	0.00		0.00		0.00		0.00		
10338 Contributions to Sewerage	1,500.00		1,500.00		500.00		0.00		
SUB-TOTAL	259,001.69	152,181.00	259,001.69	152,181.00	258,001.00	51,631.00	256,540.72	35,382.64	
<b>CAPITAL EXPENDITURE</b>									
10304 Transfer reserve interest ex muni (Sewerage		2,335.00		2,335.00		776.00		148.90	
10314 Transfer to Reserve - Sewerage		50,000.00		50,000.00		0.00		0.00	
10324 Sewerage Upgrade (DO NOT USE - SEE 10)		0.00		0.00		0.00		0.00	
10325 Sewerage Upgrade		30,000.00		30,000.00		0.00		0.00	
10350 Purchase Plant & Equipment - Sewerage		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
10340 TRANSFERS EX RESERVE	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	82,335.00	0.00	82,335.00	0.00	776.00	0.00	148.90	
TOTAL - SEWERAGE	259,001.69	234,516.00	259,001.69	234,516.00	258,001.00	52,407.00	256,540.72	35,531.54	

SHIRE OF MORAWA  
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URBAN STORMWATER DRAINAGE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u> 10400 Expenses Relating to Urban Stormwater Drainage		10,872.00		10,872.00		3,751.00		1,053.76	
<u>OPERATING REVENUE</u> 10401 Income Relating to Urban Stormwater Drainage	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	10,872.00	0.00	10,872.00	0.00	3,751.00	0.00	1,053.76	
<u>CAPITAL EXPENDITURE</u> 10450 Purchase Plant & Equipment - Urban Stormwater		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - URBAN STORMWATER DRAINAGE	0.00	10,872.00	0.00	10,872.00	0.00	3,751.00	0.00	1,053.76	

SHIRE OF MORAWA  
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TOWN PLANNING & REGIONAL DEVELOPMENT GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
10600 Administration Allocated - T Planning		34,298.00		34,298.00		11,432.00		5,232.71	
10601 Scheme Review - T Planning		10,000.00		10,000.00		3,332.00		900.00	
10602 Other Expenses - T Planning		3,500.00		3,500.00		1,164.00		0.00	
10603 Expenses Allocated from Health - T Planning		0.00		0.00		0.00		0.00	
10604 Super Towns Planning Expenditure									
ST001 Morawa Supertown Local Planning Strategy		0.00		0.00		0.00		0.00	
ST002 Morawa Supertown Town Centre Urban Desi		0.00		0.00		0.00		0.00	
ST003 Morawa Supertown Omnibus Scheme Amen		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
10630 Income Relating to Town Planning & Regionz	3,500.00		3,500.00		1,164.00		147.00		
10631 Super Towns Planning Income	0.00		0.00		0.00		0.00		
SUB-TOTAL	3,500.00	47,798.00	3,500.00	47,798.00	1,164.00	15,928.00	147.00	6,132.71	
<u>CAPITAL EXPENDITURE</u>									
10650 Purchase Furniture & Equipment - Town Plan		0.00		0.00		0.00		0.00	
10651 Purchase Plant & Equipment - Town Planning		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - TOWN PLANNING & REGIONAL DEVELOPMENT	3,500.00	47,798.00	3,500.00	47,798.00	1,164.00	15,928.00	147.00	6,132.71	

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OTHER COMMUNITY AMENITIES GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
10700	Administration Allocated - Oth Comm Amen		18,569.00		18,569.00		6,188.00		7,017.31	
10701	Expenses Relating to Community Street Stall		4,811.24		4,811.24		1,657.00		380.56	
10702	Maintenance - Public Conveniences - New Al									Jobs
	<b>B10702 Maintenance - Public Conveniences</b>		<b>24,789.84</b>		<b>24,789.84</b>		<b>8,570.00</b>		<b>6,072.70</b>	
10703	Maintenance - Public Conveniences - Info Ba		7,374.04		7,374.04		2,338.00		594.14	
10704	Operation of Cemetery									Jobs
	<b>B10704 Operation Of Cemeteries</b>		<b>30,698.00</b>		<b>30,698.00</b>		<b>10,613.00</b>		<b>2,653.40</b>	
10705	Canna Toilets Maintenance									Jobs
	<b>B10705 Canna Toilets Maintenance</b>		<b>2,500.00</b>		<b>2,500.00</b>		<b>832.00</b>		<b>62.73</b>	
10706	Vacant Town Land Expenses		0.00		0.00		0.00		0.00	
10707	Deep Drainage & Other NRM Expenses		0.00		0.00		0.00		0.00	
10708	Hairdressing Salon Expenditure		4,382.00		4,382.00		1,448.00		854.69	
10709	Frosty's Yard Expenditure		2,056.00		2,056.00		668.00		513.00	
10710	39 Solomon Terrace		1,327.00		1,327.00		436.00		198.91	
10711	Gutha Dam Repairs		1,359.00		1,359.00		1,233.00		0.00	
10712	Canna Dam Repairs		2,720.00		2,720.00		2,470.00		0.00	
10713	Second Hand Shop		0.00		0.00		0.00		0.00	
10714	Community Bus Expenses		7,619.00		7,619.00		2,536.00		3,403.79	
10715	Old Railway Building									Jobs
	<b>B10715 Old Railway Building Maintenance</b>		<b>1,502.00</b>		<b>1,502.00</b>		<b>1,502.00</b>		<b>559.80</b>	
10716	Depreciation - Other Community Services		7,906.00		7,906.00		2,632.00		2,661.83	
10717	Morawa Heritage Inventory		12,500.00		12,500.00		0.00		0.00	
10718	Bond Refund - Community Bus Hire		0.00		0.00		0.00		0.00	
10720	Loss on Disposal of Assets - Other Communi		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>										
10730	Burial Fees	2,000.00		2,000.00		664.00		0.00		
10731	Niche/Monument Fees	200.00		200.00		64.00		0.00		
10732	Reimbursements/Contributions - Other Comm	0.00		0.00		0.00		0.00		
10733	Hair Dresser Property Income	1,500.00		1,500.00		500.00		0.00		
10734	Frosty's Yard Income	0.00		0.00		0.00		0.00		
10735	Community Bus Income	1,500.00		1,500.00		500.00		5,522.73		
10736	Old Railway Building Income	0.00		0.00		0.00		0.00		
10737	Grant Income for Gutha Dam	0.00		0.00		0.00		0.00		
10738	Bond - Community Bus Hire	0.00		0.00		0.00		75.00		
10740	Grants - Gutha and Canna Dams	0.00		0.00		0.00		0.00		
10741	Grants/Contributions	0.00		0.00		0.00		0.00		
10742	Profit on Disposal of Assets - Other Commun	0.00		0.00		0.00		0.00		
37325	Grant Income - R4R	0.00		0.00		0.00		0.00		
SUB-TOTAL		5,200.00	130,113.12	5,200.00	130,113.12	1,728.00	43,123.00	5,597.73	24,972.86	
<b>CAPITAL EXPENDITURE</b>										
10750	Purchase Land & Buildings - Other Communi									Jobs
	<b>B1075 Canna Toilets - Capital Exp.Do Not Use</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>B10750 Cemetery Upgrade</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>B10751 Cemetery Noticeboard</b>		<b>10,500.00</b>		<b>10,500.00</b>		<b>0.00</b>		<b>0.00</b>	
10751	Purchase Plant & Equipment - Other Commu		0.00		0.00		0.00		0.00	
10752	Infrastructure Other - Other Community Amer		0.00		0.00		0.00		0.00	

SHIRE OF MORAWA  
 SCHEDULE 10 - COMMUNITY AMENITIES  
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OTHER COMMUNITY AMENITIES GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL REVENUE</u>										
10770	Transfer from Reserves - Other Community A	0.00		0.00		0.00		0.00		
10771	Proceeds on Asset Disposal - Other Commur	0.00		0.00		0.00		0.00		
10772	Realisation of Asset Disposal - Other Comm	0.00		0.00		0.00		0.00		
SUB-TOTAL		0.00	10,500.00	0.00	10,500.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER COMMUNITY AMENITIES		5,200.00	140,613.12	5,200.00	140,613.12	1,728.00	43,123.00	5,597.73	24,972.86	

SHIRE OF MORAWA  
SCHEDULE 11 - RECREATION & CULTURE  
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PROGRAMME SUMMARY	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Public Halls & Civic Centres		139,411.60		139,411.60		45,732.00		56,616.51	▲
Swimming Areas and Beaches		353,668.11		353,668.11		117,053.00		136,192.18	▲
Other Recreation & Sport		955,519.61		955,519.61		326,692.00		228,937.49	▼
Television and Rebroadcasting		3,196.00		3,196.00		1,064.00		196.00	
Libraries		21,543.00		21,543.00		7,172.00		7,988.33	
Other Culture		67,535.00		67,535.00		20,411.00		12,684.92	
<b>OPERATING REVENUE</b>									
Public Halls & Civic Centres	1,500.00		1,500.00		500.00		136.37		
Swimming Areas and Beaches	26,000.00		26,000.00		3,664.00		6,777.33		
Other Recreation & Sport	256,845.00		256,845.00		54,841.00		122,554.55		▲
Television and Rebroadcasting	0.00		0.00		0.00		0.00		
Libraries	0.00		0.00		0.00		0.00		
Other Culture	21,000.00		21,000.00		332.00		0.00		
<b>SUB-TOTAL</b>	<b>305,345.00</b>	<b>1,540,873.32</b>	<b>305,345.00</b>	<b>1,540,873.32</b>	<b>59,337.00</b>	<b>518,124.00</b>	<b>129,468.25</b>	<b>442,615.43</b>	
<b>CAPITAL EXPENDITURE</b>									
Public Halls & Civic Centres		0.00		0.00		0.00		0.00	
Swimming Areas and Beaches		47,907.00		47,907.00		27,483.00		65,057.04	▲
Other Recreation & Sport		472,500.00		472,500.00		172,500.00		35,960.06	▼
Television and Rebroadcasting		5,500.00		5,500.00		5,500.00		0.00	
Libraries		0.00		0.00		0.00		0.00	
Other Culture		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
Public Halls & Civic Centres	0.00		0.00		0.00		0.00		
Swimming Areas and Beaches	0.00		0.00		0.00		0.00		
Other Recreation & Sport	200,000.00		200,000.00		200,000.00		200,000.00		
Television and Rebroadcasting	0.00		0.00		0.00		0.00		
Libraries	0.00		0.00		0.00		0.00		
Other Culture	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>200,000.00</b>	<b>525,907.00</b>	<b>200,000.00</b>	<b>525,907.00</b>	<b>200,000.00</b>	<b>205,483.00</b>	<b>200,000.00</b>	<b>101,017.10</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>505,345.00</b>	<b>2,066,780.32</b>	<b>505,345.00</b>	<b>2,066,780.32</b>	<b>259,337.00</b>	<b>723,607.00</b>	<b>329,468.25</b>	<b>543,632.53</b>	

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PUBLIC HALLS & CIVIC CENTRES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
11100 Administration Allocated - Halls		30,922.00		30,922.00		10,304.00		13,423.26	
11101 Maintenance - Gutha Hall									Jobs
B11101 Operation & Maintenance Of Gutha Hall		9,695.16		9,695.16		3,076.00		2,505.34	
B11102 Do Not Use		0.00		0.00		0.00		0.00	
11102 Maintenance - Morawa Hall & Old Shire Buil									Jobs
B11103 Maintenance - Morawa Hall & Old Shire Buil		37,106.44		37,106.44		11,792.00		19,711.29	
11104 Depreciation - Public Halls		61,688.00		61,688.00		20,560.00		20,976.62	
<u>OPERATING REVENUE</u>									
11130 Income Relating to Public Halls & Civic Cent	1,500.00		1,500.00		500.00		136.37		
11131 Public Halls Liquor Surcharge	0.00		0.00		0.00		0.00		
11140 Grants	0.00		0.00		0.00		0.00		
SUB-TOTAL	1,500.00	139,411.60	1,500.00	139,411.60	500.00	45,732.00	136.37	56,616.51	
<u>CAPITAL EXPENDITURE</u>									
11150 Purchase Land & Buildings - Public Halls & C									
B1 Town Hall & Old Chambers		0.00		0.00		0.00		0.00	
B11150 Town Hall Kitchen Upgrade		0.00		0.00		0.00		0.00	
11151 Purchase Furniture & Equipment - Public Ha		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
11170 Transfer From Reserves - Public Halls & Civi	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PUBLIC HALLS & CIVIC CENTRES	1,500.00	139,411.60	1,500.00	139,411.60	500.00	45,732.00	136.37	56,616.51	



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SWIMMING AREAS AND BEACHES GL #    JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
11200	Administration Allocated - Swimming Pool		46,921.00		46,921.00		15,640.00		13,611.09	
11201	Employee Expenses - Swimming Pool		79,787.11		79,787.11		27,598.00		27,193.51	
11202	Trainee Expenses - Swimming Pool		0.00		0.00		0.00		0.00	
11203	Salary Sacrifice Housing - Swimming Pool		0.00		0.00		0.00		0.00	
11204	Housing Costs Allocated - Swimming Pool		12,619.00		12,619.00		4,204.00		2,405.98	
11205	Maintenance - Swimming Pool									
	<b>B11205 Maintenance - Swimming Pool</b>		<b>119,588.00</b>		<b>119,588.00</b>		<b>38,031.00</b>		<b>49,433.16</b>	
11206	Depreciation - Swimming Pool		91,253.00		91,253.00		30,416.00		30,701.16	
11207	Other Expenses - Swimming Areas		3,500.00		3,500.00		1,164.00		120.00	
11208	Swimming Pool - Mtce Insurance Claim									
	<b>B11208 Swimming Pool Mtce (Insurance Claim)</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>12,727.28</b>	
11209	Loss on Disposal of Assets - Swimming Area		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>										
11230	Swimming Pool Subsidy	0.00		0.00		0.00		0.00		
11231	Swimming Pool Admissions	15,000.00		15,000.00		0.00		6,777.33		
11260	Other Income- Swimming Pool	11,000.00		11,000.00		3,664.00		0.00		
11261	Grant Income - Swimming Areas	0.00		0.00		0.00		0.00		
11262	Grant Income - Swimming Pool	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>26,000.00</b>	<b>353,668.11</b>	<b>26,000.00</b>	<b>353,668.11</b>	<b>3,664.00</b>	<b>117,053.00</b>	<b>6,777.33</b>	<b>136,192.18</b>	
<b>CAPITAL EXPENDITURE</b>										
11250	Purchase Land & Buildings - Swimming Area									
11251	Purchase Furniture & Equipment - Swimming		0.00		0.00		0.00		0.00	
11252	Purchase Plant & Equipment - Swimming Area		0.00		0.00		0.00		54,387.00	
11253	Infrastructure Other - Swimming Areas									
	<b>I11254 Swimming Pool Filtration System</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>I11255 Swimming Pool Bowls (Adults/Childrens Pools) - Contract</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>I11256 Swimming Pool Bowls (Adults/Childrens Pools) - Grant Expenses</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>I11257 Swimming Pool Bowls (Adults/Childrens Pools) - Shire Expenses</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>I11258 Swimming Pool Diving Blocks</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
11271	Transfer to Reserve - Swimming Areas		20,000.00		20,000.00		0.00		0.00	
11272	Transfer Interest to Swimming Pool Reserve		636.00		636.00		212.00		0.00	
<b>CAPITAL REVENUE</b>										
11270	Transfer from Reserve - Swimming Areas	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>47,907.00</b>	<b>0.00</b>	<b>47,907.00</b>	<b>0.00</b>	<b>27,483.00</b>	<b>0.00</b>	<b>65,057.04</b>	
<b>TOTAL - SWIMMING AREAS AND BEACHES</b>		<b>26,000.00</b>	<b>401,575.11</b>	<b>26,000.00</b>	<b>401,575.11</b>	<b>3,664.00</b>	<b>144,536.00</b>	<b>6,777.33</b>	<b>201,249.22</b>	

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 SCHEDULE 11 - RECREATION & CULTURE  
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OTHER RECREATION & SPORT GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
11300	Administration Allocated - Oth Rec & Sport		49,415.00		49,415.00		16,468.00		17,987.40	
11301	Maintenance - Golf and Bowling Club		6,583.00		6,583.00		2,277.00		6,575.30	
11302	Maintenance - Parks & Reserves									Jobs
	B11302 Maintenance - Parks & Reserves (Use B11365)		1,228.00		1,228.00		423.00		1,011.66	
	B11305 Harris Park		13,367.00		13,367.00		4,444.00		1,960.16	
	B11310 Jubilee Park		12,017.00		12,017.00		3,996.00		865.85	
	B11315 Koolanooka Springs Reserve		10,518.00		10,518.00		3,631.00		4,007.15	
	B11320 Lions Park & Playground		21,422.00		21,422.00		7,404.00		3,812.49	
	B11325 Pioneer Park		33,047.00		33,047.00		11,428.00		1,808.33	
	B11330 Prater Park		6,794.00		6,794.00		2,345.00		3,131.29	
	B11335 Rsl Memorial Park		9,303.00		9,303.00		3,209.00		1,491.56	
	B11340 Winfield Street Gardens / Town Centre Reserve		62,871.00		62,871.00		21,750.00		12,003.07	
	B11345 Entrance Statements		4,731.00		4,731.00		1,629.00		3,078.83	
	B11350 Wildflower Park		9,968.00		9,968.00		3,435.00		4,712.41	
	B11355 Information Bay Gardens		4,947.00		4,947.00		1,702.00		444.30	
	B11360 Town Dam & Retention		8,914.00		8,914.00		3,071.00		2,588.33	
	B11365 Paths, Verges & Other Reserves Maintenance		129,430.39		129,430.39		44,786.00		13,860.76	
	B11366 Water Tank - Waddilove Road		1,513.00		1,513.00		1,511.00		506.00	
	B11367 Skatepark Maintenance		0.00		0.00		0.00		0.00	
11303	Maintenance - Sport & Rec Ovals & Buildings									Jobs
	B11303 Maintenance - Sport & Rec Ovals & Buildings (Use B11395)		0.00		0.00		0.00		0.00	
	B11370 Oval / Recreation Grounds		93,168.00		93,168.00		32,239.00		23,911.80	
	B11375 Go Kart Reserve		743.00		743.00		252.00		0.00	
	B11380 Hockey Field Maintenance		9,803.00		9,803.00		3,388.00		1,655.22	
	B11385 Pony Club Yard		0.00		0.00		0.00		0.00	
	B11390 Sports Complex (Recreation Centre)		46,558.54		46,558.54		16,107.00		13,453.59	
	B11395 Oval Buildings		46,847.44		46,847.44		16,200.00		14,651.72	
11305	Maintenance - Pony Club Grounds									Jobs
	B11386 Pony Club Yards Maintenance		227.00		227.00		77.00		0.00	
11306	Maintenance - Recreation Centre									Jobs
	B11306 Maintenance - Recreation Centre		69,804.24		69,804.24		24,156.00		1,600.36	
11307	CSRFF Grant Shire Contribution (Exp)		30,000.00		30,000.00		10,000.00		0.00	
11308	Depreciation - Oth Rec & Sport		272,300.00		272,300.00		90,764.00		93,319.91	
11309	Other Expenses - Other Rec & Sport		0.00		0.00		0.00		0.00	
11310	Bond Refunds (Hall/Rec & Oval Hire)		0.00		0.00		0.00		500.00	
11311	Regional Project Officer Contribution		0.00		0.00		0.00		0.00	
11312	Loan 139 Interest - Netball Courts Development		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>										
11330	Other Income - Oth Recreation & Sport		500.00		500.00		164.00		254.55	
11331	Oval and Facilities Levies & Hire Fees		14,345.00		14,345.00		14,345.00		0.00	▼
11332	Grant Income - Other Rec & Sport		121,000.00		121,000.00		0.00		0.00	
11370	Reimbursements Sport/Rec		0.00		0.00		0.00		0.00	
11371	Contribution Income - Oth Recreation & Sport		121,000.00		121,000.00		40,332.00		121,000.00	▲
11372	Bonds Hall/Rec & Oval Hire Receipts		0.00		0.00		0.00		1,300.00	
SUB-TOTAL			256,845.00		256,845.00		54,841.00		326,692.00	
<b>CAPITAL EXPENDITURE</b>										
11350	Purchase Buildings - Other Recreation & Sport									Jobs
11351	Purchase Furniture & Equipment - Other Recreation & Sport		15,000.00		15,000.00		15,000.00		14,740.00	
11352	Reserve Interest ex Muni		0.00		0.00		0.00		40.59	
11354	Purchases Plant & Equip		7,500.00		7,500.00		7,500.00		286.36	
11356	Transfer to Unspent Grants/Contributions Reserve		0.00		0.00		0.00		0.00	

SHIRE OF MORAWA  
SCHEDULE 11 - RECREATION & CULTURE  
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OTHER RECREATION & SPORT GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
11358	Infrastructure - Parks & Ovals									
	B11358 Parks & Gardens Equipment		0.00		0.00		0.00		0.00	
	B11361 Netball Courts Redevelopment Project - Dlgsci Grant Funding		450,000.00		450,000.00		150,000.00		20,893.11	
	B1358 Purchase Infrastructure Parks & Gardens		0.00		0.00		0.00		0.00	
11359	Infrastructure Other - Other Rec & Sport									
	I11301 Bowling Club Lighting		0.00		0.00		0.00		0.00	
	I11302 Skate Park Cctv Cameras		0.00		0.00		0.00		0.00	
11361	Acquisition of Land		0.00		0.00		0.00		0.00	
11362	Infrastructure - Playground Equipment									
	B11362 Purchase Playground Equipment		0.00		0.00		0.00		0.00	
11364	Principal Loan Repayments Loan 139 Netball Courts Development		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>										
11355	Proceeds from Disposal of Assets - Other Rec & Sport	0.00		0.00		0.00		0.00		
11357	Realisation on Asset Disposal - Other Rec & Sport	0.00		0.00		0.00		0.00		
11360	Transfers ex Reserve Funds	0.00		0.00		0.00		0.00		
11363	Loan Proceeds - Other Recreation & Culture	200,000.00		200,000.00		200,000.00		200,000.00		
SUB-TOTAL		200,000.00	472,500.00	200,000.00	472,500.00	200,000.00	172,500.00	200,000.00	35,960.06	
TOTAL - OTHER RECREATION & SPORT		456,845.00	1,428,019.61	456,845.00	1,428,019.61	254,841.00	499,192.00	322,554.55	264,897.55	

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 SCHEDULE 11 - RECREATION & CULTURE  
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TELEVISION AND REBROADCASTING GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
11400 Expenses Relating to Television and Rebroa		3,196.00		3,196.00		1,064.00		196.00	
11402 Loss on Disposal of Assets - TV & Radio Ret		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
11401 Income Relating to Television and Rebroad:	0.00		0.00		0.00		0.00		
11460 Contributions - TV Upgrade	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	3,196.00	0.00	3,196.00	0.00	1,064.00	0.00	196.00	
<u>CAPITAL EXPENDITURE</u>									
11450 Purchase Land & Buildings - Television and f		5,500.00		5,500.00		5,500.00		0.00	
11451 Purchase Furniture & Equipment - Television		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	5,500.00	0.00	5,500.00	0.00	5,500.00	0.00	0.00	
TOTAL - TELEVISION AND REBROADCASTING	0.00	8,696.00	0.00	8,696.00	0.00	6,564.00	0.00	196.00	

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 SCHEDULE 11 - RECREATION & CULTURE  
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LIBRARIES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
11500 Administration Allocated - Library		16,665.00		16,665.00		5,552.00		7,910.33			6,467.37
11501 Expenses Relating to Libraries		2,878.00		2,878.00		956.00		78.00			
11502 Library Software - Maint & Support		2,000.00		2,000.00		664.00		0.00			
11503 Depreciation - Library		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
11530 Library Income	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	21,543.00	0.00	21,543.00	0.00	7,172.00	0.00	7,988.33	0.00		6,467.37
<u>CAPITAL EXPENDITURE</u>											
11550 Purchase Furniture & Equipment - Libraries		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - LIBRARIES	0.00	21,543.00	0.00	21,543.00	0.00	7,172.00	0.00	7,988.33	0.00		6,467.37

SHIRE OF MORAWA  
SCHEDULE 11 - RECREATION & CULTURE  
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OTHER CULTURE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
11600 Administration Allocated - Oth Culture		22,806.00		22,806.00		7,600.00		7,931.89		389.61	
11601 Contributions to Historical Society		2,000.00		2,000.00		2,000.00		0.00			
11602 Museum - Operations		5,217.00		5,217.00		1,791.00		1,887.34			
11603 Community FM Radio Maintenance		1,000.00		1,000.00		343.00		0.00			
11604 Lot 66 Winfield Street, Morawa		0.00		0.00		0.00		0.00			
11605 Contributions to Morawa CWA		2,500.00		2,500.00		832.00		0.00			
11606 Country Arts Membership & Other		1,000.00		1,000.00		0.00		0.00			
11607 Morawa Music & Arts Festival		20,000.00		20,000.00		3,456.00		0.00			
11608 Tidy Towns		0.00		0.00		0.00		0.00			
11609 Juke Box Grant Expenditure		0.00		0.00		0.00		0.00			
11610 Depreciation - Oth Culture		8,512.00		8,512.00		2,836.00		2,865.69			
11611 Garage Sale Trail		0.00		0.00		0.00		0.00			
11612 Roadwise Safety Strategic Plan Grant Exper		0.00		0.00		0.00		0.00			
11613 NAIDOC Week Expenses		4,500.00		4,500.00		1,553.00		0.00			
<b>OPERATING REVENUE</b>											
11621 Income Relating to Other Culture	0.00		0.00		0.00		0.00				
11622 Music, Arts Fest Income	20,000.00		20,000.00		0.00		0.00				
11623 YCN Income	0.00		0.00		0.00		0.00				
11624 Juke Box Income - Grant	0.00		0.00		0.00		0.00				
11625 Contributions - Centenary Celebrations	0.00		0.00		0.00		0.00				
11626 Grant Income - Roadwise Safety Strategic Pl	0.00		0.00		0.00		0.00				
11627 NAIDOC Week Income	1,000.00		1,000.00		332.00		0.00				
<b>SUB-TOTAL</b>	<b>21,000.00</b>	<b>67,535.00</b>	<b>21,000.00</b>	<b>67,535.00</b>	<b>332.00</b>	<b>20,411.00</b>	<b>0.00</b>	<b>12,684.92</b>	<b>0.00</b>	<b>389.61</b>	
<b>CAPITAL EXPENDITURE</b>											
11650 Purchase Furniture & Equipment - Other Cul		0.00		0.00		0.00		0.00			
11651 Transfer to Reserves - Other Culture		0.00		0.00		0.00		0.00			
11652 Infrastructure Other - Other Culture		0.00		0.00		0.00		0.00			
<b>CAPITAL REVENUE</b>											
11671 Transfer from Reserves - Other Culture	0.00		0.00		0.00		0.00				
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - OTHER CULTURE</b>	<b>21,000.00</b>	<b>67,535.00</b>	<b>21,000.00</b>	<b>67,535.00</b>	<b>332.00</b>	<b>20,411.00</b>	<b>0.00</b>	<b>12,684.92</b>	<b>0.00</b>	<b>389.61</b>	

SHIRE OF MORAWA  
SCHEDULE 12 - TRANSPORT  
Financial Statement for Period Ended  
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**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Streets, Roads, Bridges & Depot Construction		0.00		0.00		0.00		0.00	
Streets, Roads, Bridges & Depot Maintenance		1,821,541.04		1,821,541.04		623,532.00		491,456.32	▼
Road Plant Purchases		100,644.93		100,644.93		5,928.00		2,509.58	
Parking Facilities		0.00		0.00		0.00		0.00	
Traffic Control		288,380.00		288,380.00		96,124.00		101,957.72	
Aerodromes		105,406.00		105,406.00		35,677.00		33,687.64	
Mid West Local Government Service Agreement		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
Streets, Roads, Bridges & Depot Construction	1,132,037.00		1,132,037.00		289,371.00		280,559.60		
Streets, Roads, Bridges & Depot Maintenance	190,980.00		190,980.00		153,480.00		153,580.01		
Road Plant Purchases	1,400.00		1,400.00		700.00		0.00		
Parking Facilities	0.00		0.00		0.00		0.00		
Traffic Control	263,750.00		263,750.00		87,912.00		88,500.03		
Aerodromes	48,000.00		48,000.00		18,664.00		0.00		▼
Mid West Local Government Service Agreement	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>1,636,167.00</b>	<b>2,315,971.97</b>	<b>1,636,167.00</b>	<b>2,315,971.97</b>	<b>550,127.00</b>	<b>761,261.00</b>	<b>522,639.64</b>	<b>629,611.26</b>	
<u>CAPITAL EXPENDITURE</u>									
Streets, Roads, Bridges & Depot Construction		1,534,115.00		1,534,115.00		188,009.00		209,654.48	▲
Streets, Roads, Bridges & Depot Maintenance		0.00		0.00		0.00		0.00	
Road Plant Purchases		899,901.00		899,901.00		1,632.00		312.54	
Parking Facilities		0.00		0.00		0.00		0.00	
Traffic Control		0.00		0.00		0.00		0.00	
Aerodromes		106,000.00		106,000.00		90,000.00		0.00	▼
Mid West Local Government Service Agreement		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
Streets, Roads, Bridges & Depot Construction	0.00		0.00		0.00		0.00		
Streets, Roads, Bridges & Depot Maintenance	0.00		0.00		0.00		0.00		
Road Plant Purchases	545,000.00		545,000.00		0.00		0.00		
Parking Facilities	0.00		0.00		0.00		0.00		
Traffic Control	0.00		0.00		0.00		0.00		
Aerodromes	0.00		0.00		0.00		0.00		
Mid West Local Government Service Agreement	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>545,000.00</b>	<b>2,540,016.00</b>	<b>545,000.00</b>	<b>2,540,016.00</b>	<b>0.00</b>	<b>279,641.00</b>	<b>0.00</b>	<b>209,967.02</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>2,181,167.00</b>	<b>4,855,987.97</b>	<b>2,181,167.00</b>	<b>4,855,987.97</b>	<b>550,127.00</b>	<b>1,040,902.00</b>	<b>522,639.64</b>	<b>839,578.28</b>	

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STREETS, ROADS, BRIDGES & DEPOT CONSTRUCTION GL #    JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
<u>OPERATING REVENUE</u>										
12130	MRWA RRG Project Income									
	RRGI024 Rrg Grant - Morawa-Yalgoo Rd	233,310.00		233,310.00		93,324.00		93,333.00		
	RRGI025 Rrg Grant - Nanekine Rd Reconstruction	70,929.00		70,929.00		28,371.00		28,400.00		
	RRGI026 Rrg Grant - Nanekine Rd Widen And Seal	155,511.00		155,511.00		62,204.00		62,267.00		
12131	R2R Grant Income - Construction									
	R2RI080 Rtr Grant - Naetes Rd Clearing And Reseal	164,000.00		164,000.00		0.00		0.00		
	R2RI081 Rtr Grant - Canna North East Rd	138,110.00		138,110.00		0.00		90,466.00		
	R2RI113 Rtr Grant - Town - Lodge St	15,000.00		15,000.00		0.00		0.00		
	R2RI115 Rtr Grant - Town - Manning Rd	45,000.00		45,000.00		0.00		0.00		
12132	WABN Footpath Grant Income									
	FI0097 Wabn Grant - Davis St Shared Pathway	31,250.00		31,250.00		12,500.00		6,093.60		
12133	Contribution Income - Streets, Roads Bridges	0.00		0.00		0.00		0.00		
12134	LRCIP Grant Income - Transport									
	LRCIP001 Lrcip Grant - Town Entry Signage	10,000.00		10,000.00		3,332.00		0.00		
	LRCIP002 Lrcip Grant - Main Street Lighting Upgrade	78,927.00		78,927.00		26,308.00		0.00		
	LRCIP019 Lrcip Grant - Old Three Springs Rd 20/21	190,000.00		190,000.00		63,332.00		0.00		
SUB-TOTAL		1,132,037.00	0.00	1,132,037.00	0.00	289,371.00	0.00	280,559.60	0.00	
<u>CAPITAL EXPENDITURE</u>										
12150	Rural Roads Construction									
	R2R007 Canna North East Road		0.00		0.00		0.00		106,012.32	
	RRG023 Nanekine Road 19/20		26,535.00		26,535.00		26,535.00		544.91	
	RRG024 Rrg Morawa-Yalgoo Road 20/21 Seal		350,000.00		350,000.00		0.00		0.00	
	RRG025 Rrg Nanekine Rd Reconstruction Fy20/21		106,500.00		106,500.00		21,296.00		0.00	
	RRG026 Rrg Nanekine Rd - Widen And Seal Fy20/21		233,500.00		233,500.00		46,698.00		0.00	
	R2R080 R2R - Naetes Rd - Clearing And Reseal		164,000.00		164,000.00		0.00		0.00	
	R2R081 R2R - Canna North East Rd - Clearing And Gravel Sheeting		138,110.00		138,110.00		0.00		92,855.34	
	LRCIP019 Lrcip - Old Three Springs Rd 20/21		190,000.00		190,000.00		63,332.00		0.00	
12151	Townsite Roads Construction									
	R2R113 R2R - Town - Lodge St Fy20/21		15,000.00		15,000.00		0.00		0.00	
	R2R115 R2R Town - Manning Road Fy20/21		45,000.00		45,000.00		0.00		0.00	
	LRCIP001 Lrcip - Town Entry Signage		10,000.00		10,000.00		3,328.00		0.00	
	LRCIP002 Lrcip - Main Street Lighting Upgrade		78,927.00		78,927.00		26,308.00		0.00	
12155	Bridges Construction		0.00		0.00		0.00		0.00	
12156	Drainage Construction									
	DC001 Drainage Construction - Manning Road		0.00		0.00		0.00		0.00	
12157	Footpath Construction									
	F0001 Footpath Construction - Front Of Hall/Old Shire Offices		0.00		0.00		0.00		0.00	
	F0095 Footpath Construction - Caulfield Road		0.00		0.00		0.00		0.00	
	F0096 Prater Street Footpath		0.00		0.00		0.00		10,143.51	
	F0097 Davis Street Shared Pathway		62,500.00		62,500.00		0.00		0.00	
	F0098 Shared Pathway Construction - Location Tbd		62,500.00		62,500.00		0.00		0.00	
	F0106 Yewers Ave Footpath Construction		0.00		0.00		0.00		0.00	
12160	Unspent Grants Reserve Interest ex Muni		0.00		0.00		0.00		0.00	
12161	Road Reserve		50,000.00		50,000.00		0.00		0.00	
12162	Road Reserve Interest ex Muni		1,543.00		1,543.00		512.00		98.40	



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STREETS, ROADS, BRIDGES & DEPOT CONSTRUCTION GL #    JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL REVENUE</u> 12170      Transfer from Reserve - Streets, Roads, Bridg	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	1,534,115.00	0.00	1,534,115.00	0.00	188,009.00	0.00	209,654.48	
TOTAL - STREETS, ROADS, BRIDGES & DEPOT CONSTRUCTION CONSTRUCTION	<u>1,132,037.00</u>	<u>1,534,115.00</u>	<u>1,132,037.00</u>	<u>1,534,115.00</u>	<u>289,371.00</u>	<u>188,009.00</u>	<u>280,559.60</u>	<u>209,654.48</u>	

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STREETS, ROADS, BRIDGES & DEPOT MAINTENANCE GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>												
12200	Administration Allocated - Rd Maint		37,053.00		37,053.00		12,348.00		21,046.75		24,495.23	
12201	RAMM's - Annual Charge		7,000.00		7,000.00		7,000.00		6,342.82			
12202	Power - Street Lighting		40,000.00		40,000.00		13,332.00		13,927.69			
12203	Maintenance - Rural Roads											
	M0000 Maintenance Sundry Rural Roads		751,941.00		751,941.00		260,278.00		648.69			
	M0003 Nanekine Road - Maintenance		0.00		0.00		0.00		69.87			
	M0005 Pintharuka West Road - Maintenance		0.00		0.00		0.00		7,212.37			
	M0010 Gutha West Road - Maintenance		0.00		0.00		0.00		2,261.64			
	M0012 Jones Lake Road - Maintenance		0.00		0.00		0.00		2,015.86			
	M0018 Moffet Road - Maintenance		0.00		0.00		0.00		5,301.70			
	M0021 White Road - Maintenance		0.00		0.00		0.00		535.76			
	M0030 Collins Road - Maintenance		0.00		0.00		0.00		2,113.05			
	M0034 Williams Road - Maintenance		0.00		0.00		0.00		1,397.25			
	M0037 Orango Road - Maintenance		0.00		0.00		0.00		24.95			
	M0038 Broad Road - Maintenance		0.00		0.00		0.00		24.95			
	M0039 Letterbox Road - Maintenance		0.00		0.00		0.00		49.89			
	M0040 Carslake Road - Maintenance		0.00		0.00		0.00		528.03			
	M0043 Dreghorn Road - Maintenance		0.00		0.00		0.00		49.89			
	M0044 Coaker Road - Maintenance		0.00		0.00		0.00		24.95			
	M0051 Koolanooka Springs Road - Maintenance		0.00		0.00		0.00		99.81			
	M0057 Heitman Road - Maintenance		0.00		0.00		0.00		0.00			
	M0065 Wornes Road - Maintenance		0.00		0.00		0.00		2,020.25			
	M0071 Tropiano Road - Maintenance		0.00		0.00		0.00		0.00			
	M0137 Mungada Road - Maintenance		0.00		0.00		0.00		99.81			
	M0150 Three Springs Morawa Road - Maintenance		0.00		0.00		0.00		1,932.24			
12204	Maintenance - Town Streets											
	M1000 Maintenance - Town Streets		62,386.00		62,386.00		21,584.00		9,093.76			
12205	Maintenance - Drainage											
	B12205 Drainage Maintenance		11,596.00		11,596.00		4,003.00		0.00			
12206	Maintenance - Depot											
	B12206 Maintenance - Depot		46,070.04		46,070.04		15,933.00		21,284.14			
12207	Maintenance - Footpaths											
	B12207 Footpath Maintenance		7,919.00		7,919.00		2,736.00		3,518.27			
12208	Traffic Signs Maintenance		7,636.00		7,636.00		2,638.00		0.00			
12209	Bridges Maintenance		0.00		0.00		0.00		0.00			
12210	Crossover Maintenance		1,699.00		1,699.00		578.00		0.00			
12211	Depreciation - Infrastructure		776,920.00		776,920.00		258,972.00		270,437.02			
12212	Depreciation - Road, Depot Mtce.		103.00		103.00		32.00		0.00			
12213	Street Sweeping		28,453.00		28,453.00		9,842.00		2,149.97			
12214	Mtce Rural Roads - Mining Activity											
	MINING Mtce Rural Roads - Mining Activity		42,765.00		42,765.00		14,256.00		15,450.75			
	W1327 Karara Mining Limited		0.00		0.00		0.00		0.00			
12215	Flood Damage											
12216	Flood Damage 2017											
	B12216 Flood Damage 2017 - Professional Services		0.00		0.00		0.00		0.00			
12221	Road Hierarchy		0.00		0.00		0.00		0.00			
<b>OPERATING REVENUE</b>												
12230	Income Relating to Streets, Roads, Bridges &	0.00		0.00		0.00		0.00				
12231	Bikewest Grants - Dual Use Paths	0.00		0.00		0.00		0.00				
12232	Crossover Contributions	0.00		0.00		0.00		0.00				
12234	Grant - MRWA Direct - Maint	140,980.00		140,980.00		140,980.00		140,980.00				
12235	Grant - MRWA Specific - Maint	0.00		0.00		0.00		0.00				
12236	Road Mtce Contribution	50,000.00		50,000.00		12,500.00		12,600.01				
12237	Flood Damage Reimbursements	0.00		0.00		0.00		0.00				

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STREETS, ROADS, BRIDGES & DEPOT MAINTENANCE GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
12240 Flood Damage - Grant	0.00		0.00		0.00		0.00				
SUB-TOTAL	190,980.00	1,821,541.04	190,980.00	1,821,541.04	153,480.00	623,532.00	153,580.01	491,456.32	0.00	24,495.23	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - STREETS, ROADS, BRIDGES & DEPOT MAINTENANCE MAINTENANCE	190,980.00	1,821,541.04	190,980.00	1,821,541.04	153,480.00	623,532.00	153,580.01	491,456.32	0.00	24,495.23	

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ROAD PLANT PURCHASES GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
12300	Administration Allocated - Rd Plant Purch.		7,789.00		7,789.00		2,596.00		2,509.58	
12301	Loan 138 Interest - Plant Purchases		0.00		0.00		0.00		0.00	
12302	Loss on Disposal of Assets - Road Plant Pur		82,855.93		82,855.93		0.00		0.00	
12304	Interest on Finance Lease for Plant		0.00		0.00		0.00		0.00	
12305	Expenses Relating to Road Plant Purchases		10,000.00		10,000.00		3,332.00		0.00	
<u>OPERATING REVENUE</u>										
12330	Income Relating to Road Plant Purchases	0.00		0.00		0.00		0.00		
12331	Profit on Disposal of Assets - Road Plant Pur	1,400.00		1,400.00		700.00		0.00		
SUB-TOTAL		1,400.00	100,644.93	1,400.00	100,644.93	700.00	5,928.00	0.00	2,509.58	
<u>CAPITAL EXPENDITURE</u>										
12303	Plant Reserve Interest ex Muni		4,901.00		4,901.00		1,632.00		312.54	
12350	Purchase Plant & Equipment - Road Plant Pi		545,000.00		545,000.00		0.00		0.00	
12351	Loan 138 Principal Repayments		0.00		0.00		0.00		0.00	
12352	Transfers to Reserves ex Muni (P & E)		350,000.00		350,000.00		0.00		0.00	
12353	Finance Lease on Plant		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>										
12340	Transfer from Reserve - Road Plant Purchas	545,000.00		545,000.00		0.00		0.00		
12370	Proceeds on Asset Disposal - Road Plant Pu	75,650.00		75,650.00		0.00		0.00		
12371	Realisation on Asset Disposal - Road Plant F	(75,650.00)		(75,650.00)		0.00		0.00		
12372	Loan Proceeds - Road Plant Purchases	0.00		0.00		0.00		0.00		
12373	Transfer from Plant Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL		545,000.00	899,901.00	545,000.00	899,901.00	0.00	1,632.00	0.00	312.54	
TOTAL - ROAD PLANT PURCHASES		546,400.00	1,000,545.93	546,400.00	1,000,545.93	700.00	7,560.00	0.00	2,822.12	

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TRAFFIC CONTROL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
12500 Administration Allocated - Licensing		37,130.00		37,130.00		12,376.00		21,566.47			25,937.72
12501 Licensing Inspections		0.00		0.00		0.00		0.00			
12502 DOT Reimbursable Expenses - Licensing		251,250.00		251,250.00		83,748.00		0.00		▼	
12503 DOT - Licensing Expenditure		0.00		0.00		0.00		80,391.25			
<u>OPERATING REVENUE</u>											
12530 Licensing Commissions - Traffic Control	12,500.00		12,500.00		4,164.00		6,237.35				
12531 DOT Reimbursements - Licensing	251,250.00		251,250.00		83,748.00		0.00			▼	
12532 DOT - Licensing Income	0.00		0.00		0.00		82,262.68				
SUB-TOTAL	263,750.00	288,380.00	263,750.00	288,380.00	87,912.00	96,124.00	88,500.03	101,957.72			0.00 25,937.72
<u>CAPITAL EXPENDITURE</u>											
12550 Purchase Furniture & Equipment - Traffic Co		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00 0.00
TOTAL - TRAFFIC CONTROL	263,750.00	288,380.00	263,750.00	288,380.00	87,912.00	96,124.00	88,500.03	101,957.72			0.00 25,937.72

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AERODROMES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
12600 Administration Allocated - Aerodrome		6,860.00		6,860.00		2,284.00		5,238.76			8,459.30
12601 Aerodromes Terminal Building Mtce/Ops											
B12601 Aerodromes Maintenance		43,407.00		43,407.00		15,017.00		9,884.85			
12602 Depreciation - Aerodromes		55,139.00		55,139.00		18,376.00		18,564.03			
12603 Aerodromes - Other Expenditure		0.00		0.00		0.00		0.00			
<b>OPERATING REVENUE</b>											
12630 Aerodrome Grant											
CSGI001 Csg Grant - Airport Vermin Fencing	40,000.00		40,000.00		16,000.00		0.00				(40,000.00)
12631 Bureau of Meterology Rental	0.00		0.00		0.00		0.00				
12632 Other Income - Aerodromes	8,000.00		8,000.00		2,664.00		0.00				
SUB-TOTAL	48,000.00	105,406.00	48,000.00	105,406.00	18,664.00	35,677.00	0.00	33,687.64		0.00	(31,540.70)
<b>CAPITAL EXPENDITURE</b>											
12650 Purchase Furniture & Equipment - Aerodrom		0.00		0.00		0.00		0.00			
12651 Infrastructure - Aerodromes											
AERO1 Aerodrome - Rads Grant		0.00		0.00		0.00		0.00			
AERO2 Rasp Grant - Aerodrome		0.00		0.00		0.00		0.00			
AERO3 Sealing Of End Of Runway (Funded By Westnet Rail)		0.00		0.00		0.00		0.00			
AERO04 Aerodrome Terminal Upgrade - Provision		16,000.00		16,000.00		0.00		0.00			
CSG001 Community Stewardship Grant Exp - Airport Vermin Fencing		90,000.00		90,000.00		90,000.00		0.00			
<b>CAPITAL REVENUE</b>											
12652 Transfer from Reserve - Aerodromes	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	106,000.00	0.00	106,000.00	0.00	90,000.00	0.00	0.00		0.00	0.00
TOTAL - AERODROMES	48,000.00	211,406.00	48,000.00	211,406.00	18,664.00	125,677.00	0.00	33,687.64		0.00	(31,540.70)

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**PROGRAMME SUMMARY**

	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Rural Services		34,714.00		34,714.00		21,551.00		5,924.57	▼
Tourism & Area Promotion		316,136.60		316,136.60		121,093.00		86,347.45	▼
Building Control		35,349.00		35,349.00		11,780.00		2,518.72	
Other Economic Services		83,338.00		83,338.00		27,768.00		24,090.65	
Economic Development		412,693.40		412,693.40		139,009.00		110,898.32	▼
<u>OPERATING REVENUE</u>									
Rural Services	0.00		0.00		0.00		0.00		
Tourism & Area Promotion	247,750.00		247,750.00		82,730.00		86,519.60		
Building Control	1,650.00		1,650.00		548.00		177.20		
Other Economic Services	3,500.00		3,500.00		0.00		1,655.80		
Economic Development	18,144.00		18,144.00		6,048.00		2,250.81		
SUB-TOTAL	271,044.00	882,231.00	271,044.00	882,231.00	89,326.00	321,201.00	90,603.41	229,779.71	
<u>CAPITAL EXPENDITURE</u>									
Rural Services		0.00		0.00		0.00		0.00	
Tourism & Area Promotion		167,500.00		167,500.00		57,496.00		540.00	▼
Building Control		0.00		0.00		0.00		0.00	
Other Economic Services		0.00		0.00		0.00		0.00	
Economic Development		76,908.40		76,908.40		12,940.00		5,282.35	
<u>CAPITAL REVENUE</u>									
Rural Services	0.00		0.00		0.00		0.00		
Tourism & Area Promotion	0.00		0.00		0.00		0.00		
Building Control	0.00		0.00		0.00		0.00		
Other Economic Services	0.00		0.00		0.00		0.00		
Economic Development	18,057.40		18,057.40		18,057.00		0.00		▼
SUB-TOTAL	18,057.40	244,408.40	18,057.40	244,408.40	18,057.00	70,436.00	0.00	5,822.35	
TOTAL - PROGRAMME SUMMARY	289,101.40	1,126,639.40	289,101.40	1,126,639.40	107,383.00	391,637.00	90,603.41	235,602.06	

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RURAL SERVICES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
13100 Administration Allocated - Rural Services		11,624.00		11,624.00		3,872.00		3,964.08	
13101 Expenditure on Noxious Weeds & Spraying		7,682.00		7,682.00		7,679.00		1,747.86	
13102 Expenditure on Vermin Control		5,408.00		5,408.00		0.00		212.63	
13103 Wild Dog Control (Invasive animal managem)		10,000.00		10,000.00		10,000.00		0.00	
<u>OPERATING REVENUE</u>									
13130 Income Relating to Rural Services	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	34,714.00	0.00	34,714.00	0.00	21,551.00	0.00	5,924.57	
<u>CAPITAL EXPENDITURE</u>									
13150 Purchase Furniture & Equipment - Rural Serv		0.00		0.00		0.00		0.00	
13151 Purchase Plant & Equipment - Rural Services		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - RURAL SERVICES	0.00	34,714.00	0.00	34,714.00	0.00	21,551.00	0.00	5,924.57	



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TOURISM & AREA PROMOTION GL #    JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
13200	Administration Allocated - Tourism		47,668.00		47,668.00		15,888.00		15,181.11	
13201	Caravan Park Caretaker Employment Exper		13,955.00		13,955.00		4,648.00		9,071.71	
13203	Caravan Park Operating Expenditure									
	<b>B13203 Caravan Park Ablutions And Surrounds</b>		49,744.00		49,744.00		17,201.00		23,743.74	
	<b>B13204 Morawa Caravan Park Camp Kitchen And Other</b>		5,598.00		5,598.00		1,927.00		436.21	
	<b>B13205 Caravan Park General Expenses</b>		0.00		0.00		0.00		0.00	
	<b>B13206 Do Not Use</b>		0.00		0.00		0.00		0.00	
13204	Chalet Operating Expenditure - Canna									
	<b>B13207 Canna Chalet Operating Expenditure</b>		14,207.00		14,207.00		4,906.00		4,196.35	
13205	Chalet Operating Expenditure - Koolanooka									
	<b>B13208 Koolanooka Chalet Operating Expenditure</b>		14,678.00		14,678.00		5,072.00		4,023.81	
13206	Area Promotion Expenditure		25,000.00		25,000.00		8,332.00		3,611.36	
13207	Community Resource Centre Operating Exp		2,250.00		2,250.00		748.00		0.00	
13208	Wildflower Country Tourism Committee		12,500.00		12,500.00		0.00		4,500.00	
13209	Tourist Bureau Operations		22,107.00		22,107.00		7,488.00		1,315.34	
13210	Rural Towns Project		0.00		0.00		0.00		0.00	
13211	Tourism Project Officer Expenditure		0.00		0.00		0.00		0.00	
13212	Depreciation - Tourism		22,686.00		22,686.00		7,560.00		7,216.71	
13213	Morawa Trails Project		25,000.00		25,000.00		25,000.00		0.00	▼
13214	Area promotion Marketing Plan		15,000.00		15,000.00		0.00		0.00	
13215	Unit 1 C/Park - Morawa									
	<b>B13215 Unit 1 C/Park - Morawa</b>		7,862.90		7,862.90		2,713.00		3,691.68	
13216	Unit 2 C/Park - Gutha									
	<b>B13216 Unit 2 C/Park - Gutha</b>		7,862.90		7,862.90		2,713.00		3,483.58	
13217	Unit 3 C/Park - Merkanooka									
	<b>B13217 Unit 3 C/Park - Merkanooka</b>		7,862.90		7,862.90		2,713.00		3,211.13	
13218	Unit 4 - C/Park - Pintharuka									
	<b>B13218 Unit 4 C/Park - Pintharuka</b>		7,862.90		7,862.90		2,713.00		2,592.72	
13219	Caravan Caretakers Office/Accommodation									
	<b>B13219 Caravan Caretakers Office/Accommodation</b>		4,292.00		4,292.00		1,471.00		72.00	
13220	Other Expenses - Tourism & Area Promotior		10,000.00		10,000.00		10,000.00		0.00	
<b>OPERATING REVENUE</b>										
13224	Exploring Wildflower Country Project Income	0.00		0.00		0.00		0.00		
13230	Sale of Maps	0.00		0.00		0.00		0.00		
13231	Chalet Income - Canna	25,000.00		25,000.00		8,332.00		14,760.00		
13232	Chalet Income - Koolanooka	25,000.00		25,000.00		8,332.00		13,600.00		
13233	Caravan Park - On Site Caravan Rental	0.00		0.00		0.00		0.00		
13234	Caravan Park - Powered/Non-Powered Site	32,500.00		32,500.00		10,832.00		27,622.36		▲
13235	Caravan Park - Non Powered Site	500.00		500.00		164.00		0.00		
13236	Caravan Park - Other Income	2,000.00		2,000.00		664.00		732.69		
13237	Walking Trail Entry Statement	0.00		0.00		0.00		0.00		
13238	Contributions & Grants - Tourism & Area Prc	0.00		0.00		0.00		0.00		
13239	Other Income - Tourism & Area Promotion	250.00		250.00		250.00		0.00		
13240	Morawa Water Management Plan (Rural To	0.00		0.00		0.00		0.00		
13241	LRCIP Grant Income - Tourism & Area Deve									
	<b>LRCIP003 Lrcip Grant - Caravan Park Ablution Block Upgrade</b>	50,000.00		50,000.00		16,664.00		0.00		
	<b>LRCIP004 Lrcip Grant - Caravan Park Infrastructure Expansion</b>	70,000.00		70,000.00		23,332.00		0.00		
13340	Contributions -MU & PJ (Regional Tourism C	0.00		0.00		0.00		0.00		
13341	Wildflower Highway Project Income	0.00		0.00		0.00		0.00		
13342	Unit 1 C/Park - Morawa Income	12,500.00		12,500.00		4,164.00		7,400.91		

SHIRE OF MORAWA  
SCHEDULE 13 - ECONOMIC SERVICES  
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TOURISM & AREA PROMOTION GL #    JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
13343	Unit 2 C/Park - Gutha Income	10,000.00		10,000.00		3,332.00		9,503.64		
13344	Unit 3 C/Park - Merkanooka Income	10,000.00		10,000.00		3,332.00		6,600.00		
13345	Unit 4 C/Park - Pintharuka Income	10,000.00		10,000.00		3,332.00		6,300.00		
SUB-TOTAL		247,750.00	316,136.60	247,750.00	316,136.60	82,730.00	121,093.00	86,519.60	86,347.45	
<b>CAPITAL EXPENDITURE</b>										
13250	Purchase Furniture & Equipment - Tourism & Area Prom.		0.00		0.00		0.00		0.00	
13251	Purchase Land & Buildings - Tourism & Area Prom.									
	B13254 Es: Caravan Park - Camp Kitchen Upgrade Fy20/21		30,000.00		30,000.00		0.00		540.00	
	LRCIP003 Lrcip - Caravan Park Ablution Block Upgrade (Asset 176)		50,000.00		50,000.00		16,664.00		0.00	
13252	Infra/Other - Morawa Beacon		0.00		0.00		0.00		0.00	
13253	Reserves ex Muni ( Water Waste/Unspent C		0.00		0.00		0.00		0.00	
13254	Waste Water Reserves Interest ex Muni		0.00		0.00		0.00		0.00	
13255	Infrastructure Other - Tourism & Area Prom.									
	LRCIP004 Lrcip - Caravan Park Infrastructure Expansion (Asset 553)		70,000.00		70,000.00		23,332.00		0.00	
	I13254 Wifi System - Caravan Park/Main Street Fy20/21		17,500.00		17,500.00		17,500.00		0.00	
13256	Plant and Equipment - Tourism		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>										
13260	Transfers ex Reserve - Tourism	0.00		0.00		0.00		0.00		
SUB-TOTAL		0.00	167,500.00	0.00	167,500.00	0.00	57,496.00	0.00	540.00	
TOTAL - TOURISM & AREA PROMOTION		247,750.00	483,636.60	247,750.00	483,636.60	82,730.00	178,589.00	86,519.60	86,887.45	

SHIRE OF MORAWA  
 SCHEDULE 13 - ECONOMIC SERVICES  
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BUILDING CONTROL GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
13300 Administration Allocated - Building Control		31,849.00		31,849.00		10,616.00		2,462.07	
13301 Bld Control Expenses Allocated from Health		0.00		0.00		0.00		0.00	
13302 Other Building Costs		3,500.00		3,500.00		1,164.00		56.65	
<u>OPERATING REVENUE</u>									
13330 Building Permit Fees	1,575.00		1,575.00		524.00		271.65		
13331 BCITF & BRB Commission	75.00		75.00		24.00		4.55		
13332 Reimbursements	0.00		0.00		0.00		(99.00)		
SUB-TOTAL	1,650.00	35,349.00	1,650.00	35,349.00	548.00	11,780.00	177.20	2,518.72	
<u>CAPITAL EXPENDITURE</u>									
13350 Purchase Furniture & Equipment - Building C		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - BUILDING CONTROL	1,650.00	35,349.00	1,650.00	35,349.00	548.00	11,780.00	177.20	2,518.72	

SHIRE OF MORAWA  
 SCHEDULE 13 - ECONOMIC SERVICES  
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OTHER ECONOMIC SERVICES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
13600 Administration Allocated - Other Econ Service		27,433.00		27,433.00		9,144.00		8,599.98	
13601 Standpipe Water Supply Expenditure		10,698.00		10,698.00		3,556.00		283.07	
13605 MFIG Expenses		0.00		0.00		0.00		0.00	
13606 NEFF Expenses		0.00		0.00		0.00		0.00	
13607 Depreciation - Other Economic Services		45,207.00		45,207.00		15,068.00		15,207.60	
13608 MWCC I- MORAWA		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
13630 Sale of Water	3,500.00		3,500.00		0.00		1,655.80		
13631 Income from Child Care Centre	0.00		0.00		0.00		0.00		
13632 NEFF / RFCS Reimbursements	0.00		0.00		0.00		0.00		
13633 NEFF Office Rental	0.00		0.00		0.00		0.00		
SUB-TOTAL	3,500.00	83,338.00	3,500.00	83,338.00	0.00	27,768.00	1,655.80	24,090.65	
<u>CAPITAL EXPENDITURE</u>									
13650 Purchase Furniture & Equipment - Other Eco		0.00		0.00		0.00		0.00	
13652 Land and Buildings - Other Economic Service		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER ECONOMIC SERVICES	3,500.00	83,338.00	3,500.00	83,338.00	0.00	27,768.00	1,655.80	24,090.65	

SHIRE OF MORAWA  
SCHEDULE 13 - ECONOMIC SERVICES  
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ECONOMIC DEVELOPMENT GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Alter		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>												
13700	Administration Allocated - Ec Development		112,294.00		112,294.00		37,428.00		34,365.81		(11,797.28)	
13701	Employee Expenses - EDM		103,390.00		103,390.00		35,784.00		32,016.99			
13702	Housing Costs Allocated - Economic Develop		23,193.00		23,193.00		7,728.00		5,077.51		2,162.40	
13703	Other Expenses - Economic Development		5,000.00		5,000.00		1,664.00		225.00			
13704	Vehicle Expenses - Economic Development		0.00		0.00		0.00		0.00			
13705	Salary Sacrifice Housing - EDO		0.00		0.00		0.00		0.00			
13706	Morawa Future Fund Community Allocation		55,557.40		55,557.40		12,500.00		0.00			
13707	BUSINESS UNITS BLDG MAINTENANCE Jobs											
	B13700 Business Units Common Services		9,552.00		9,552.00		9,547.00		6,083.17			
	B13701 Business Unit 1 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		333.00		112.04			
	B13702 Business Unit 2 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		332.00		250.81			
	B13703 Business Unit 3 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		332.00		243.30			
	B13704 Business Unit 4 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		333.00		0.00			
	B13705 Business Unit 5 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		333.00		199.37			
	B13706 Business Unit 6 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		332.00		199.63			
	B13707 Business Unit 7 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		333.00		199.37			
	B13708 Business Unit 8 - Lot 5 Wubin/Mullewa Rd		1,064.00		1,064.00		333.00		202.24			
	B13709 Business Unit 9 - Lot 5 Wubin/Mullewa Rd		1,564.00		1,564.00		489.00		199.63			
13708	Regeneration Morawa Project		0.00		0.00		0.00		0.00			
13709	Loss on Disposal of Assets - Economic Deve		0.00		0.00		0.00		0.00			
13710	Depreciation - Ec Development		93,631.00		93,631.00		31,208.00		31,523.45			
13711	Grant Services - Left of Centre		0.00		0.00		0.00		0.00			
13712	Super Towns Expenditure		0.00		0.00		0.00		0.00			
13713	Future Fund Community Projects		0.00		0.00		0.00		0.00			
<b>OPERATING REVENUE</b>												
13730	Contributions & Grants - Economic Developr	0.00		0.00		0.00		0.00				
13731	Profit on Disposal of Assets - Economic Dev	0.00		0.00		0.00		0.00				
13732	Morawa LG Energy Efficiency Program Gran	0.00		0.00		0.00		0.00				
13733	Other Income - Economic Development	0.00		0.00		0.00		0.00				
13734	Contributions - Future Funds	0.00		0.00		0.00		0.00				
13735	Business Unit 1 Income - S & K	9,072.00		9,072.00		3,024.00		0.00				
13736	Business Unit 2 Income	9,072.00		9,072.00		3,024.00		2,250.81				
13737	Business Unit 3 Income	0.00		0.00		0.00		0.00				
13738	Business Unit 4 Income	0.00		0.00		0.00		0.00				
13739	Business Unit 5 Income - MTM	0.00		0.00		0.00		0.00				
13740	Business Unit 6 Income - MEITA	0.00		0.00		0.00		0.00				
13741	Business Unit 7 Income	0.00		0.00		0.00		0.00				
13742	Business Unit 8 Income - MacIntosh	0.00		0.00		0.00		0.00				
13743	Business Unit 9 Income - S & K	0.00		0.00		0.00		0.00				
13744	Business Units - Common Income	0.00		0.00		0.00		0.00				
13745	Super Towns Income	0.00		0.00		0.00		0.00				
13746	L/Govt Energy Efficiency Program	0.00		0.00		0.00		0.00				
SUB-TOTAL		18,144.00	412,693.40	18,144.00	412,693.40	6,048.00	139,009.00	2,250.81	110,898.32	0.00	(9,634.88)	
<b>CAPITAL EXPENDITURE</b>												
13750	Purchase Furniture & Equipment - Economic	0.00		0.00		0.00		0.00				
13751	Purchase Plant & Equipment - Other Econon	0.00		0.00		0.00		0.00				
13752	Economic Development Reserve Interest ex	37.00		37.00		12.00		2.34				
13753	Purchase L & B - Incubator Project Jobs											
	INC Business Incubators	0.00		0.00		0.00		0.00				
13754	Reserve Funds ex Muni (R4R)	0.00		0.00		0.00		0.00				
13755	Infrastructure Carpark- Incubators (Business	0.00		0.00		0.00		0.00				
13756	Community Development Reserve Funds ex	13,163.00		13,163.00		4,384.00		1,510.78				

SHIRE OF MORAWA  
SCHEDULE 13 - ECONOMIC SERVICES  
Financial Statement for Period Ended  
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ECONOMIC DEVELOPMENT GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Alter		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
13757	Purchase Land & Buildings - Economic Deve		0.00		0.00		0.00		0.00			
13758	Transfer to Morawa Community Future Fund		2,878.00		2,878.00		956.00		177.23			
13759	Reserve Funds ex Muni (Future Fund)		21,244.00		21,244.00		7,080.00		3,494.47			
13760	Transfer Interest to Solar Thermal Power Re		0.00		0.00		0.00		0.00			
13761	Transfer Interest to Morawa Revitalisation R		0.00		0.00		0.00		0.00			
13762	Morawa Revitalisation - Road Infrastructure Jobs											
	REV02 Phase 1 - Road Freight Alignment Bypass		0.00		0.00		0.00		0.00			
13763	Morawa Revitalisation - Other Infrastructure Jobs											
	REV01 Phase 2 - Civic Square/Pedestrian Crossing		0.00		0.00		0.00		0.00			
	REV03 Mwp-Morawa Town Revitalisation Project		0.00		0.00		0.00		0.00			
	REV04 Town Square Cctv Cameras		0.00		0.00		0.00		0.00			
	REV05 Construction Of Footpath & Heritage Trail		0.00		0.00		0.00		0.00			
13764	Investment in North Midlands Solar Thermal		0.00		0.00		0.00		0.00			
13765	Transfer to Morawa Community Future Fund		18,057.40		18,057.40		0.00		0.00		(0.40)	
13766	Wireles & Mobile Blackspot Coverage		0.00		0.00		0.00		0.00			
13767	Transfer to Business Units Reserve		20,000.00		20,000.00		0.00		0.00			
13768	Transfer Interest to Business Units Reserve		1,529.00		1,529.00		508.00		97.53			
13769	Infrastructure Other - Economic Developmen		0.00		0.00		0.00		0.00			
13780	Land Development - Costs of Acquisition Jobs											
	LD001 Industrial Land Development - Costs Of Acquisition		0.00		0.00		0.00		0.00			
13781	Land Development - Development Costs Jobs											
	LD002 Industrial Land Development - Development Costs		0.00		0.00		0.00		0.00			
13782	Transfer to COVID-19 Emergency Response		0.00		0.00		0.00		0.00			
<b>CAPITAL REVENUE</b>												
13770	Proceeds on sale of L & B	0.00		0.00		0.00		0.00				
13771	Realisation on Asset Disposals - Economic I	0.00		0.00		0.00		0.00				
13772	Sale of Plant & Equipment	0.00		0.00		0.00		0.00				
13773	Grants ex Reserve	0.00		0.00		0.00		0.00				
13774	Proceeds Sale of Iron Ore Fines	0.00		0.00		0.00		0.00				
13775	Transfer ex Economic Development Res	0.00		0.00		0.00		0.00				
13776	Transfer from Morawa Future Fund Interest f	0.00		0.00		0.00		0.00				
13777	Transfer from Future Funds Reserve	18,057.40		18,057.40		18,057.00		0.00			(0.40)	
13778	Transfer From Community Development Res	0.00		0.00		0.00		0.00				
13779	Transfer from Unspent Grants Reserve	0.00		0.00		0.00		0.00				
37320	Transfer Ex Reserve SuperTowns	0.00		0.00		0.00		0.00				
SUB-TOTAL		18,057.40	76,908.40	18,057.40	76,908.40	18,057.00	12,940.00	0.00	5,282.35		(0.40)	(0.40)
TOTAL - ECONOMIC DEVELOPMENT		36,201.40	489,601.80	36,201.40	489,601.80	24,105.00	151,949.00	2,250.81	116,180.67		(0.40)	(9,635.28)

SHIRE OF MORAWA  
 SCHEDULE 14 - OTHER PROPERTY & SERVICES  
 Financial Statement for Period Ended  
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PROGRAMME SUMMARY	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Private Works		33,525.00		33,525.00		11,567.00		5,375.63	
Public Works Overheads		0.18		0.18		4,874.00		84,051.70	▲
Plant Operation Costs		0.00		0.00		(1,780.00)		56,081.60	▼
Administration		(0.37)		(0.37)		90,240.00		3,736.03	▼
MWLGSA Overheads (Direct Costs)		0.00		0.00		0.00		861.54	
Salaries & Wages		0.00		0.00		0.00		0.00	
Unclassified		0.00		0.00		0.00		0.00	
Town Planning Schemes		0.00		0.00		0.00		0.00	
Stock Fuels & Oils		0.00		0.00		0.00		(17,694.77)	
<b>OPERATING REVENUE</b>									
Private Works	37,500.00		37,500.00		12,500.00		6,445.44		
Public Works Overheads	0.00		0.00		0.00		1,067.85		
Plant Operation Costs	0.00		0.00		0.00		0.00		
Administration	5,000.00		5,000.00		1,664.00		38,660.33		▲
MWLGSA Overheads (Direct Costs)	0.00		0.00		0.00		0.00		
Salaries & Wages	0.00		0.00		0.00		0.00		
Unclassified	4,950.00		4,950.00		1,648.00		3,300.00		
Town Planning Schemes	0.00		0.00		0.00		0.00		
Stock Fuels & Oils	35,000.00		35,000.00		8,750.00		8,065.62		
<b>SUB-TOTAL</b>	<b>82,450.00</b>	<b>33,524.81</b>	<b>82,450.00</b>	<b>33,524.81</b>	<b>24,562.00</b>	<b>104,901.00</b>	<b>57,539.24</b>	<b>132,411.73</b>	
<b>CAPITAL EXPENDITURE</b>									
Private Works		0.00		0.00		0.00		0.00	
Public Works Overheads		0.00		0.00		0.00		5,460.00	
Plant Operation Costs		0.00		0.00		0.00		0.00	
Administration		7,360.00		7,360.00		784.00		150.50	
MWLGSA Overheads (Direct Costs)		0.00		0.00		0.00		0.00	
Salaries & Wages		0.00		0.00		0.00		0.00	
Unclassified		0.00		0.00		0.00		0.00	
Town Planning Schemes		0.00		0.00		0.00		0.00	
Stock Fuels & Oils		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
Private Works	0.00		0.00		0.00		0.00		
Public Works Overheads	0.00		0.00		0.00		0.00		
Plant Operation Costs	0.00		0.00		0.00		0.00		
Administration	0.00		0.00		0.00		0.00		
MWLGSA Overheads (Direct Costs)	0.00		0.00		0.00		0.00		
Salaries & Wages	0.00		0.00		0.00		0.00		
Unclassified	0.00		0.00		0.00		0.00		
Town Planning Schemes	0.00		0.00		0.00		0.00		
Stock Fuels & Oils	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>7,360.00</b>	<b>0.00</b>	<b>7,360.00</b>	<b>0.00</b>	<b>784.00</b>	<b>0.00</b>	<b>5,610.50</b>	

TOTAL - PROGRAMME SUMMARY

82,450.00	40,884.81	82,450.00	40,884.81	24,562.00	105,685.00	57,539.24	138,022.23
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SHIRE OF MORAWA  
 SCHEDULE 14 - OTHER PROPERTY & SERVICES  
 Financial Statement for Period Ended  
 31 October 2020

PRIVATE WORKS GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
14100 Administration Allocated - Private Works		1,864.00		1,864.00		620.00		1,334.88	
14101 Expenditure - Private Works <span style="float: right;">Jobs</span>									
W0650 Private Works - General		31,661.00		31,661.00		10,947.00		0.00	
W1288 Sweeping Gneabba - Shire Of Carnamah		0.00		0.00		0.00		0.00	
W1289 Mungada Road		0.00		0.00		0.00		0.00	
W1291 Maca Mining - Tilley Rd		0.00		0.00		0.00		0.00	
W1292 Water Corp Lane Way		0.00		0.00		0.00		0.00	
W1293 School Cracker Dust		0.00		0.00		0.00		0.00	
W1295 Road Broom - Three Springs		0.00		0.00		0.00		0.00	
W1296 Lot 435 Evans/Solomon St Mowing		0.00		0.00		0.00		0.00	
W1297 RFDS Short Circuit Race Track		0.00		0.00		0.00		0.00	
W1298 Slashing of block - Dixie Holt		0.00		0.00		0.00		0.00	
W1299 Karar Mining Ltd		0.00		0.00		0.00		0.00	
W1300 Shire of Three Springs - Hire of Road Broom		0.00		0.00		0.00		0.00	
W1301 Alex Horsly - 456 Carslake Road (water)		0.00		0.00		0.00		0.00	
W1302 Estate of Malcolm Trevor Ruwoldt - Yard Cle		0.00		0.00		0.00		0.00	
W1303 M Thorton		0.00		0.00		0.00		0.00	
W1304 Shire of Perenjori - Road Broom		0.00		0.00		0.00		0.00	
W1305 Shire of Eneabba - Road Broom		0.00		0.00		0.00		0.00	
W1306 Andrew Denham - Dreghorn St, Morawa		0.00		0.00		0.00		0.00	
W1307 Water to Ag School		0.00		0.00		0.00		0.00	
W1308 Water to Ag School - Water Corp		0.00		0.00		0.00		0.00	
W1309 22 Richter Ave - Yard Cleaning		0.00		0.00		0.00		0.00	
W1310 Three Springs - Road Broom		0.00		0.00		0.00		0.00	
W1311 Shire of Perenjori - Road sweeping		0.00		0.00		0.00		0.00	
W1312 Shire of Carnamah - Road sweeping		0.00		0.00		0.00		0.00	
W1313 Shire of Mingenew - Road Sweeping		0.00		0.00		0.00		0.00	
W1314 Water to Ag School		0.00		0.00		0.00		0.00	
W1316 Shire of Carnamah - Road sweeping		0.00		0.00		0.00		0.00	
W1317 Three Springs Road Broom		0.00		0.00		0.00		0.00	
W1319 Road Broom - Mingenew		0.00		0.00		0.00		0.00	
W1320 Road Broom Perenjori		0.00		0.00		0.00		0.00	
W1321 Morawa Ag College - dig hole		0.00		0.00		0.00		0.00	
W1322 Brad Porter		0.00		0.00		0.00		0.00	
W1323 Cheryl Walton		0.00		0.00		0.00		0.00	
W1326 Ag School		0.00		0.00		0.00		0.00	
W1328 Roland Bartholomeusz		0.00		0.00		0.00		0.00	
W1329 Three Springs Shire		0.00		0.00		0.00		0.00	
W1330 Shire of Carnamah		0.00		0.00		0.00		0.00	
W1331 Tomlinson		0.00		0.00		0.00		470.01	
W1332 Water Corporation		0.00		0.00		0.00		320.08	
W1334 Morawa Ag School		0.00		0.00		0.00		220.98	
W1335 Three Springs Shire		0.00		0.00		0.00		1,364.12	
W1336 John Sabbo		0.00		0.00		0.00		135.71	
W1337 Latham / Perenjori		0.00		0.00		0.00		1,364.12	
W1339 Caltex		0.00		0.00		0.00		165.73	
14102 Private Works - ISA Project - Main Roads		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
14130 Income from Private Works	37,500.00		37,500.00		12,500.00		6,445.44		
<b>SUB-TOTAL</b>	<b>37,500.00</b>	<b>33,525.00</b>	<b>37,500.00</b>	<b>33,525.00</b>	<b>12,500.00</b>	<b>11,567.00</b>	<b>6,445.44</b>	<b>5,375.63</b>	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									

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PRIVATE WORKS GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PRIVATE WORKS	37,500.00	33,525.00	37,500.00	33,525.00	12,500.00	11,567.00	6,445.44	5,375.63	

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PUBLIC WORKS OVERHEADS GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
14200	Administration Allocated - PWO		235,611.00		235,611.00		78,536.00		86,206.86	
14201	Employee Expenses - EMWA		129,498.00		129,498.00		43,160.00		91,376.68	▲
14202	Vehicle Expenses - EMWA		11,404.00		11,404.00		3,800.00		3,746.30	
14203	Other Expenses - EMWA		2,430.00		2,430.00		808.00		228.01	
14204	Sick Leave Expense - Outside Staff		31,017.00		31,017.00		10,733.00		13,126.27	
14205	Annual & Long Service Leave - Outside Staff		72,888.78		72,888.78		25,228.00		31,955.05	
14206	Public Holiday Pay - Outside Staff		37,139.00		37,139.00		3,094.00		2,906.18	
14207	Superannuation - Outside Staff		124,614.00		124,614.00		43,133.00		36,727.34	
14208	Training - Outside Staff		0.00		0.00		0.00		0.00	
14209	OSH Programme & Training		29,592.00		29,592.00		10,237.00		41,921.26	▲
14210	Protective Clothing - Outside Staff		5,000.00		5,000.00		5,000.00		595.50	
14211	Insurance on Works		19,336.00		19,336.00		19,333.00		22,441.00	
14212	Contribution to Regional Risk Co-ordinator		9,000.00		9,000.00		0.00		0.00	
14213	Travel & Conference Expenses		1,000.00		1,000.00		250.00		23.00	
14214	Relocation Expenses		1,000.00		1,000.00		250.00		0.00	
14215	Safety Equipment		5,000.00		5,000.00		1,664.00		198.59	
14216	Minor Expenses Including Sundry Plant Op		12,372.40		12,372.40		4,120.00		(8,977.22)	▼
14217	Engineering Costs		5,000.00		5,000.00		1,664.00		2,175.00	
14218	Consultancy Services		25,000.00		25,000.00		6,250.00		0.00	
14220	Expendable Stores Expense		15,000.00		15,000.00		5,000.00		1,565.19	
14222	Salary Sacrifice - Housing		0.00		0.00		0.00		0.00	
14223	Housing Costs Allocated - PWO's		109,959.00		109,959.00		36,652.00		15,099.53	▼
14224	Advertising - PWO		1,000.00		1,000.00		250.00		0.00	
14225	Traffic Management Signs		1,000.00		1,000.00		332.00		0.00	
14226	Medical Examination Costs		750.00		750.00		248.00		538.80	
14227	Minor Plant Purchases		0.00		0.00		0.00		0.00	
14228	Backpay/Adjustments		0.00		0.00		0.00		0.00	
14229	Workers Compensation Leave		0.00		0.00		0.00		0.00	
14230	COVID19 Works Expenses Operating		0.00		0.00		0.00		5,061.51	
14239	Traineeship -		0.00		0.00		0.00		0.00	
14242	Unallocated Wages		0.00		0.00		0.00		0.00	
14243	Depreciation - PWO's		11,990.00		11,990.00		3,996.00		4,036.74	
<i>Recovered amounts</i>										
14219	Overheads Allocated to Public Works		(896,601.00)		(896,601.00)		(298,864.00)		(266,899.89)	▼
<b>OPERATING REVENUE</b>										
14240	Income Relating to Public Works Overheads	0.00		0.00		0.00		0.00		
14241	Workers Compensation Reimbursements	0.00		0.00		0.00		1,067.85		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.18</b>	<b>0.00</b>	<b>0.18</b>	<b>0.00</b>	<b>4,874.00</b>	<b>1,067.85</b>	<b>84,051.70</b>	
<b>CAPITAL EXPENDITURE</b>										
14251	Purchase Plant & Equip - PWO		0.00		0.00		0.00		0.00	
14252	Purchase Furniture & Equipment - PWO		0.00		0.00		0.00		0.00	
14253	COVID19 Plant Purchases Capital		0.00		0.00		0.00		5,460.00	
<b>CAPITAL REVENUE</b>										
14261	Proceeds on Asset Disposal - Public Works	0.00		0.00		0.00		0.00		
14262	Realisation on Asset Disposal - Public Work	0.00		0.00		0.00		0.00		

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PUBLIC WORKS OVERHEADS GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,460.00	
TOTAL - PUBLIC WORKS OVERHEADS	0.00	0.18	0.00	0.18	0.00	4,874.00	1,067.85	89,511.70	

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PLANT OPERATION COSTS GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
14300 Admin Alloc (POC)		0.00		0.00		0.00		0.00	
14301 Parts & Repairs		90,800.00		90,800.00		30,264.00		31,075.64	
14302 Grader Blades & Cutting Points		14,000.00		14,000.00		4,664.00		6,907.38	
14303 Insurance - Plant		23,347.00		23,347.00		7,780.00		21,580.48	▲
14304 Fuel & Oils		209,991.20		209,991.20		69,996.00		52,010.51	▼
14305 Tyres and Tubes		64,930.00		64,930.00		21,640.00		6,353.09	▼
14306 Minor Equipment Purchases (Expendable Tr		0.00		0.00		0.00		0.00	
14307 Internal Repair Wages		26,183.00		26,183.00		8,724.00		16,387.98	
14308 Licences - Plant		5,295.00		5,295.00		0.00		843.12	
14309 Plant Depreciation costs from Assets - DO N		0.00		0.00		0.00		0.00	
14310 Leasing of Plant		0.00		0.00		0.00		0.00	
14509 Plant Depreciation costs from Assets		230,151.00		230,151.00		76,716.00		86,525.78	
<i>Recovered amounts</i>									
14320 Plant Operation Costs Allocated to Works		(664,697.20)		(664,697.20)		(221,564.00)		(165,602.38)	▼
14530 Depreciation allocated to work's and svces		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>									
14431 Reimbursements POC	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	(1,780.00)	0.00	56,081.60	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PLANT OPERATION COSTS	0.00	0.00	0.00	0.00	0.00	(1,780.00)	0.00	56,081.60	

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ADMINISTRATION GL # JOB #		Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
14600	Salaries & Wages - Admin		680,958.27		680,958.27		235,703.00		218,764.16	
14601	Leave Liability To Other Shires		0.00		0.00		0.00		26,453.00	
14602	Superannuation - Admin		72,750.42		72,750.42		25,166.00		29,235.79	
14603	Office Equipment - Salary Sacrifice		0.00		0.00		0.00		0.00	
14604	Personal Professional Development		10,000.00		10,000.00		2,500.00		1,482.73	
14605	Staff Uniform Expense - Admin		4,500.00		4,500.00		1,500.00		263.27	
14606	OSH Programme & Training - Admin		7,500.00		7,500.00		2,500.00		865.00	
14607	Fringe Benefits Tax - Admin		22,500.00		22,500.00		5,625.00		(12,168.50)	▼
14608	Relocation Expenses - Admin		5,000.00		5,000.00		1,250.00		0.00	
14609	Insurance Premiums - Admin		18,981.34		18,981.34		8,364.00		9,899.85	
14610	Conference Expenses - Admin		7,750.00		7,750.00		7,750.00		0.00	
14611	Motor Vehicle Expenses - Admin		21,885.00		21,885.00		7,292.00		3,368.86	
14612	Travel & Accommodation - Admin		4,000.00		4,000.00		1,332.00		3.95	
14613	Housing Costs Allocated - Admin		57,492.21		57,492.21		19,164.00		11,468.05	
14614	Consultancy Services - Admin		90,000.00		90,000.00		30,000.00		55,980.00	▲
14615	Office Building Maintenance - Admin									
	<b>B14615 Office Building Maintenance - Admin</b>		<b>42,782.04</b>		<b>42,782.04</b>		<b>14,793.00</b>		<b>14,381.07</b>	
14616	Archive & Records Storage		1,500.00		1,500.00		500.00		285.00	
14617	Office Equipment Maintenance - Admin		2,500.00		2,500.00		832.00		0.00	
14618	Office Equipment Purchases Expensed		9,950.00		9,950.00		3,312.00		1,292.23	
14619	Computer Maintenance Expense		65,000.00		65,000.00		21,664.00		545.36	▼
14620	Computer Software Support & Licenses		102,445.00		102,445.00		102,445.00		60,820.50	▼
14621	Miscellaneous/Other Office Expenses		5,000.00		5,000.00		1,664.00		478.64	
14622	Photocopier Finance Expenses		3,000.00		3,000.00		1,000.00		4,237.20	
14623	Telecommunications - Admin		37,354.00		37,354.00		12,448.00		6,880.51	
14624	Legal Expenses Administration		15,000.00		15,000.00		5,000.00		2,427.78	
14625	Postage & Freight		3,500.00		3,500.00		1,164.00		2,715.65	
14626	Printing & Stationery - Admin		15,000.00		15,000.00		5,000.00		3,215.69	
14627	Advertising - Admin		20,000.00		20,000.00		6,664.00		10,184.25	
14628	Provision/Write off Sundry Debtors (previous		5,000.00		5,000.00		0.00		0.00	
14629	Bank Fees and Charges & Interest Expense		10,000.00		10,000.00		3,332.00		5,342.52	
14630	Depreciation - Admin		37,060.00		37,060.00		12,352.00		14,823.68	
14631	ClickSuper		0.00		0.00		0.00		0.00	
14632	Bank Fees and Charges Overdraft Facilities		0.00		0.00		0.00		0.00	
14633	Luxury Car Tax		0.00		0.00		0.00		0.00	
14634	Paid Parental Leave (Centrelink) - Admin		0.00		0.00		0.00		0.00	
14638	Loss on Disposal of Assets - Administration		14,088.35		14,088.35		14,088.00		0.00	▼
<i>Recovered amounts</i>										
14639	Administration Costs Allocated Across Progr		(1,392,497.00)		(1,392,497.00)		(464,164.00)		(469,510.21)	
<b>OPERATING REVENUE</b>										
14640	Income relating to Administration	5,000.00		5,000.00		1,664.00		26,545.00		▲
14641	Leave Liability from other Shires	0.00		0.00		0.00		12,115.33		
14642	Traineeship Incentives	0.00		0.00		0.00		0.00		
14643	Salary Sacrifice Reimbursements	0.00		0.00		0.00		0.00		
14644	Paid Parental Leave (Centrelink) Mun	0.00		0.00		0.00		0.00		
14672	Grant/Contributions	0.00		0.00		0.00		0.00		
14674	Profit on Disposal of Assets - Administration	0.00		0.00		0.00		0.00		

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ADMINISTRATION GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
SUB-TOTAL	5,000.00	(0.37)	5,000.00	(0.37)	1,664.00	90,240.00	38,660.33	3,736.03	
<b>CAPITAL EXPENDITURE</b>									
14650 Purchase Plant - Administration		0.00		0.00		0.00		0.00	
14651 Purchase Furniture & Equipment Administrat		0.00		0.00		0.00		0.00	
14652 Leave Reserve Interest ex Muni		0.00		0.00		0.00		0.00	
14653 Purchase Land & Buildings - Admin Jobs									
B14653 Admin Office Upgrade		0.00		0.00		0.00		0.00	
U165 Neff Office Upgrade		0.00		0.00		0.00		0.00	
14654 Transfer Interest to Leave Reserve ex Muni		2,360.00		2,360.00		784.00		150.50	
14655 Transfers to Leave Reserve - General		5,000.00		5,000.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
14670 Proceeds on Asset Disposal - Administration	8,000.00		8,000.00		8,000.00		0.00		
14671 Realisation on Asset Disposal - Administratic	(8,000.00)		(8,000.00)		(8,000.00)		0.00		
14673 Transfer from Reserve - Administration	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	7,360.00	0.00	7,360.00	0.00	784.00	0.00	150.50	
TOTAL - ADMINISTRATION	5,000.00	7,359.63	5,000.00	7,359.63	1,664.00	91,024.00	38,660.33	3,886.53	

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SALARIES & WAGES GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
14701 Gross Salaries & Wages		1,903,386.26		1,903,386.26		658,863.00		647,057.05	
14702 Worker's Comp Wages		0.00		0.00		0.00		0.00	
14715 Less Sal & Wages Alloc to Works		(1,903,386.26)		(1,903,386.26)		(658,863.00)		(647,057.05)	
<u>OPERATING REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



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STOCK FUELS & OILS GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
14401 Purchase of Stock Materials		209,991.20		209,991.20		69,996.00		20,964.00			
14402 Stock Allocated to Works and Plant		(209,991.20)		(209,991.20)		(69,996.00)		(38,658.77)			
<u>OPERATING REVENUE</u>											
14430 Sale of Stock	0.00		0.00		0.00		222.73				
14432 Diesel Fuel Rebate	35,000.00		35,000.00		8,750.00		7,842.89				
SUB-TOTAL	35,000.00	0.00	35,000.00	0.00	8,750.00	0.00	8,065.62	(17,694.77)		0.00	0.00
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL - STOCK FUELS & OILS	35,000.00	0.00	35,000.00	0.00	8,750.00	0.00	8,065.62	(17,694.77)		0.00	0.00

SHIRE OF MORAWA  
 SCHEDULE 14 - OTHER PROPERTY & SERVICES  
 Financial Statement for Period Ended  
 31 October 2020

UNCLASSIFIED GL # JOB #	Adopted Budget		Revised Budget		YTD Budget		YTD Actual		Bud Review Movement		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
14800 Administration Allocated - Unclassified		0.00		0.00		0.00		0.00			
14801 Expenses Relating to Unclassified											
B1480 Chemist Maintenance		0.00		0.00		0.00		0.00			
14802 Other Expenses - Unclassified		0.00		0.00		0.00		0.00			
14805 Industrial - Lot 511 White Avenue											
B14805 Industrial - Lot 511 White Avenue		0.00		0.00		0.00		0.00			
14806 Industrial -Club Road,Morawa (Lots 50, 356.		0.00		0.00		0.00		0.00			
<b>OPERATING REVENUE</b>											
14830 Income Relating to Unclassified	4,950.00		4,950.00		1,648.00		0.00				
14831 Lot 501 White Ave (WNR Mining Camp)	0.00		0.00		0.00		3,300.00				
SUB-TOTAL	4,950.00	0.00	4,950.00	0.00	1,648.00	0.00	3,300.00	0.00	0.00	0.00	
<b>CAPITAL EXPENDITURE</b>											
14840 Purchase of Buildings		0.00		0.00		0.00		0.00			
14841 Purchase of Land		0.00		0.00		0.00		0.00			
<b>CAPITAL REVENUE</b>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - UNCLASSIFIED	4,950.00	0.00	4,950.00	0.00	1,648.00	0.00	0.00	0.00	0.00	0.00	

Item 11.2.4 - Attachment 1

**SHIRE OF MORAWA  
EMPLOYEE TIMESHEET**

Employee Name: **Rob Paull**

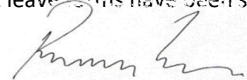
Pay period ending: **14/10/2020**

DAY	DATE	START	END	BREAK	START	END	BREAK	START	END	ORDINARY HOURS	LEAVE TYPE	LEAVE HOURS	ORDINARY HOURS + LEAVE
THURSDAY	01-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	7:00 PM				10.75			10.75
FRIDAY	02-Oct-20	7:45 AM	1:00 PM	0.75	1:45 PM	6:00 PM				9.50			9.50
SATURDAY	03-Oct-20	6:30 AM	7:40 AM	0.0	9:30 AM	11:45 AM				3.42			3.42
SUNDAY	04-Oct-20	6:30 AM	7:40 AM	0.0	9:30 AM	11:45 AM				3.42			3.42
MONDAY	05-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	6:15 PM				10.25			10.25
TUESDAY	06-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	7:00 PM				11.00			11.00
WEDNESDAY	07-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	6:00 PM				9.75			9.75
THURSDAY	08-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	8:00 PM				11.75			11.75
FRIDAY	09-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	6:15 PM				10.00			10.00
SATURDAY	10-Oct-20									0.00			0.00
SUNDAY	11-Oct-20									0.00			0.00
MONDAY	12-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	6:00 PM				9.50			9.50
TUESDAY	13-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	5:30 PM				9.50			9.50
WEDNESDAY	14-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	6:00 PM				9.75			9.75
										108.58		0.0	108.58

LEAVE TYPES
Annual
Sick
Public Holiday
Unpaid

**OFFICER'S CERTIFICATION**

I certify that the details on this form are current, correct and the relevant leave forms have been submitted

Signature: 

Date: 14/10/2020

Unpaid Leave 0.00

## SHIRE OF MORAWA EMPLOYEE TIMESHEET

Employee Name: **Rob Paull**

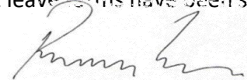
Pay period ending: **28/10/2020**

DAY	DATE	START	END	BREAK	START	END	BREAK	START	END	ORDINARY HOURS	LEAVE TYPE	LEAVE HOURS	ORDINARY HOURS + LEAVE
THURSDAY	15-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	8:00 PM				12.00			12.00
FRIDAY	16-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	5:30 PM				9.25			9.25
SATURDAY	17-Oct-20									0.00			0.00
SUNDAY	18-Oct-20									0.00			0.00
MONDAY	19-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	6:30 PM				10.50			10.50
TUESDAY	20-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	6:15 PM				10.25			10.25
WEDNESDAY	21-Oct-20	7:00 AM	1:00 PM	0.50	1:30 PM	6:00 PM				10.50			10.50
THURSDAY	22-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	6:00 PM				10.00			10.00
FRIDAY	23-Oct-20	7:35 AM	1:00 PM	0.50	1:30 PM	5:45 PM				9.67			9.67
SATURDAY	24-Oct-20	8:30 AM	3:00 PM							6.50			6.50
SUNDAY	25-Oct-20									0.00			0.00
MONDAY	26-Oct-20	7:45 AM	1:00 PM	0.50	1:30 PM	6:00 PM				9.50			9.50
TUESDAY	27-Oct-20									7.60	Sick		7.60
WEDNESDAY	28-Oct-20	7:30 AM	1:00 PM	0.50	1:30 PM	6:30 PM				10.50			10.50
										106.27		0.0	106.27

LEAVE TYPES
Annual
Sick
Public Holiday
Unpaid

**OFFICER'S CERTIFICATION**

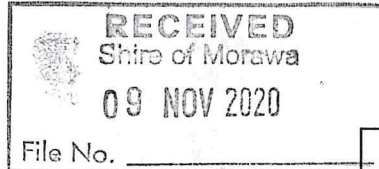
I certify that the details on this form are current, correct and the relevant leave forms have been submitted

Signature: 

Date: 28/10/2020

Unpaid Leave 0.00

bankwest



File No. \_\_\_\_\_

Account Name

SHIRE OF MORAWA

Period

1 Oct 20 - 30 Oct 20

Facility Limit

\$15,000



304BC3C 000050 (053N)

CARD ADMINISTRATOR  
SHIRE OF MORAWA  
PO BOX 14  
MORAWA WA 6623

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

## YOUR ACCOUNT SUMMARY

<b>Opening Balance</b>	<b>\$1,159.89</b>
Purchases	\$23.09
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$0.68
Payments & Other Credits	\$1,159.89 CR
<b>Closing Balance</b>	<b>\$23.77</b>

## PAYMENT REQUIRED

Account Name	SHIRE OF MORAWA
Account Number	██████████
Payment Due Date	19 Nov 20
Minimum Payment	\$20.00
For details on how to make payments please see over	

## YOUR CARDHOLDER ACTIVITY SUMMARY

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	██████████		\$0.00	\$0.68	\$1,159.89 CR
VAN DER MEER,JOHANNIS	██████████	\$2,000.00	\$23.09	\$0.00	\$0.00
PAULL,ROBERT L	██████████	\$10,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$15,000.00</b>	<b>\$23.09</b>	<b>\$0.68</b>	<b>\$1,159.89 CR</b>

## YOUR INTEREST RATES

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash	17.99% p.a.
-----------	-------------	-------------------	-------------	------	-------------

## YOUR BANKWEST BUSINESS REWARDS POINTS

MEMBERSHIP ID. 9000523945

Opening Balance	0.00	Do you know what you can get with your Bankwest Business Rewards Points? Log on to <a href="http://bankwestbusinessrewards.com.au">bankwestbusinessrewards.com.au</a> and check out the wide range of rewards available to you.
Accrued This Month	0.00	
Expired/Adjusted This Month	0.00	
Redeemed This Month	0.00	
Closing Balance	0.00	

Please note that your Bankwest Business Rewards points have a 24 month expiry

## YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
05 OCT 20	PERIODICAL PAYMENTS 06		\$1,159.89
05 OCT 20	FOREIGN TRANSACTION FEE	\$0.68	
<b>Total</b>		<b>\$0.68</b>	<b>\$1,159.89 CR</b>

Mr Robert Paull MAICD  
602 Boolee Street  
TOM PRICE WA 6751  
AUSTRALIA

## Tax Invoice/Receipt

	Invoice No.	Invoice Date	Contact ID
	10945658	30 June 2020	2443104

Description	Quantity	Unit Price Exc. GST	Amount Exc. GST	GST	Total
Renewal Standard Member (through 30 Jun 21)	1	\$550.00	\$550.00	\$55.00	\$605.00
New Member Directorship Opportunities (through 30 Jun 21)	1	\$75.00	\$75.00	\$7.50	\$82.50
<b>Total</b>			\$625.00	\$62.50	<b>\$ 687.50</b>

Amount Paid **\$687.50**

Amount Due **AUD \$ 0.00**

Payment terms are subject to the applicable Terms and Conditions notified at the time of purchase. Your personal information will be handled in accordance with our Privacy Policy available at [aicd.companydirectors.com.au/global/privacy](http://aicd.companydirectors.com.au/global/privacy)

Payments Received:	Amount
30-Jun-20      Credit Card      **** * 306	\$687.50
<b>TOTAL RECEIVED</b>	<b>AUD \$ 687.50</b>



# TAX INVOICE

Invoice No: 114079  
Date: 23rd Jun 20

Rob Paull Planning  
Robert Paull  
602 Boolee St  
Tom Price WA 6751 Australia

ABN: 34 151 601 937  
Planning Institute of Australia  
PO Box 5427

Kingston ACT 2604  
Phone: (02) 6262 5933  
Fax: (02) 6262 9970

Description	Quantity	Price ex GST
Robert Paull: Member: Full Member (WA)	1	574.55

**Total GST:** \$57.45  
**Total Inc GST:** \$632.00  
**Amount Paid:** \$632.00

Payment required on receipt of invoice.

#### EFT Details

**Account Name:** Planning Institute of Australia  
**BSB:** 012 955  
**Account Number:** 1014 30 683



Please see accompanying confirmation email for other payment instructions if applicable.

Please quote invoice number when making payment and send remittance to [accounts@planning.org.au](mailto:accounts@planning.org.au)

This document becomes a tax receipt upon payment.

**From:** [John Van Der Meer](#)  
**To:** [Rob Paull](#); [Cr Karen Chappel](#); [Rondah Toms](#)  
**Subject:** RE: Payment for (professional) 'Memberships'  
**Date:** Wednesday, 28 October 2020 5:02:00 PM  
**Attachments:** [image001.jpg](#)

---

Hello Rob,

Please consider this email a confirmation of the fact that the membership fee of \$1,000 as included in your letter of appointment has not yet been paid – neither as an allowance or a lump sum.

Also, please consider this a confirmation that this information will be included in the November 2020 OCM Report.

I will set up the payment on a pro rata basis as discussed.

Cheers, John

**Kind regards,**

**John van der Meer**  
**Executive Manager Corporate and Community Services**  
**Shire of Morawa**  
**M: 0427 429 647**



*The Shire acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.*



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**From:** Rob Paull <[ceo@morawa.wa.gov.au](mailto:ceo@morawa.wa.gov.au)>  
**Sent:** Sunday, 25 October 2020 12:44 PM



**To:** John Van Der Meer <emccs@morawa.wa.gov.au>; Cr Karen Chappel <karen.chappel@morawa.wa.gov.au>; Rondah Toms <ea@morawa.wa.gov.au>  
**Subject:** FW: Payment for (professional) 'Memberships'

Hello Karen and John.

Further to the email exchange below, I understand that for ease of payment, the Shire would prefer payment as a reimbursement process. Hence I have attached 2 invoice/payment for AICD and PIA that combined, exceed \$1,000. Given my period of employment will not now be 12 months (as per the Employment Letter), payment should be pro rata \$1,000 based on 10 Months.

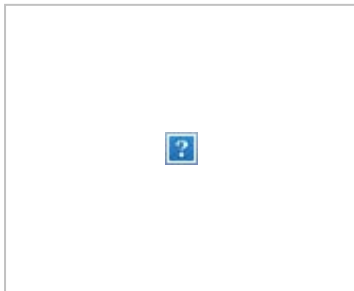
John, would you please confirm that the Part 10 (Total Reward Package) payment for (professional) 'Memberships' has not previously been paid to me either as a 'lump sum' or as a fortnightly allowance. Also, please ensure that the pro rata reimbursement payment is reported to Council at the November Ordinary meeting.

Rondah – would you please record on Synergy.

Cheers

Rob

**Robert Paull**  
**Acting Chief Executive Officer**  
**Shire of Morawa**  
**M: 0427 711 204**



*The Shire acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.*



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---

**From:** Cr Karen Chappel <[karen.chappel@morawa.wa.gov.au](mailto:karen.chappel@morawa.wa.gov.au)>

**Sent:** Wednesday, 26 August 2020 8:26 AM

**To:** Rob Paull <[ceo@morawa.wa.gov.au](mailto:ceo@morawa.wa.gov.au)>

**Subject:** Re: Payment for (professional) 'Memberships'

Hi Rob

Happy to authorise payment of these subscriptions.

Thanks

Karen

Sent from my iPhone

On 26 Aug 2020, at 8:01 am, Rob Paull <[ceo@morawa.wa.gov.au](mailto:ceo@morawa.wa.gov.au)> wrote:

Hello Karen and John.

Under my letter of appointment (attached) that Part 10 (Total Reward Package) provides for a payment for (professional) 'Memberships'. I am a member of several professional organisations comprising:

- Planning Institute of Australia;
- LG Professionals; and
- Australian Institute of Company Directors.

I have recently paid over \$1,500 in 2020/21 subscriptions to the above organisations and request that payment under 10 (e) be authorised.

Cheers

Rob

**Robert Paull**  
**Acting Chief Executive Officer**  
**Shire of Morawa**  
**M: 0427 711 204**

<image001.jpg>

*The Shire acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.*



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**From:** Rob <[thepaulls@westnet.com.au](mailto:thepaulls@westnet.com.au)>  
**Sent:** Tuesday, 25 August 2020 8:57 PM  
**To:** Rob Paull <[ceo@morawa.wa.gov.au](mailto:ceo@morawa.wa.gov.au)>  
**Subject:** FW: Appointment Letter Final R. Paull.docx

---

**From:** Cr Karen Chappel <[karen.chappel@morawa.wa.gov.au](mailto:karen.chappel@morawa.wa.gov.au)>  
**Date:** Thu, 28 Nov 2019 07:40:24 +0000  
**To:** Rob <[thepaulls@westnet.com.au](mailto:thepaulls@westnet.com.au)>  
**Subject:** Appointment Letter Final R. Paull.docx

Hi Rob,  
As discussed. Look forward to working with you .  
Kind regards,  
Karen Chappel  
<Appointment Letter Final R. Paull.docx>



### Disclaimer

You cannot rely on this record in your tax affairs. It is not binding and provides you with no protection (including from any underpaid tax, penalty or interest). In addition, this record is not an authority for the purposes of establishing a reasonably arguable position for you to apply to your own circumstances. For more information on the status of edited versions of private advice and reasons we publish them, see [PS LA 2008/4](#).

### Edited version of private advice

**Authorisation Number: 1051737443654**

**Date of advice: 28 August 2020**

### Ruling

**Subject: Goods and services tax and burial rights**

### Question

Is the supply by an Australian Government Agency of a grant of right of burial, or a renewal of a grant of right of burial, exempt from GST pursuant to Division 81 of the *A New Tax System (Goods and Services Tax) Act 1999* (GST Act)?

### Answer

Yes

### Relevant facts and circumstances

You are registered for GST.

You are an Australian Government Agency (AGA).

In performing your functions, you may grant to a person for a term the right of burial (also commonly known as a right of interment) in a specified area of a cemetery and the right to place a memorial on that area. The right of burial is in respect of a plot, mausoleum, vault, ossuary or designated areas of the cemetery where cremated ashes are placed.

On the application by the holder of a grant of a right of burial you may, under a state law, renew the right of burial for a further term.

The supply of a right of burial or renewal of a right of burial in your particular State/Territory can only be made by an AGA.

You have the power to make By-laws that are necessary or convenient for the purposes of the state law including for regulating the grant of rights of burial and regulating the manner of payment and the receipt of fees and charges.

A grant confers on the holder during the term of the grant, an exclusive right:

- to bury one or more dead bodies, or the ashes of one or more dead bodies in the grave specified in the grant; and
- to carry out monumental works on the grave specified in the grant.

You may by resolution set fees and charges for, amongst other things, a grant or renewal of a grant of a right of burial.

### **Relevant legislative provisions**

*A New Tax System (Goods and Services Tax) Act 1999* Section 9-5

*A New Tax System (Goods and Services Tax) Act 1999* Subsection 81-10(1)

*A New Tax System (Goods and Services Tax) Act 1999* Subsection 81-10(2)

*A New Tax System (Goods and Services Tax) Act 1999* Subsection 81-10(4)

*A New Tax System (Goods and Services Tax) Act 1999* Subsection 81-10(5)

*A New Tax System (Goods and Services Tax) Act 1999* section 81-15

*A New Tax System (Goods and Services Tax) Act* Regulations 2019

### **Reasons for decision**

#### **Summary**

The supply by an AGA of a right of burial or renewal of a right of burial is not a taxable supply on which GST is payable. This is because the fee or charge for the grant of or renewal of a right of burial is not consideration for a supply and accordingly not a taxable supply pursuant to subsection 81-10(1) of the GST Act.

#### **Legislation**

Under section 9-40 of the GST Act you must pay the GST payable on any taxable supply that you make. Section 9-5 of the GST Act provides that you make a taxable supply if, amongst other things not presently relevant, you make the supply for consideration.

However, the supply is not a taxable supply to the extent that it is GST-free or input taxed. The GST-free and input taxed provisions set out in Divisions 38 and 40 of the GST Act are not applicable to the supplies (grant of or renewal of a right of burial) the subject of this Ruling.

As you are registered for GST and make a grant of or renewal of a right of burial in the course of your enterprise as a cemetery operator for a fee, the issue that arises under section 9-5 of the GST Act is whether such supplies are made for 'consideration'.

The term 'supply' is defined in section 9-10 of the GST Act as 'any form of supply whatsoever' and includes amongst other things, a supply of services, a provision of information, a...grant ...of any right, an entry into, or release from, an obligation to do anything, to refrain from an act or to tolerate an act or situation and would include a grant of or renewal of a right of burial.

Subsection 9-15(1) of the GST Act provides that consideration includes any payment, or any act or forbearance, in connection with, in response to or for the inducement of a supply of anything.

The definition of consideration in section 9-15 of the GST Act is so broad that it would likely include the fees charged for the grant of or renewal of a right of burial.

On the facts provided all of the requirements for a taxable supply would be satisfied and as such the supplies of a grant of or renewal of a grant of a right of burial would be a taxable supply. This would be the case unless Division 81 of the GST Act comes into operation to preclude the fees in question from being the provision of consideration.

### **Division 81 of the GST Act**

Subsection 81-10(1) of the GST Act relevantly provides that a payment, or the discharging of a liability to make a payment, is not the provision of consideration to the extent the payment is an Australian fee or charge that is of a kind covered by subsections 81-10(4) or (5) of the GST Act.

Subsection 81-10(4) of the GST Act covers a fee or charge if the fee or charge relates to or relates to an application for the provision, retention, or amendment, under an, Australian law of a permission, exemption, authority or licence (however described).

Subsection 81-10(5) of the GST Act covers a fee or charge paid to an Australian government agency if the fee or charge relates to the agency doing any of the following:

- recording information
- copying information
- modifying information
- allowing access to information
- receiving information

- processing information, and
- searching for information.

As the fees above are not consideration, a supply to which they relate will not be a taxable supply unless the fee or charge is also of a kind covered by subsections 81-10(2) and (3) of the GST Act.

Subsections 81-10(2) and (3) of the GST Act narrow the operation of subsection 81-10(1) by providing that the payment of certain fees and charges prescribed by regulation is treated as the provision of consideration for a supply. These supplies will be taxable supplies where the other requirements of a taxable supply, as provided under section 9-5 of the GST Act, are satisfied.

In this way, the regulations prescribed for subsection 81-10(2) of the GST Act were made to treat the payment of an Australian fee or charge that would otherwise be covered by subsections 81-10(4) and (5) of the GST Act, as consideration for a supply.

Subsection 81-10.01(1) of the A New Tax System (Goods and Services Tax) Regulations 2019 (GST Regulations) provides, amongst other things, that for subsection 81-10(2) of the GST Act, the following kinds of Australian fees or charges are prescribed:

(a) ...

(f) a fee or charge for the provision of information by an Australian government agency if the provision of the information is of a non-regulatory nature;

(g) a fee or charge for a supply of a non-regulatory nature; ...

(h) a fee or charge for a supply by an Australian government agency, where the supply may also be made by a supplier that is not an Australian government agency.

Conversely, section 81-15 of the GST Act provides that where a fee or charge is prescribed by regulation, the payment of the fee or charge is not treated as the provision of consideration. Accordingly, a supply to which the fee or charge may relate will not be subject to GST.

Section 81-15.01 to the GST Regulations sets out those kinds of Australian fees and charges that are prescribed for section 81-15 of the GST Act and which do not constitute consideration. In particular paragraph 81-15.01(f) to the GST Regulations refers to a fee or charge for a supply of a regulatory nature made by an AGA and paragraph 81-15.01(d) to the GST Regulations which refers to a fee or charge to compensate an AGA for costs incurred by the agency in undertaking regulatory activities.

The term 'Australian fee or charge' is defined in section 195-1 of the GST Act as:

**Australian fee or charge** means a fee or charge (however described), other than an Australian tax, imposed under an \*Australian law and payable to an \*Australian government agency.

An AGA and an Australian law are terms defined in section 995-1 of the ITAA 1997 as:

**Australian law** means a \*Commonwealth law, a \*State law or a \*Territory law.

**Australian government agency** means:

- (a) a Commonwealth, a State or a Territory or
- (b) an authority of the Commonwealth or of a State or a Territory.

(\*Asterisked terms are defined in the Dictionary in section 995-1 of the ITAA 1997.)

### **Are the fees for the grant of or renewal of a right of burial an Australian fee or charge?**

With regards to the elements of Division 81 of GST Act and on the facts provided you are an AGA for GST purposes. The fees in question are not an Australian tax as they don't have the character of a tax falling within the concept of a 'fee for service'. The fees are imposed under the state law and By-law which comes within the definition of an Australian Law. On that basis, the fees set by you under the state law come within the definition of an Australian fee or charge.

### **Are the fees for the grant of or renewal of a right of burial of a kind covered by subsection 81-10(4) of the GST Act?**

Subsection 81-10(4) of the GST Act covers fees and charges that relate to the provision, retention or amendment of a permission, exemption, authority or licence (however described). The terms 'permission, exemption, authority or licence' are not defined in the GST Act and therefore take on their ordinary meaning, unless it has a special or technical meaning (*Uber BV v Commissioner of Taxation* [2017] FCA 110, per Griffiths J at paragraphs 133 to 142).

The ordinary meaning of the terms 'permission' and 'licence' as defined in The Macquarie Dictionary online <https://www.macquariedictionary.com.au/Australia> (Macquarie) are:

#### **permission** *noun*

1. the act of permitting; formal or express allowance or consent.
2. liberty or licence granted to do something...

#### **Licence** *noun*

1. formal permission or leave to do or not to do something.
2. formal permission from a constituted authority to do something, as to carry on some business or profession, to be released from jail for part of one's sentence under specific restrictions, etc.
3. a certificate of such permission; an official permit ...



Relevant to fees in relation to the grant (provision) of a right of burial or renewal of a right of burial is the word 'permission' which clearly connote allowing, permitting or consenting to something being done. The grant of a right of burial or renewal of a right of burial has the character of a formal permission from the grantor (you) under an Australian law (state law) to do something or allow something to be done (inter/bury human remains). It follows that the burial right or renewal of the burial right comes within the ordinary meaning of 'permission' in the context of the GST Act.

## Licence

The definition of 'licence' was considered in *Federal Commissioner of Taxation v. United Aircraft Corp* (1943) 68 CLR 525 as providing an excuse for an act which would otherwise be unlawful, for example, an entry upon a person's land, or the infringement of a patent or copyright. It is an authority to do something which would otherwise be wrongful or illegal or inoperative.

A licence agreement in relation to land is the granting of a permission to use the land in consideration of a fee subject to the conditions set out in the licence. Windeyer J in *Radaich v Smith* (1959) 101 CLR 209 said in order to determine whether there is a licence to enter land and use it for some stipulated purpose or purposes, the appropriate approach is to see whether the grantee was given a legal right of exclusive possession of the land for a term or from year to year or for a life or lives.

In determining the exclusivity associated with burial rights, the scope of exclusive possession and the nature of burial rights are relevant. Lord Templeman in *Street v Mountford* [1985] AC 809 stated the scope of exclusive possession gives the holder the ability to exercise the rights of an owner of land with an authority to keep out strangers and the landlord from the land. Likewise, as Young J observed in *Di Napoli v New Beach Apartments Pty Ltd* (2004) 11 BPR 21, the modern common law doctrine in relation to property rights provide landowners with substantial control of the air space above the land at a necessary height required for ordinary enjoyment and land use as well as subterranean rights beneath the land surface for considerable depth. It follows that the right of exclusive possession includes an authority to keep out strangers and the landlord from the land, extending to a considerable depth of the soil beneath the surface and the air space above it at a reasonable height.

Despite the lack of legal authority on exclusive rights of burial in Australia, Young J in *Smith v Tamworth City Council* and Ors [1997] NSWSC 197 (*Smith*) observed the following features of burial rights after considering relevant American authorities, English law and local positions:

- a right of burial is not an easement, but a licence: it is irrevocable once a body has been buried in the licensed plot;
- the cemetery authority is able to make reasonable by-laws as to the maintenance of the appearance of the cemetery;
- subject to such by-laws, the holder of the Right of Burial has the power to decide on the appearance of the grave and headstone;

the holder of the Right of Burial cannot use his or her right in such a way as to exclude friends and relatives of the deceased expressing their affection for the deceased in a reasonable and appropriate manner such as by placing flowers on the grave.

In *Smith*, the question was what are the rights and obligations of the holder of the Right of Burial. There, Young J concluded in NSW, the right obtained through purchasing a burial plot at a public cemetery was an irrevocable licence to have a body buried in that plot together with ancillary rights to have the body undisturbed and the right to care for the grave.

Young J made reference to Sankey LJ's observation in *Hoskins-Abrihall v Paignton UDC* [1929] 1 Ch 375, at 389 where he made clear that an exclusive right of burial does not prevent the public from placing flowers on a grave, a custom that is commonly observed in any cemetery. The decision confirms that an exclusive right of burial does not give a right to control the surface of the grave or affect the ultimate authority of the cemetery authority to make reasonable decisions on what is appropriate for the management and control of that cemetery.

The analysis of *Smith* suggests that the burial right included a licence to do all that was proper and reasonable to keep the grave in a decent state of repair. This right maybe limited by the terms of the statute under which the burial right was acquired. It does not allow the grantee to open a grave vault for purposes other than burial, or to exclude friends and relatives of the deceased expressing their affection for the deceased in a reasonable and appropriate manner, such as by placing flowers on the grave.

In terms of burial rights, it is a common misconception that a person owns a burial plot after purchasing a right of interment. What is actually purchased is the right to determine who can be buried in the plot, situated beneath the land surface. The holder of a burial right cannot prevent any members of the public from walking over the surface of a burial plot or from expressing affection for the deceased.

A right of burial does not prevent the cemetery authority as agent of the landowner from restricting the size and type of monuments that can be placed at the burial site. The only exclusivity provided by a burial right is the lack of access to the burial plot once a body is interred. The purpose of such an exclusion is to prevent buried remains from being disturbed for the duration of their interment in the interest of the public, as distinguished from protection of personal enjoyment and private use entitled as holder of a burial right.

It is therefore reasonable to conclude that the grant of a right of burial or renewal of a right of burial in your case is aligned with obtaining a permission, authority or a licence for interment at a public cemetery. The state law makes it clear that the right of burial at public cemeteries requires a permission or licence from you in the form of a grant of a right upon payment of an associated fee.

Both the grant of and renewal of a right of burial have the character of a formal permission or licence from you to do something which, in this case, is to bury a dead body or ashes of a dead body such that a grant of a right of burial or renewal of a right of burial could be construed to be the provision or retention of a 'permission, exemption, authority or licence' (however described) for the purposes of subsection 81-10(4) of the GST Act

### **Are fees for the grant of or renewal of rights of burial prescribed by the GST Regulations?**

Section 81-15.01 of the GST Regulations sets out those fees and charges that are expressly excluded from being the provision of consideration for a supply. Relevantly fees for burial rights and renewal of burial rights, if charged to compensate you as an AGA for the costs incurred by you in undertaking a regulatory activity (paragraph 81-15.01(d) of the GST Regulations) or for a supply of a regulatory nature made by an AGA (paragraph 81-15.01(f) of the GST Regulations) will not constitute consideration for the supply.

Subsection 81-10 (2) of the GST Act may also, by regulation, expressly include certain Australian fees or charges as being consideration for a supply. Relevantly paragraph 81-10.01(1)(g) to the GST Regulation includes, for the purposes of subsection 81-10(2) of the GST Act, a fee or charge for a supply of a non-regulatory nature whilst paragraph 81-10.01(1)(h) to the GST Regulation includes, a fee or charge for a supply by an AGA where the supply may also be made by a supplier that is not an AGA.

Fees or charges for the supply of a grant of or renewal of a right of burial are not specifically listed in the GST Regulations. Paragraphs 81-10.01(1)(g) of the GST Regulations is mutually exclusive with paragraphs 81-15.01(d) and 81-15.01(f) of the GST Regulations. It follows that in deciding whether a fee for the supply of a grant of or renewal of a burial right is consideration for the supply it is necessary to determine whether or not the supply for which the fee is charged is regulatory or non-regulatory.

We note that in your circumstance only an AGA may be a supplier of a grant of burial right or renewal of right of burial under the state law and as such paragraph 81-10.01(h) of the GST Regulations does not apply.

### **Are the fees for the grant of or renewal of a right of burial regulatory or non-regulatory?**

Paragraph 81-10.01(1)(g) of the GST Regulations ensures that the non-regulatory activities of government are subject to GST where the requirements of section 9-5 of the GST Act are satisfied.

The meaning of the term 'regulatory' is not defined in the GST Regulations or the GST Act. The explanatory statement to the *A New Tax System (Goods and Services Tax) Amendment Regulation 2012 (No.2)* (Explanatory Statement) explains that paragraph 81-10.01(1)(g) of the GST Regulations applies to goods and services for which fees are imposed where the consumer is provided with something that lacks a regulatory character. In other words, the fee or charge covered by paragraph 81-10.01(1)(g) of the GST Regulations does not include the kind arising under an Australian law intended to regulate behaviour, ensure consumer protection or ensure compliance with certain standards, as they are regulatory in nature.

In construing the definition of 'regulatory', the Explanatory Statement provides that it 'captures those supplies made by a government agency, where the agency is legislatively empowered to make the relevant supply and the supply is to satisfy a regulatory purpose'. This can be contrasted with supplies (and payments) that would be made in the ordinary course of commerce even in the absence of regulation. Such supplies would be non-regulatory.

In the present case you are an AGA and are legislatively empowered under the state law and the By-law to make the supply of a grant of or renewal of a right of burial.

The grant of or renewal of a right of burial is to satisfy a regulatory purpose under the state law in that the grant of a burial right is integral to the management and control of public cemeteries and in the disposal of human remains in such cemeteries.

The state law provides that you may and in this case you have made the By-law for the purpose of, amongst other things, regulating the grant of rights of burial. The fee for burial rights arises under the state law and is intended to regulate behaviour and ensure compliance with certain standards in relation to the interment and placement of human remains. This is to ensure that such remains are properly disposed of and remain in their appropriate places of burial. In the absence of the state law, the disposal of human remains by anyone on public land in any manner would be lawful.

In most cases, human remains can only be interred (i.e. buried) or placed in designated cemeteries. The state law provides that a person shall not bury or assist at the burial of a dead body in any place other than a cemetery that is not closed unless the burial is in accordance with the Minister's authorisation given or is permitted under the state law.

Regulatory charges can be contrasted with resource and commercial charges. For these types of charges, the pricing is set by value-based, commercial or cost recovery. Legislation may not be required. Examples of resources charges are rights and privileges including licences to natural resources. This also includes lease and use of public property or infrastructure. Examples of commercial charges are sale of publications or data, provision of specialist expertise and advertising and sponsorship.

Having had regard to the ordinary meaning of the various terms and the state law and By-law, the grant of or renewal of a right of burial is a supply of a regulatory nature and as such paragraph 81-10.01(1)(g) of the GST Regulations will not apply.

Accordingly, the fee or charge for the supply of the grant of or renewal of a right of burial is not the provision of consideration either because:

- it is a fee or charge that comes within subsection 81-10(1) of the GST Act being a fee or charge of a kind covered by subsection 81-10(4) of the GST Act and not of a kind covered by subsection 81-10.01(1) of the GST Regulations or

- it is a fee or charge of a kind covered by paragraph 81-15.01(d) or (f) of the GST Regulations prescribed for section 81-15 of the GST Act.

As such the supply of the grant of or renewal of a right of burial is not a taxable supply under section 9-5 of the GST Act.

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WESTERN



AUSTRALIA

REGISTER NUMBER <b>N/A</b>	
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>16/4/2020</b>

**RECORD OF CERTIFICATE OF TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1035** FOLIO **876**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
 REGISTRAR OF TITLES



**THIS IS A MULTI-LOT TITLE**

**LAND DESCRIPTION:**

LOTS 12 & 13 ON DEPOSITED PLAN 142516

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

SHIRE OF MORAWA OF 26 WINFIELD STREET MORAWA WA 6623

(TS O322336 ) REGISTERED 13/1/2020

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
 \* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1035-876 (12/DP142516), 1035-876 (13/DP142516)  
 PREVIOUS TITLE: 1035-876  
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF MORAWA

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING  
 O322336



# **State Council Full Minutes**

## **2 September 2020**

## NOTICE OF MEETING

Meeting of the Western Australian Local Government Association State Council held at Crown Perth in Botanical Room 3, on Wednesday 2 September 2020.

### 1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

#### 1.1 Attendance

Members	President of WALGA - <b>Chair</b> Deputy President of WALGA, Northern Country Zone Avon-Midland Country Zone Central Country Zone Central Metropolitan Zone Central Metropolitan Zone East Metropolitan Zone East Metropolitan Zone Goldfields Esperance Country Zone Gascoyne Country Zone  Great Eastern Country Zone Great Southern Country Zone Kimberley Country Zone Murchison Country Zone North Metropolitan Zone North Metropolitan Zone North Metropolitan Zone Peel Country Zone Pilbara Country Zone South East Metropolitan Zone South East Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South West Country Zone	Mayor Tracey Roberts JP President Cr Karen Chappel JP  President Cr Ken Seymour President Cr Phillip Blight Cr Jenna Ledgerwood Cr Paul Kelly Cr Catherine Ehrhardt Cr Kate Driver - Deputy President Cr Malcolm Cullen President Cr Eddie Smith – Deputy via teleconference President Cr Stephen Strange Cr Ronnie Fleay Cr Chris Mitchell JP Cr Les Price Cr Frank Cvitan JP Mayor Mark Irwin Mayor Albert Jacob - Deputy President Cr Michelle Rich Mayor Peter Long Cr Julie Brown Mayor Ruth Butterfield Cr Doug Thompson Mayor Carol Adams OAM Mayor Logan Howlett JP President Cr Tony Dean
Ex Officios	Chair Commissioner, City of Perth  Local Government Professionals WA	Mr Andrew Hammond, arrived at 4:13pm Mr Jamie Parry
Guests	Minister for Local Government; Heritage; Culture and the Arts Minister's Chief of Staff LGIS Chair LGIS Chief Executive Officer	Hon. David Templeman MLA – arrived at 5:11pm Mr Gary Hamley, arrived at 5:11pm Mr Peter Forbes Mr Jonathan Seth
Secretariat	Chief Executive Officer EM Strategy, Policy and Planning EM Governance & Organisational Services EM Commercial and Communications EM Infrastructure Intergovernmental Relations and Risk Manager Strategy & Association Governance Chief Financial Officer Manager Governance Executive Officer Governance	Mr Nick Sloan Mr Mark Batty Mr Tony Brown Mr Zac Donovan Mr Ian Duncan Ms Joanne Burges Mr Tim Lane Mr Rick Murray Mr James McGovern Ms Margaret Degebrodt

## **ORDER OF PROCEEDINGS**

- **OPEN and WELCOME**

The Chair declared the meeting open at 4:00pm.

- **Acknowledgement of Country**

I would like to acknowledge the Whadjuk Nyoongar People who are the Traditional Custodians of this land we meet on today and I would like to pay my respects to their Elders past, present and future.

Welcome to:

- Hon David Templeman MLA Minister for Culture and the Arts, Local Government and Heritage (arrived at 5:11pm).
- Mr Gary Hamley Minister's Chief of Staff (arrived at 5:11pm).
- Mr Peter Forbes Chair LGIS
- Mr Jonathan Seth Chief Executive Officer LGIS
- Hon Mayor Albert Jacob North Metropolitan Zone Deputy
- Cr Kate Driver East Metropolitan Zone Deputy
- President Cr Eddie Smith Gascoyne Country Zone Deputy –via teleconference
- State Councillors
- WALGA secretariat

## **APOLOGIES**

- Cr Russ Fishwick North Metropolitan Zone
- Cr Cate McCullough East Metropolitan Zone
- President Cr Cheryl Cowell Gascoyne Country Zone

## **ANNOUNCEMENTS**

Nil

## **2. DECLARATIONS OF INTEREST**

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

- *Mayor Logan Howlett declared an interest in Item 5.1, as an owner of a park home covered by the Act*
- *Cr Fleay declared an interest in Item 5.3 as a member of the WA Planning Commission*
- The following State Councillors declared an impartiality interest in Item 5.3 as a member of a Joint Development Assessment Panel (JDAP).
  - *Mayor Peter Long*
  - *Cr Frank Cvitan*
  - *Cr Julie Brown*
  - *Cr Chris Mitchell*
  - *Mayor Carol Adams*
  - *Cr Catherine Ehrhardt*
  - *President Cr Mitchell Rich*
  - *Mayor Ruth Butterfield*
  - *Cr Paul Kelly*
  - *Cr Kate Driver*
  - *President Cr Karen Chappel*
  - *Cr Jenna Ledgerwood*
- *Cr Paul Kelly declared an impartiality interest in Item 5.5*



## PAPERS

State Councillors received the following papers under separate cover:

- Strategic Forum Agenda
- Flying Minute – Template Noongar Heritage Agreement for Local Government
- Flying Minute – Infrastructure WA Discussion Paper
- Item 5.6 Finance and Services Committee Meeting Minutes 22 July.
  - Management Financials
  - May Financial Dashboard
  - WALGA Financial Report for year ending 31 May 2020
  - Deloitte Report
  - Deloitte Review
  - OAG Correspondence
- Item 5.7 Finance and Services Committee Minutes 19 August 2020
  - 2020/21 Governance Financials Pack period ending 31 July 2020
  - 2020/21 Management Financials ending 31 July 2020
- Item 5.8 Selection Committee Meeting Minutes
- Item 5.9 LGIS Board Minutes
- Item 5.10 LGIS Review Action Points Schedule - Confidential
- CEO's report to State Council
- President's Report (previously emailed to your Zone meeting)

### 3. MINUTES OF THE PREVIOUS MEETINGS

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#### 3.1 Minutes of Meeting Held 1 July 2020

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Moved: Cr Julie Brown  
Seconded: Cr Chris Mitchell

That the Minutes of the State Council meeting held Wednesday [1 July 2020](#) be confirmed as a true and correct record of proceedings.

**RESOLUTION 113.4/2020**

**CARRIED**

#### 3.1.1 Business arising from the Minutes of 1 July 2020.

Nil

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#### 3.2 Flying Minutes of Template Noongar Heritage Agreement for Local Government – 6 August 2020

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Moved: President Cr Karen Chappel  
Seconded: Mayor Logan Howlett

That the Flying Minutes of the [Template Noongar Heritage Agreement for Local Government, 6 August 2020](#), be confirmed as a true and correct record of proceedings.

**RESOLUTION 114.4/2020**

**CARRIED**

#### 3.2.1 Business arising from the Flying Minutes of the Template Noongar Heritage Agreement.

Nil

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### 3.3 Flying Minutes Infrastructure WA Discussion Paper and Submission

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Moved: President Cr Michelle Rich  
Seconded: President Cr Stephen Strange

That the Flying Minutes of the [Infrastructure WA Discussion Paper of 18 August 2020](#) be confirmed as a true and correct record of proceedings.

**RESOLUTION 115.4/2020**

**CARRIED**

#### 3.3.1 Business arising from the Flying Minutes of 18 August 2020.

Nil

#### 4. **EMERGING ISSUES**

Notification of emerging issues must be provided to the Chair no later than 24 hours prior to the meeting.

Nil

#### 5. **MATTERS FOR DECISION**

- As per matter listed
- Items Under Separate Cover to State Council only

#### 6. **MATTERS FOR NOTING / INFORMATION**

- As per matters listed.

#### 7. **ORGANISATIONAL REPORTS**

##### 7.1 Key Activity Report

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

##### 7.2 Policy Forum Reports

- 7.2.1 Policy Forum Reports

##### 7.3 President's Report

###### **Recommendation**

That the President's Report for September 2020 be received.

##### 7.4 CEO's Report

###### **Recommendation**

That the CEO's Report for September 2020 be received.

##### 7.5 Ex Officios

7.5.1 LG Professionals President, Jamie Parry, to provide LG Professionals Report to the meeting.

7.5.2 Chair Commissioner, Andrew Hammond to provide City of Perth Report.

#### 8. **ADDITIONAL ZONE RESOLUTIONS**

#### 9. **PRESENTATION**

#### 10. **DATE OF NEXT MEETING**

That the next meeting of the WALGA State Council to be held at WALGA on **Wednesday 2 December 2020**.

#### 11. **CLOSURE**

# Agenda Items

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## 5. MATTERS FOR DECISION

### 5.1 Park Home Approvals and the *Caravan Parks and Camping Grounds Act 1995* (05-018-02-0002 VJ)

*By Vanessa Jackson, Policy Manager, Planning and Improvement*

- *Mayor Logan Howlett declared an interest in Item 5.1, as an owner of a park home covered by the Act and left the meeting at 4:04pm.*

**Moved: Cr Julie Brown**  
**Seconded: Cr Catherine Ehrhardt**

**That WALGA urgently requests the State Government to undertake a full review of the *Caravan Parks and Camping Grounds Act 1995* and associated legislation and regulations, to address manufactured homes on caravan park sites.**

**RESOLUTION 116.4/2020**

**CARRIED**

#### **Executive Summary**

- The State currently regulates the approval and ongoing management of park homes within a caravan park under the *Caravan Parks and Camping Grounds Act 1995*.
- A recent SAT case has highlighted the conflict in the various legislative controls on this form of accommodation.
- New Regulations gazetted in March 2020 do not address the fundamental issue of locating park homes within caravan parks, they only provide a temporary solution after the SAT case.
- A full review of the *Caravan Parks and Camping Grounds Act 1995* and other legislative requirements (i.e. planning and building) is required to enable a more streamlined assessment of park homes in caravan parks, and remove the conflict between the different State legislative requirements.

#### **Attachment**

South West Country Zone Minutes:

<https://walga.asn.au/getattachment/Documents/Minutes-South-West-Country-Zone-26-June-2020.pdf?lang=en-AU>

#### **Background**

At WALGA's South West Country Zone on 26 June 2020, the Zone resolved to:

Seek WALGA's support to request that the State Government urgently amend the Caravan Parks Legislation to allow the continued lawful placement of new manufactured homes on caravan park sites, until approximately 2030, providing regulatory certainty in the short term to the industry, its customers and local governments, and providing time in which more comprehensive regulatory reform can be undertaken.



Under the Act, park homes are required to have a chassis, axles and wheels which are structurally able to bear the weight of the park home giving it the capacity to be drawn by another vehicle on a public road.

## **Comment**

Over the last ten years, Local Governments and WALGA have been raising concerns with the Department of Local Government, Sport and Cultural Industries (DLGSC) on the regulation and management of park homes, seeking to resolve the various conflicts between the legislation governing Caravan Parks, Park Homes and Lifestyle Villages.

The report presented to the South West Country Zone by the City of Busselton provides a comprehensive summary of the issues and concerns relating to the approval of park homes under the *Caravan and Camping Grounds Act 1995*.

The recent [SAT decision](#) (*Henville and City of Armadale*) highlighted longstanding and significant issues with the Caravan Parks Legislation in Western Australia, and created a situation whereby most, if not all, park homes could be considered unlawful.

After the *Henville and City of Armadale* case, DLGSC set up a working group of State Agencies, to see whether the various pieces of legislation could be harmonised, to provide greater certainty to the park home industry and to Local Government.

At the end of 2019, the working group advised that they had arrived at a series of possible solutions, however, the only formal response that has occurred is the *Caravan Parks and Camping Grounds Amendment Regulations 2020*, as gazetted on the 4 March 2020 (more information [here](#)).

The new regulations address park homes that were already in place in mid-2019, but there is no change with respect to the lawfulness of new park homes constructed since that time. This creates significant uncertainty and issues for the industry, its customers and for Local Government in assessing applications for park homes under the caravan park legislation. As outlined in the South West Country Zone report, this is an inadequate solution because it does not address the underlying issues between the various pieces of legislation.

The South West Country Zone resolution, which seeks an urgent amendment to the *Caravan Parks and Camping Grounds Act 1995* to allow the continued lawful placement of new manufactured homes on caravan park sites, until 2030, is therefore supported.

This will provide greater regulatory certainty in the short term to the industry, its customers and local governments, and will enable a more comprehensive regulatory reform to be undertaken to address the issue, more holistically, of the location of park homes in caravan parks.

*Mayor Howlett returned to the meeting at 4:07pm.*

## 5.2 Submission on Decision Paper – Swimming Pool and Safety Barrier Control (05-015-02-0010 VJ)

*By Vanessa Jackson, Policy Manager Planning and Improvement*

**Moved:** Cr Chris Mitchell  
**Seconded:** President Cr Malcolm Cullen

**That the submission on the Decision Paper on Swimming Pool and Safety Barrier Control, be endorsed.**

**RESOLUTION 117.4/2020**

**CARRIED**

### **Executive Summary**

- In June 2020, a Decision Paper on Swimming Pool and Safety Barrier Control was released to the Local Government sector.
- A workshop with Local Government Building Surveyors and Swimming Pool inspectors was held to assist in providing feedback on the 16 proposals contained in the Decision Paper.
- The proposed changes to the swimming pool barrier inspection process has resourcing implications for the sector.
- A submission has been prepared to meet the comment deadline of 16 September 2020.

### **Attachments**

Attachment 1 – Decision Paper Swimming Pools.

Attachment 2 - Submission on the Decision Paper - Swimming Pool and Safety Barrier Control  
<https://walga.asn.au/getattachment/Documents/Item-5-2-attachment-link-Decision-Paper-Swimming-Pool-and-Safety-Barr.pdf?lang=en-AU>

### **Policy Implications**

Current position from WALGA's Policy and Advocacy Positions manual ([here](#))

- The fee for structure applications made under the Building Act should be reviewed with the aim for cost recovery

### **Background**

On 23 November 2017, the Ombudsman's Report '[Investigation into ways to prevent or reduce deaths of children by drowning](#)' was tabled in WA Parliament. The report contains 25 recommendations, of which 20 were specifically directed to the Building Commissioner, and five were directed to the Department of Mines Industry Regulation and Safety (DMIRS).

In January 2019, DMIRS undertook targeted consultation with Local Government through a consultation paper on swimming pool and safety barrier controls. The feedback provided at a Local Government workshop was submitted in March 2019, and this feedback has informed the preparation of this recently released DMIRS Decision Paper.

The purpose of the Decision Paper is to:

- outline the current issues with respect to swimming pools and safety barriers in light of the recommendations in the Ombudsman’s Report;
- examine the impacts of reforms based on the feedback from stakeholders; and
- set out the decisions for change.

The Decision Paper sets out 16 decisions on how the Government intends to improve the regulatory requirements for Swimming Pool and Safety Barrier Control and the impacts of each decision are presented in the report. In a number of instances, non-regulatory interventions have been determined as the best method to improve safety outcomes, as well as addressing the recommendations in the Ombudsman’s Report.

The report outlines proposed regulatory changes or non-regulatory changes for the following issues:

Building Permits, Notice of Completion & first barrier inspection	Excluded areas of the State
Barriers for pools under construction & other temporary barriers	Pre-November 2001 concession
Reinspections of non-compliant barriers	Boundary barriers
Compliance and enforcement strategy for barrier compliance	Training of swimming pool barrier inspectors
Four-yearly inspections: administering, record keeping & reporting	Display of CPR charts
Swimming pool barrier inspection charge	Portable swimming pools
Inspection of pools with a depth of water 30cm or less	Spa baths
Barrier inspection at sale/rent of property	Swimming pool covers

DMIRS has advised that it will work closely with stakeholders to develop the necessary regulatory amendments and guidance material to ensure WA has in place best practice requirements to reduce the risk of young children drowning in swimming pools. Submissions on the Decision Paper close on the 16 September 2020.

## Comment

The majority of the proposals within the decision paper are supported, as they align with the feedback provided to DMIRS in 2019. The paper proposes a few new processes in the current pool barrier control:

- A new first barrier inspection to be conducted by Local Government which is accompanied by a new maximum fee of \$292
- A series of additional guidance notes for Local Government and the Industry in the installation process, best practice inspection processes and compliance and enforcement processes.

A workshop was held with Local Government Building Surveyors and Swimming Pool inspectors on 16 July 2020 with officers from 33 Local Governments attending the session. Officers were from Armadale, Bayswater, Belmont, Bridgetown Greenbushes, Broome, Bunbury, Busselton, Canning, Capel, Chittering, Cockburn, Collie, Dandaragan, Gosnells, Joondalup, Kalamunda, Mandurah, Melville, Mosman Park, Mundaring, Northam, Perth, Port Hedland, Rockingham, Serpentine Jarrahdale, South Perth, Subiaco, Stirling, Swan, Vincent, Wanneroo, Waroona and Yilgarn. The feedback from these officers has assisted in the preparation of the attached submission.

Comments in the submission have been made on the following decisions:

- The fee structures cannot claim to be cost recovery if a maximum fee is regulated
- Further work is required in regard to the boundary barrier requirements
- Owners of empty pools should be charged an inspection fee, rather than other ratepayers subsidising the inspection of their empty pool.





WALGA

The details in the submission will provide DMIRS with assistance in drafting of the amendments to the *Building Act 2011* and *Building Regulations 2012* and in the preparation of the guidance documents.

**Item 5.2 attachment 1**

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
<p><b>1. Building Permits, Notice of Completion &amp; first barrier inspection</b></p> <p>Ombudsman recommendations 5 &amp; 6  <i>Consultation Paper elements 1 &amp; 10</i></p>	<p>Amend the Building Regulations to:</p> <ul style="list-style-type: none"> <li>• require the first barrier inspection to be undertaken by local government only;</li> <li>• establish a maximum fee for the first barrier inspection, which also covers any subsequent re-inspections. The maximum fee will be based on cost recovery principles for local governments, but implementation will be deferred until the 2021-22 financial years; and</li> <li>• exempt swimming pool barriers from the requirement to obtain a building permit.</li> </ul> <p>Provide guidance on:</p> <ul style="list-style-type: none"> <li>• building permit minimum documentation for swimming pools (as in Appendix 2);</li> <li>• the new process requirements to local governments and owners, including specific guidance on carrying out the first safety barrier inspection;</li> <li>• Notice of Completion (BA7) requirements and the use of Building Act sanctions/penalties for not complying, in order to increase the level of compliance; and</li> <li>• reducing the building permit validity period for fibreglass swimming pools to six months.</li> </ul> <p>Collaborate with SPASAWA to educate pool builders on the Notice of Completion requirements.</p>	<p>The following comments are provided on amending the Building Regulations: -</p> <ul style="list-style-type: none"> <li>- Support that the first barrier inspection to be undertaken by Local Government only, as the sector is responsible for ongoing inspections it is beneficial to undertake the first inspection for consistency.</li> <li>- Support the establishment of a new fee for the first barrier inspection (including the subsequent reinspections). However, imposing a maximum fee of \$292 while stating that it is based on cost recovery, is contradictory. A more detailed response on the fee structure is provided in Decision 6.</li> <li>- Do not support the exemption of a swimming pool barrier from the requirements to obtain a building permit. The rationale provided in the Decision paper incorrectly assumes that the Industry will be submitting the BA07 Notice of Completion in order to then initiate the inspection process. The level of compliance for the submission of the BA07 is on average around 30%. Given complaints from Industry outlined in the Decision paper, an easier option would be to separate the pool and the barrier into two applications, ensuring the builder is responsible for the pool and any temporary fence during construction, while the owner would be responsible for the permanent barrier/fence. One application for both the pool and the barrier would still also be possible.</li> </ul> <p>The following comments are provided on the proposal to provide additional guidance: -</p> <ul style="list-style-type: none"> <li>- Appendix 2 – Minimum documentation is supported, providing this becomes the benchmark information for a complete application under Section 16 of the Building Act 2011. Specific feedback on the content of Appendix 2: - <ul style="list-style-type: none"> <li>▪ The terminology should be Swimming Pool Safety Barrier Report, not Swimming Pool Certificate.</li> <li>▪ Site plan should include all other buildings as well as the elevations, existing structures, ground levels, locations of</li> </ul> </li> </ul>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
		<p>existing retaining walls or fixtures, actual boundary fence heights.</p> <ul style="list-style-type: none"> <li>▪ Photographs – one photo may be insufficient, ie it doesn't prove compliance that the gate is sufficient unless there is a measuring tape showing heights etc.</li> <li>- The first inspection should be no different to any future inspections and if a guidance is to be developed it should cover all inspections.</li> <li>- The guidance should also clearly explain the reason for the BA7 information and the infringements that are possible for non-compliance, to reduce the amount of time a Local Government spends in chasing up the completion notice. The Decision paper does not consider a higher penalty for failure to comply with the BA07; currently the out of court penalty is \$500, and this could be increased to \$1000 to assist in compliance.</li> <li>- Reducing the building permit validity period for fibreglass swimming pools to six months is supported. Given it is just guidance it will enable members to consider applying 6 months to all pools, just fibreglass ones, or 12 months, due to staff resourcing and IT capabilities.</li> </ul>
<p><b>2. Barriers for pools under construction &amp; other temporary barriers</b></p> <p>Ombudsman recommendation 21  <i>Consultation Paper elements 1 &amp; 7</i></p>	<p>Not to amend the Building Regulations requirements for temporary barriers.</p> <p>Provide guidance on:</p> <ul style="list-style-type: none"> <li>• construction and other temporary barriers in general, including the good practice of having a child-resistant gate and the importance of not propping open or removing portions of temporary barriers;</li> <li>• good practice of reinspecting temporary barriers at intervals not exceeding three months;</li> <li>• approving plank and mesh covers as a performance solution; and</li> <li>• risks associated with pools under construction.</li> </ul>	<p>Support, as it does not require a change to the Building Regulations. Guidance allows the option for small and/or remote councils to vary the process based on resourcing.</p> <ul style="list-style-type: none"> <li>▪ The timeframe for temporary barrier should however be clearly specified in regulations, to ensure that builders and owners do not use them for more than a 3 month period.</li> <li>▪ Plank and mesh is a better option than temporary fencing, however, if it's not regulated why is there the need for a performance solution? Or is it part of an approval under Building Regulations regulation 51(5)?</li> </ul>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
<p><b>3. Reinspections of non-compliant barriers</b></p> <p>Ombudsman recommendations 19 &amp; 20 <i>Consultation Paper elements 1 &amp; 3</i></p>	<p>Amend the Building Regulations to:</p> <ul style="list-style-type: none"> <li>• specifically require reinspection of non-compliant swimming pool safety barriers; and</li> <li>• clarify that the inspection fee incorporates the reinspection of non-compliant barriers (refer to Decision 6).</li> </ul> <p>Provide guidance on good practices for:</p> <ul style="list-style-type: none"> <li>• arranging reinspections promptly in the event of non-compliance;</li> <li>• reinspecting non-compliant barriers until compliance is achieved; and</li> <li>• reinspecting non-compliant barriers within a 60-day maximum period, where possible and practicable.</li> </ul>	<p>Support the changes to the building regulations to specifically state that barriers must be inspected until compliance is achieved and that the fee is able to include multiple inspections undertaken.</p> <p>In regards to the guidance provided: -</p> <ul style="list-style-type: none"> <li>▪ 60 days is considered to too long, between 14 - 30 days is the current standard practice. However, as it is only being specified as suggested maximum period and as a good practice principle, this timeframe shouldn't cause concern.</li> </ul>
<p><b>4. Compliance and enforcement strategy for barrier compliance</b></p> <p>Ombudsman recommendation 18 <i>Consultation Paper consultation element 2</i></p>	<p>Provide guidance on compliance and enforcement strategies, including the use of available enforcement tools and sanctions (e.g. infringement notices) under the Building Act to penalise non-compliance, in order to achieve higher levels of compliance and encourage a common approach.</p>	<p>Support. This will be helpful for those Local Governments that seek to have a recognised strategy for enforcement. Many members already have a well-established enforcement process in place for all compliance activities, not just swimming pool inspections.</p> <p>A review of infringement notices should be undertaken, specifically for the consideration of a penalty for constant denial of access, missed inspections by owner not being present and/or no responses to inspection due notices.</p>
<p><b>5. Four-yearly inspections: administering, record keeping &amp; reporting</b></p> <p>Ombudsman recommendations 7 &amp; 8 and part of 15 &amp; 16 <i>Consultation Paper elements 1 &amp; 4</i></p>	<p>Amend the Building Regulations to require local governments to report annually to the Building Commissioner, providing sufficient data (as published by the Building Commissioner) to demonstrate progress with the four-yearly inspection programme.</p> <p>Provide guidance on:</p> <ul style="list-style-type: none"> <li>• organising inspections, accessing properties (including difficulty arranging/gaining access), and carrying out an inspection (including a checklist of all elements to be inspected, barrier access point considerations, and taking photographs);</li> <li>• record management practices appropriate to swimming pool barrier inspections; and</li> <li>• pool register minimum information.</li> </ul>	<p>Support. The current reporting process is not overly onerous.</p> <ul style="list-style-type: none"> <li>▪ Clarity needs to be provided that in amending the Regulations, there will not be a penalty on a Local Government if they are unable to provide the annual data.</li> <li>▪ The report doesn't reflect why Local Government could not undertake the inspection which can be misleading in the report presented in Parliament ie unable to arrange access.</li> </ul> <p>Support additional guidance on the record keeping process as this could assist in standardising the record keeping practice at all Local Governments.</p>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
<p><b>6. Swimming pool barrier inspection charge</b></p> <p>Ombudsman recommendations 10 and 11.</p>	<p>Amend the Building Regulations to:</p> <ul style="list-style-type: none"> <li>• increase the prescribed annual maximum charge for swimming pool barrier inspections. Further analysis will be undertaken to determine a new maximum fee that improves local governments ability to cost recover, but implementation will be deferred until at least 2021-22; and</li> <li>• clarify that this charge includes reinspections of non-compliant barriers.</li> </ul> <p>Provide guidance to local government to clarify:</p> <ul style="list-style-type: none"> <li>• the intent that the new annual maximum charge will improve the ability for local governments to achieve cost recovery, and that it incorporates the four-yearly safety barrier inspections, reinspections of non-compliant barriers, and the monitoring/inspection of pools with a depth of water 30cm or less; and</li> <li>• the requirement to actually conduct (not simply arrange) an inspection at intervals not exceeding four years.</li> </ul>	<p>WALGA's policy position with respect to fees and charges is that a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services. Fees determined by State Government legislation are of particular concern to Local Governments and represent significant revenue leakage because of:</p> <ul style="list-style-type: none"> <li>▪ Lack of indexation;</li> <li>▪ Lack of regular review (fees may remain at the same nominal levels for decades), and</li> <li>▪ Lack of transparent methodology in setting the fees (fees do not appear to be set with regard to appropriate costs recovery levels)'. </li> </ul> <p>Imposing a maximum fee while stating that it will assist in cost recovery, is contradictory. It should be full cost recovery, otherwise all other rate payers are paying for the inspections of pools. Other fee for service functions are justified, the sector is able to charge the true cost of the service provision, dependant on the size and resources of their Local Government. DMIRS should just provide guidance and let the local government set own fee.</p> <p>Support that the fee structure must include the number of reinspections required to ensure compliance.</p> <p>Do not support that owners of empty pools are not included in the inspection fees. If they are still on the swimming pool register and the pool has not been decommissioned, then they must pay the same inspection fee, as the other pool owners should not be subsidising these inspections. Empty pools/ spas are still pools and should have a compliant barrier as they can be easily refilled.</p>
<p><b>7. Inspection of pools with a depth of water 30cm or less</b></p> <p>Ombudsman recommendation 24 Consultation Paper elements 1 &amp; 5</p>	<p>Provide guidance to local governments on:</p> <ul style="list-style-type: none"> <li>• the good practice of monitoring the status of private swimming pools with a depth of water 30cm or less for the purpose of ensuring they are not refilled with a depth of more than 30cm of water without a compliant safety barrier in place.</li> <li>• including the estimated cost of inspecting pools with a depth of water 30cm or less into their estimated cost for the running of their normal four-yearly pool barrier inspection program.</li> </ul>	<p>Regulations should be changed to state that a swimming pool is 'capable of containing or holding 300mm of water', as this will remove any confusion over this clause.</p> <p>Do not support the lack of fee structure for an owner of an empty pool. If you have a pool that has not been decommissioned, then the pool is still on the Local Governments register and must be inspected, and therefore is part of the inspection process. Inspections and follow</p>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
	<p>Provide guidance to pool owners:</p> <ul style="list-style-type: none"> <li>• of their obligation to ensure the depth of water in their pool remains at 30cm or less;</li> <li>• on the need to notify the local government if their pool is refilled with water;</li> <li>• that the pool will remain on the local government's pool register;</li> <li>• that the pool will continue to be monitored until decommissioned or removed;</li> <li>• the importance of installing a compliant safety barrier prior to refilling the pool with water, and the applicable penalties for failing to do so;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• on decommissioning private swimming pools, conversions (e.g. fish ponds), etc..</li> </ul>	<p>up of empty pools still requires resourcing by the sector. Other pool owners should not be paying for owners with empty pools, as the pool could be refilled at any stage.</p> <p>WALGA has already prepared a Decommissioning advice note that could be incorporated into the guidance to local government.</p>
<p><b>8. Barrier inspection at sale/rent of property</b></p> <p>Ombudsman recommendations 3 &amp; 4 Consultation Paper elements 1 &amp; 13</p>	<p>Not to amend the Building Regulations to require swimming pool safety barrier inspections at sale or rent of a property.</p> <p>Provide guidance on:</p> <ul style="list-style-type: none"> <li>• voluntary barrier inspection service available on request to anyone, including potential buyers/sellers/agents;</li> <li>• barrier inspection records/certificates being made available on request to potential buyers/sellers/agents; and</li> <li>• barrier inspection records/certificates being made available on request to owners and authorised property managers for rental purposes.</li> </ul>	<p>Support.</p> <p>The four year inspection regime provides suitable timeframe for barriers to be checked and the owner will have a current report. Many members already provide for ad hoc inspections for real estate agents/owners as a fee for service.</p> <p>Provision of the current report at sale or at change of tenancy could be pursued through Consumer Protection rather than through the Building Act.</p>
<p><b>9. Excluded areas of the State</b></p> <p>Ombudsman recommendation 25 Consultation Paper element 9</p>	<p>Amend the Building Regulations on formal request by affected local governments to require safety barriers for all private swimming pools in all areas of their geographic district.</p> <p>Actively engage with affected local governments to remove excluded areas from their district.</p> <p>Provide guidance to these affected local governments on:</p> <ul style="list-style-type: none"> <li>• the processes required to remove the regulatory exclusion and satisfy the Government's commitment to best practice regulation; and</li> <li>• the existing requirement for all new swimming pools in all areas of the State, regardless of excluded areas, to have compliant safety barriers at the time of completion of building work, regardless of whether or not a building permit is required.</li> </ul>	<p>Support this approach as it acknowledges the different resourcing at Local Governments and the logistical issues with carrying out inspections in the larger and more remote locations.</p> <p>The risk is still the risk, therefore, encouraging owners to consider the installation of a pool barrier is supported.</p>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
	Provide guidance to owners on the merit of voluntary pool barriers for those pools located in excluded areas of WA.	
<p><b>10. Pre-November 2001 concession</b></p> <p>Ombudsman recommendation 9 Consultation Paper element 8</p>	<p>Not to amend the Building Regulations to remove the concession provided for swimming pools constructed prior to 5 November 2001. Provide guidance to owners on the benefits of isolation fences versus child-resistant door-sets.</p>	<p>Support, as it would be unnecessary to regulate this, as the barrier complied with the existing legislation at the time of construction.</p> <p>Anecdotally the number of pools that use the concession are dropping, therefore over time it will be phased out as pools are replaced and the new pool will need to comply with the current Standard requirements. Don't need to change the status quo as it could be a major cost imposition for these pool owners.</p>
<p><b>11. Boundary barriers</b></p> <p>Consultation Paper element 11</p>	<p>Amend the Building Regulations to provide an additional option for boundary barrier compliance. This option will permit the use of the non-pool side of a boundary barrier where it is at least 1200mm in height and complies with NCZ 1, 2, 3, and where relevant NCZ 4, in addition to other relevant parts of AS 1926.1-2012.</p> <p>Not to amend the Building Regulations to prescribe the application of a 500mm clear area on the pool side of the boundary fence.</p> <p>Provide guidance on:</p> <ul style="list-style-type: none"> <li>• the additional option for boundary barrier compliance (once enacted); and</li> <li>• the application of AS 1926.1-2012 to boundary fences.</li> </ul>	<p>Not Supported.</p> <p>The boundary barrier requirement needs to be clarified and provide alternative options for compliance, as this decision still does not provide a sensible outcome.</p> <p>The owner on the pool side has no control over what happens on the non-pool side, and if a neighbour changes their NGL or modifies their garden then it would no longer be compliant. This option would be possible for a barrier on road reserve, public open space reserve, battle axe driveway, etc. but not for a shared property boundary fence.</p>

Issue (and source)	DMIRS Decision paper recommendation	WALGA comments
<p><b>12. Training of swimming pool barrier inspectors</b></p> <p>Ombudsman recommendations 12, 13, 14, 15, 16 &amp; 17 Consultation Paper elements 1, 4 &amp; 6</p>	<p>Not to amend the Building Regulations to require the training of pool inspectors.</p> <ul style="list-style-type: none"> <li>• Support the development of a voluntary external training course.</li> <li>• Provide guidance in the form of a training manual to form part of the Pool Inspector Guidelines.</li> <li>• Provide annual workshops to maintain knowledge and skills of swimming pool inspectors.</li> </ul> <p>Promote to local governments:</p> <ul style="list-style-type: none"> <li>• the voluntary external training course, encouraging completion by their pool inspectors;</li> <li>• the annual workshops, encouraging attendance by their pool inspectors.</li> </ul>	<p>Support as it would ensure consistency amongst Swimming Pool inspectors and give greater credibility to the profession.</p> <p>The training could also be opened up to landscapers and builders to get raised awareness of the standards and then less faults would be constructed in the first place.</p> <p>Once training and CDP is established, it could eventually lead to the accreditation and registration of the Swimming Pool inspectors, which is the preferred option.</p>
<p><b>13. Display of CPR charts</b></p> <p>Consultation Paper element 12</p>	<p>Provide guidance to owners on the benefits of learning CPR, and displaying CPR charts and their installation locations.</p>	<p>Support.</p>
<p><b>14. Portable swimming pools</b></p> <p>Ombudsman recommendations 22 &amp; 23</p>	<p>Not to amend the Building Regulations to further regulate portable swimming pools. Improve public awareness on child safety around portable swimming pools, via campaigns and publications.</p>	<p>Support.</p> <ul style="list-style-type: none"> <li>▪ Public awareness is the key. It is too hard for a Local Government to track these as they can just appear and then disappear.</li> <li>▪ Portable pools should be clearly marked at point of sale that a Building Permit is required and a compliant safety barrier installed. It should be mandatory that all necessary information to keep children safe is provided at the point of sale</li> </ul>
<p><b>15. Spa baths</b></p>	<p>Amend the Building Regulations to specifically exclude “spa baths” from the definition of a “private swimming pool”.</p>	<p>Support providing that there is a very clear definition of what a ‘spa bath’ is.</p>
<p><b>16. Swimming pool covers</b></p> <p>Consultation Paper element 14</p>	<p>Request the Australian Building Codes Board to remove the WA addition that requires the use of a pool cover in the next cycle of amendments to the BCA.</p>	<p>Support.</p>



## **5.3 Development Assessment Panels (05-047-01-0016 CH)**

By Chris Hossen, Senior Planner

- Cr Fleay declared an interest in Item 5.3 as a member of WA Planning Commission and left the room at 4:09pm.

The following State Councillors declared an impartiality interest in this item as members of a Joint Development Assessment Panel (JDAP).

- Mayor Peter Long
- Cr Frank Cvitan
- Cr Julie Brown
- Cr Chris Mitchell
- Mayor Carol Adams
- Cr Catherine Ehrhardt
- President Cr Mitchell Rich
- Mayor Ruth Butterfield
- Cr Paul Kelly
- Cr Kate Driver
- President Cr Karen Chappel
- Cr Jenna Ledgerwood

**Moved: Cr Les Price**

**Seconded: Cr Chris Mitchell**

**That the findings and recommendations of the Development Assessment Panels, 2011-20 Review be endorsed and that WALGA advocate for:**

- 1. The abolishment of the current ‘mandatory’ mechanism which requires a Development Assessment Panel to act as the decision maker where a proposal has a value of \$10 million or greater, and replace this with an ‘opt in’ mechanism for all proposals;**
- 2. Raising the Development Assessment Panel threshold from the current \$2 million to \$5 million; and**
- 3. The Department of Planning, Lands and Heritage to make public comprehensive data related to the performance of the Development Assessment Panel system to improve the transparency of the system.**

**RESOLUTION 117X.4/2020**

**CARRIED**

### **Executive Summary**

- The Development Assessment Panels (DAPs) system was introduced in July 2011 with the intention of creating a more streamlined planning approval process and to establish a better balance between professional advice and community representation.
- The Association undertook a review of the DAP system in 2016 in response to motions from Metropolitan Local Governments calling for the abolition of DAPs, this review found that the DAP system was failing to meet its aims.
- The Association has undertaken a further review of the DAP system, looking at the years 2011-2020. This review provides evidence that the DAPs system is still failing to meet its aims and objectives and is in need of further reforms.

## Policy Implications

A summary of previous decisions and positions of State Council relating to DAPs is provided in Attachment 1. Successful motions to the WALGA AGM have also been included in this attachment.

## Attachments

All State Council resolutions – Attachment 1

<https://walga.asn.au/getattachment/Documents/Item-5-3-attachment-1-Summary-of-all-WALGA-SC-and-AGM-DAP-Resolutions-v2.pdf?lang=en-AU>

Development Assessment Panel 2011-20 Review – Attachment 2

<https://walga.asn.au/getattachment/Documents/Item-5-3-attachment-2-Development-Assessment-Panels-2011-2020-Review-v3.pdf?lang=en-AU>

## Background

The DAPs system was introduced in July 2011 with the intention of creating a more streamlined planning approval process. DAPs were also established with the intention of providing a better balance between independent professional advice and Local Government representation through the involvement of independent technical experts in the determination of significant development proposals.

The Minister for Planning announced a number of changes to the DAP system which came into operation at the beginning of the 2015-16 financial year. The most significant of these changes was the lowering of the 'opt in' DAP assessment eligibility criteria to development proposals with a capital works value of \$2m (outside of the City of Perth), and a reduction in the number of panels, particularly in regional areas.

Further reforms were undertaken in 2020 in response to the State Government's Action Plan for Planning Reform that has seen the number of panels reduce again from nine (9) to five (5), and a range of process improvements that seek to improve consistency of information and decision making, and enhanced transparency.

The Association undertook a review of the DAP system in 2016 in response to motions from Metropolitan Local Governments calling for the abolition of DAPs, this review found that the DAP system was failing to meet its aims. This review examined the performance of the DAPs system against its aims and objectives across the first five years of its operation. The Association also conducted a survey in 2016 to gather member's experience of the DAPs system.

## Comment

The analysis of the DAPs data between 2011-2020 generally shows that the DAP system is still failing to meet the stated aims and objectives of the DAP system.

Since the inception of the DAP system in 2011, the average processing time for development applications (DAs) has increased year on year. For the 2019/20 financial year, the average processing time for DAs was 148 days, with 68% of all proposals taking longer than 90 days, and 41% taking greater than 120 days. By comparison, in the period 2015/16, the average time taken by a DAP to determine a DA was 108 days, with 58% taking longer than 90 days and 28% taking longer than 120 days.

The analysis of DAP assessment timeliness in the DPLH's 2018/19 Annual Report further supports these findings, with only 72.9% of applications in that year processed within statutory timeframes. In comparison 82% of DAs assessed by Local Governments in 2018/19 were assessed within statutory timeframes (in the Local Government Performance Monitoring Report).

The decision to lower the capital works cost for DAP eligibility has led to rapid growth in the number of proposals that fall within the \$2-\$3m range, with these now accounting for 25% of all DAs

considered by a DAP. Developments with a lower development value are unlikely to be of a complex or strategic in nature, and are generally service stations, child care centres and fast food restaurants. Proposals for such uses are over represented in recommendations for refusal by Local Government and in the rates of DAPs deferred decisions.

More detailed analysis of trends can be viewed in Attachment 2. Based on the findings, it is recommended that advocacy be undertaken on the following items:

1. The abolishment of the current 'mandatory' mechanism which requires a Development Assessment Panel to act as the decision maker where a proposal has a value of \$10 million or greater, and replace this with an 'opt in' mechanism for all proposals;
2. Raising the Development Assessment Panel threshold from the current \$2 million back to \$3 million; and
3. The Department of Planning, Lands and Heritage to make public comprehensive data related to the performance of the Development Assessment Panel system to improve the transparency of the system.

An interactive dashboard of the DAPs decision database will be developed by the Association.

In conclusion, the findings of the 9 year analysis of the DAPs system supports the long held position of the Association that the DAPs system is in need of significant reform for it to achieve its objectives of greater transparency, consistency and efficiency in decision making on significant planning applications.

*Cr Ronnie Fleay returned to the meeting at 4:13pm.*

## 5.4 Air Handling Discussion Paper Part Two (05-031-01-0001 BW)

By Bec Waddington, Policy Officer, Community

Moved: President Cr Michelle Rich  
Seconded: Mayor Carol Adams

That the submission to the Department of Health in response to the Air Handling discussion paper Part Two be endorsed.

**RESOLUTION 118.4/2020**

**CARRIED**

### Executive Summary

- The *Public Health Act 2016* is progressing through a five-stage process of implementation and is currently at Stage 4. All regulations from the previous *Health Act 1911* will be repealed and replaced with new regulations at the commencement of Stage 5, which is anticipated to commence in 2021.
- The Department of Health previously released a discussion paper on Air Handling where WALGA provided a formal submission supporting the development of new regulations, but noting the need for further detail in the content of the regulations. The Department has now released part two of the discussion paper which provides more detail on the regulations.
- WALGA's Submission discusses Local Government's preference for air handling enforcement to be centralised with the Department of Health, rather than Local Government as the enforcement agency.

### Attachment

WALGA Submission to Department of Health: Air Handling Discussion Paper Part Two.

### Policy Implications

WALGA has previously made comment on the Public Health regulations; Construction Sites Facilities, Cloth Materials and Temporary Toilets Regulations (Resolution 139.7/2018) and Aquatic Facilities and Public Buildings (Resolution 15.3/2019), Managing Public Health Risks Associated with Pesticides in WA (Resolution 131.FM/2019), Managing Public Health Housing Risks in WA (Resolution 2.1/2020).

This paper relates directly to Air Handling Public Health Risks in WA, which WALGA previously made a submission on (Resolution 152.7/2019).

### Background

Air handling units, which usually have the acronym of A.H.U are found in medium to large commercial and industrial buildings.

Air handling units' condition and distribute air within a building. In essence, they are industrial scale air conditioners, part of a heating, ventilating, and air-conditioning (HVAC) system. They take fresh ambient air from outside, clean it, heat it or cool it, maybe humidify it and then force it through some ductwork around to the designed areas within a building. Most units will have an additional duct run to then pull the used dirty air out of the rooms, back to the AHU, where a fan will discharge it back to atmosphere.

The Department of Health (DOH) released the "Air Handling Discussion Paper Part Two" for public comment; this provides more detail on the proposed new regulations. The major changes outlined in this paper, which relate to Local Government are:

- Registration will remain a requirement; however, it is yet to be determined whether this is maintained at local government or in a centralised register.

- Remove the requirement for Local Government to assess and approve applications in respect of air handling or water systems.
- Require a Risk Management Plan as part of the registration process and provide templates and guidance to enable local government to enforce this requirement.

### **Comment**

The report contains technical advice in response to the 19 survey questions. Despite extensive call for comment, Local Governments provided limited feedback. The key points of the submission are:

- While there is a recognised public health risk associated with air handling, it is considered a low priority for the Local Government sector due to the low occurrences of outbreak, relatively low numbers and the requirement for highly specialised technical knowledge that most Local Governments are unlikely to have.
- All feedback received indicated that it would more appropriate for a centralised system for registration and enforcement with Department of Health as the enforcement agency.
- Local Governments would be better placed to provide on-ground support during assessment of an outbreak on a case-by-case basis (as they would do in any case) rather than being an enforcement agency.

# Air Handling Discussion Paper Part Two

## WALGA Submission to Department of Health

July 2020

**Contact:**

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## Introduction

The Western Australian Local Government Association (WALGA) is the united voice of Local Government in Western Australia. The Association is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia.

It provides an essential voice for its members who are 138 Local Governments, 1,215 Elected Members and approximately 22,000 Local Government employees as well as over 2.2 million constituents of Local Governments in Western Australia. The Association also provides professional advice and offers services that provide financial benefits to the Local Governments and the communities they serve. WALGA is appreciative of the extensive consultation with Local Government that the Department of Health has undertaken in the review of legislation and regulations.

## Background

The Department of Health (DOH) released the “Air-handling Discussion Paper Part Two” for public comment. The discussion paper outlines the details proposed to be included in new regulation based on the feedback from the initial discussion paper.

Local Government is an enforcement agency under the *Public Health Act 2016* (the Public Health Act), with Local Government Environmental Health Officers (EHO’s) playing a key role in administering the Public Health Act and Regulations. To ensure broad representation of Local Government responses to the Discussion Paper, and within this submission, WALGA promoted the Discussion Paper consultation through our formal communication channels, as well as via emails to Local Government networks of officers working in environmental health. All Local Governments were invited to participate in a discussion meeting and all who provided comment on the Discussion Paper Part One were encouraged to provide comment on Part Two.

WALGA received a joint submission from the Shires of Meekatharra, Mount Magnet, Yalgoo and Cue. The City of Busselton, Shire of Manjimup and the Metropolitan Environmental Health Management Group (MEHMG) provided some informal comments. Additionally, WALGA officers responsible for the areas of Governance, Community and Planning Policy have provided comment on the submission. A list of engagement methods and the Local Governments engaged is included in Appendix 1.

## Local Government Response

### Revised definitions and exemptions

**1. Do you agree that the proposed regulations apply to all cooling towers except those in Class 1, 4 or 10 buildings under the Building Code?**

Yes. However, consideration needs to be given to whether floor space is the threshold, or if it is the existence of the cooling towers as the threshold. This is not clear in the paper.

**2. Do you agree that a proposed risk rating matrix should be used by enforcement agencies to classify each type of system and/or building?**

Yes, although the risk matrix should be used as the guide for the applicant to comply with, rather than the matrix be used by the enforcement agency to tick off.

**3. Do you agree that the proposed regulations would apply to commercial car washes or other potentially high-risk businesses/facilities?**

Yes if they have been a source of legionella cases in the past. If not, it seems that it may be a bit excessive for a car wash to be included within the regulations.

**4. Do you agree with the term 'vulnerable facility'?**

This depends on how the rest of the Classes of Buildings are incorporated into the regulations. Does this mean that different criteria will be established for the four vulnerable facilities mentioned on page 4?

**5. Should the proposed regulations apply to any other building or facility not mentioned?**

If 'Class of Buildings' is the means of identification, it appears that all higher risk facilities have been covered.

**6. Do you have any concerns or comments about this proposal?**

No

**Administration requirements and application of regulations**

**7. Do you agree that air-handling and water systems should be registered with the appropriate enforcement agency?**

Yes, but the appropriate enforcement agency needs to be determined. The Discussion Paper implies that it could be Local Government, Department of Health or both. Considering the relatively small scale of this (3500 systems over 40 Local Governments) and the highly specific technical knowledge that would be required in each Local Government a centralised system would likely be more efficient.

**High-risk systems and vulnerable facilities**

**8. Do you agree that warm water systems in 'vulnerable' facilities including hospitals and aged care facilities should be registered with the appropriate enforcement agency?**

Yes

**9. Do you agree that the Chief Health Officer should be the principle enforcement agency for State hospitals and State aged care facilities?**

Yes, Local Governments do not have the highly technical expertise to be the enforcement agency.

**10. Do you agree that 6 months is an appropriate amount of time for owners to register a warm water system following the enactment of the proposed regulations?**

Yes, providing all of the necessary paperwork or online system is set up and it is easy to register.

**11. Do you have any other ideas or comments to make about any of these proposals?**

Local Governments should not be the enforcement agency with such systems. These systems are highly technical and require much more analysis than in most cases can be reasonably supplied by a Local Government.

**Compliance with the National Construction Code**



**12. Do you agree with requiring compliance with the NCC for design, installation and maintenance of air handling and water systems?**

Yes, it is easier to apply and will make it nationally consistent.

**Risk Management Plans**

**13. Do you agree that Risk Management Plans should be mandatory as part of the registration process for high risk or vulnerable facilities? And optional for lower risk premises?**

Yes, Risk Management Plans should be mandatory for the high-risk facilities only. However, WALGA has concerns about the following statement on page 11:

*“RMPs are to be verified by the appropriate enforcement agency to ensure they contain the necessary information as described in the DOH template.”*

This implies that any Local Government who is the appropriate enforcement agency (if this is the case) would have to have a staff member that with the appropriate skills and certification to verify that the RMP is correct. These systems are highly technical and require much more analysis than in most cases can be reasonably supplied by a Local Government. WALGA strongly encourages having a centralised system; this would be more efficient and less of a risk for the Local Government sector.

**Independent auditors**

**14. Do you agree with the use of independent auditors to undertake regular inspections of systems and to report to the appropriate enforcement agency?**

Yes

**15. Do you agree with the use of independent auditors to undertake regular inspections of systems and to report to the appropriate enforcement agency?**

Yes

**Regular maintenance inspections and water testing**

**16. Do you agree with the proposal to replicate the Australian Standards requirements for either routine maintenance schedules or regular water sampling and testing?**

Not applicable

**17. Do you have any other ideas or comments regarding this proposal?**

Not applicable

**Testing results reporting**

**18. Do you agree with the proposed requirements for reporting of microbial testing and investigation if above a threshold?**

Not applicable

**Final Comments**

**19. Do you have any other ideas or comments to make about any of these proposals?**

While there is a recognised public health risk associated with air handling, it is considered a low priority for the Local Government sector due to the low occurrences of outbreak, relatively small in scale and the requirement for highly specialised technical knowledge that most Local Governments are unlikely to have.

All feedback received indicated that it would be more appropriate for a centralised system for registration and enforcement with the Department of Health as the enforcement agency. Local Governments would be better placed to provide on-ground support during assessment of an outbreak on a case by case basis (as they would do in any case) rather than being an enforcement agency.

In relation to the five key changes outlined on page 17 of the discussion paper, WALGA has the following comments:

Key Proposed Changes	WALGA comments
Registration will remain a requirement, however it is to be confirmed whether this is maintained at local government or in a centralised register	WALGA does support registration as a requirement, but does not support this being maintained by Local Government (as outlined above), instead encourages a centralised register with Department of Health.
Remove the requirement for local government to assess and approve applications in respect of air-handling or water systems.	Yes, WALGA supports this proposal.
Require a Risk Management Plan as part of the registration process and provide templates and guidance <i>to enable local government to enforce this requirement</i>	WALGA does not support Local Government having a role in registration; this should be centralised with Department of Health. WALGA does support the requirement for a Risk Management Plan as part of the registration process.
If facilities choose water sampling and testing, reporting of results over set thresholds will be mandatory for high-risk systems and vulnerable facilities.	This should go to the centralised location for greater transparency and tracking
Independent auditors will be required to review the RMP every 3 years or sooner, depending on the risk level of the system or facility. Service technicians will undertake monthly inspections or water sampling and complete repairs or equipment replacement	Yes, WALGA supports this.

## Conclusion

Thank you again for the opportunity to make comment on the “Air-handling Discussion Paper Part Two”. Local Governments are appreciative of the opportunity to provide input on the development of the *Public Health Act 2016* regulations, and it is anticipated that integrating the experiences and knowledge of Local Government Environmental Health Officers into regulation will lead to improved health and wellbeing for community.

## Appendix: Engagement Methods

### Engagement Process

#### Newsletters:

- WALGA Local Government News
- WALGA Community and Place News

#### Emails:

- Local Government Environmental Health Officers Mailing List
- Metropolitan Environmental Health Management Group (MEHMG)
- WALGA Teams: Governance, Planning

#### Formal correspondence:

- Submission sent to WALGA People and Place Policy Team prior to State Council
- \*to be approved by WALGA State Council\*

#### Written submissions / comments received from:

- WALGA Planning
- Shires of Meekatharra, Mount Magnet, Yalgoo and Cue
- Shire of Manjimup

#### Verbal comments received from:

- City of Busselton
- MEHMG

## **5.5 Local Government Review Panel Final Report (05-034-01-0001 TB)**

*Tony Brown, Executive Manager Governance and Organisational Service*  
*James McGovern, Manager Governance*

WALGA carried out an extensive consultation process on Phase 2 of the Local Government Act Review in 2018/19, culminating in sector positions being endorsed by State Council in March 2019. This agenda item considers the Local Government Review Panel's recommendations in the context of the sector's current advocacy positions.

The Minister for Local Government has not considered the Panel's recommendations at this stage and has not requested a consultation process on the report. WALGA is taking the opportunity to obtain a sector opinion on the recommendations to provide to the Minister.

The Recommendations below are subject to Zone input and all Zone recommendations will be collated into a consolidated recommendation that will be provided for State Council consideration at its meeting on 2 September 2020.

- *Cr Paul Kelly declared an impartiality interest in this item.*

### **MOTION**

**Moved: President Cr Karen Chappel**  
**Seconded: Cr Catherine Ehrhardt**

**Defer the item until further member consultation and refer back for consideration at the December 2020 State Council Meeting.**

**LOST**

### **MOTION**

**Moved: Mayor Carol Adams**  
**Seconded: Cr Stephen Strange**

**That State Council Standing Orders be suspended for 20 minutes, (approximately 4:20pm).**

**CARRIED**

### **MOTION**

**Moved: Mayor Carol Adams**  
**Seconded: Cr Stephen Strange**

**That State Council Standing Orders be suspended for a further 10 minutes, (approximately 4:40pm).**

**CARRIED**

### **MOTION**

**Moved: Cr Catherin Ehrhardt**  
**Seconded: Cr Paul Kelly**

**That State Council Standing orders be resumed, (approximately 4:50pm).**

**CARRIED**

Moved: Cr Paul Kelly  
Seconded: President Cr Karen Chappel

That WALGA:

1. Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;
2. Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and
3. Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.

**RESOLUTION 119.4/2020**

**CARRIED**

## **Recommendations 1 to 7 – Introduction and Role and Functions of Local Government**

### **Local Government Act Reference: Part 1**

Recommendation 1 proposes a strategic approach to the consideration of the Report recommendations.

Recommendation 2 introduces a new statement of intent that will explain the legislations purpose:  
*An Act to provide for a system of local government relevant to Western Australia that develops and supports sustainable, accountable, collaborative and capable local governments through democratic representation, the provision of services, opportunities and enhanced well-being for each and every community.*

Recommendation 3(a) to (j) proposes objectives for the legislative framework 'to support Local Governments having the agility, adaptability and flexibility to respond to changing community expectations and technology'.

Recommendation 4 proposes a shorter, less prescriptive Act that minimizes the use of regulations in favour of a principles-based approach.

Recommendation 5 proposes recognition of the diversity of Local Governments however it does not support a multi-tiered (size and scale) legislative framework.

Recommendation 6 proposes upholding the power of general competence predicated in the current Local Government Act.

Recommendation 7 (a) to (i) proposes guiding principles for sustainable, accountable, collaborative and capable Local Governments.

**WALGA Comment** – WALGA advocacy supports many of the proposals in Recommendations 1 to 7, principally that the Local Government Act Review be based on a 'Principles over Prescription' approach that avoids red tape and 'declutters' the extensive regulatory regime that currently exists<sup>1</sup> (Recommendations 3 and 4) and maintaining the general competence principle<sup>2</sup> (Recommendation 6) which frees Local Governments to make any decision that does not conflict with statute or common law. Recommendation 7 aligns with WALGA advocacy for enabling legislation.<sup>3</sup> Recommendation 5 is unsupportive of WALGA advocacy that promotes a size and scale compliance regime<sup>4</sup> and it is recommended that WALGA maintain its current advocacy for a Local Government Act that is reflective of the differences and diversity of Local Governments in Western Australia.

**WALGA Recommendation: Support Recommendations 1, 2, 3, 4, 6 and 7. Oppose Recommendation 5**

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<sup>1</sup> State Council Resolution 06.3/2019 Items 1, 1(b) and 1(e)

<sup>2</sup> State Council Resolution 06.3/2019 Item 1(a)

<sup>3</sup> State Council Resolution 06.3/2019 Item 1(d)

<sup>4</sup> State Council Resolution 06.3/2019 Item 1(c)

## **AN AGILE SYSTEM**

### **Recommendations 8 to 11 - Structural Reform**

#### **Local Government Act Reference: Part 1; Section 2.1(2) and Schedule 2.1, cl. 8**

Recommendation 8 proposes to combine the Local Government Grants Commission and Local Government Advisory Board to form a Local Government Commission, with roles assigned that will engender a strategic approach to its operation including monitor the performance and financial health of the sector, the latter in collaboration with the Office of the Auditor General, in addition to traditional functions such as distributing Commonwealth grant funding to Local Governments and boundary changes. Establishment of the Commission under this strategic framework will require skills-based appointments rather than by representation.

Recommendations 9 and 10 supports a legislative framework that is flexible, responsive and resilient and capable of facilitating community participation. There are also specific proposals for structural reform including revised processes for boundary changes and mergers, enhanced model of joint subsidiaries (see Recommendation 14) and provision for the establishment of community boards. Commentary associated with Recommendation 9 sees flaws in the current poll provisions found in Clause 8 of Schedule 2.1 ('Dadour provisions') as being '*...unduly restrictive when Local Governments need to adapt to changing circumstances*'.

Recommendation 11 proposes the potential to establish community boards, with reference to examples of successful international models. While community boards might be formed in response to mergers or for use by large Local Governments to devolve certain responsibilities to community representatives, the proposal makes clear that the overall responsibility for decision-making and authority will rest with the 'parent' Local Government. See also Recommendation 33 'Community Engagement'.

**WALGA Comment** – WALGA does not have an advocacy position in relation to Recommendation 8 'Local Government Advisory Board' and this may be a matter for sector consultation. Recommendations 9 and 10 propose a legislative framework that has similar themes to WALGA's advocacy that the Local Government Act Review promote a flexible, principles-based legislative framework<sup>5</sup>.

WALGA has a long-standing advocacy position for the retention of the Dadour provisions that give electors a right to demand a poll on recommended amalgamations<sup>6</sup>. This advocacy is tied to the principle that the Dadour provisions are the ultimate expression of community support or rejection of amalgamation proposals. Although not a specific recommendation, the commentary appears contradictory to the general themes expressed throughout the Report for increased opportunities for community consultation<sup>7</sup>. The community board proposal in Recommendation 11 is similar to WALGA advocacy for community engagement that is based on principle rather than prescription<sup>8</sup>.

**WALGA Recommendation: Support the general intent of Recommendations 8 and 9. Oppose any proposal to remove the poll provisions (Dadour provisions) in Schedule 2.1, Clause 8 of the Local Government Act. Support Recommendation 11.**

### **Recommendations 12, 13 and 14 - Expanded Regional Cooperation**

#### **Local Government Act Reference: Part 3, Division 4**

<sup>5</sup> State Council Resolution 06.3/2019 at 1(b)

<sup>6</sup> State Council Resolution 06.3/2019; 121.6/2017; 108.5/2014

<sup>7</sup> For example, Recommendations 9, 10(c), 11, 33, 34, 35

<sup>8</sup> State Council Resolution 06.3/2019

Recommendations 12 and 13 promotes expanding opportunities for regional cooperation between Local Governments under improved regional subsidiaries model for shared services, and through a new form of regional authority for specific issues. Recommendation 14 proposes an end to the regional council model in favour of regional cooperation models set out in the previous recommendations.

**WALGA Comment** – WALGA has a strong advocacy history in support of regional subsidiaries<sup>9</sup> and is disappointed that the complexity of the existing legislative provisions means that no regional subsidiaries have formed since the Act amendment of 2016. WALGA has independently developed a revised version of regulations that limits unnecessary compliance without diluting transparency and accountability of regional subsidiaries, and therefore welcomes recommendations that will facilitate regional cooperation under this model.

WALGA is cognisant that regional councils are often formed for a singular purpose, most commonly waste management, yet compliance obligations are generally equivalent to that of a Local Government. It is current WALGA advocacy that the compliance obligations of regional councils should be reviewed<sup>10</sup>. It appears the recommendations will create a suitable opportunity for the transition of regional councils to a model more suitable to the participant Local Governments.

**WALGA Recommendation: Support Recommendations 12, 13 and 14.**

### **Recommendation 15 - State Local Government Partnership Agreement**

**Local Government Act Reference: Section 3.18**

Recommendation proposes a set of principles for intergovernmental relations that makes clear Local Government's role and obligations as part of a broader system of government.

**WALGA Comment** – WALGA's advocacy is for a communication and consultation protocol that ensures a consultation process precedes regulatory or compliance changes that affect the sector<sup>11</sup>. The current Partnership Agreement signed in 2017 is currently under review.

Section 3.18 'Performing executive functions' includes apparently similar objectives to Recommendation 15, whereby a Local Government considers matters such as; integration and coordination; avoidance of inappropriate duplication; and effective and efficient management of services and facilities that may also be provided by the State and Commonwealth. This creates adequate space for the general competence principle to apply when a Local Government considers the range and scope of its executive functions, services and facilities.

**WALGA Recommendation: Support Recommendation 15.**

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<sup>9</sup> State Council Resolutions 121.6/2017; 106.6/2016; 94.4/2011; 114.5/2010

<sup>10</sup> State Council Resolution 06.3/2019

<sup>11</sup> State Council Resolution 2.1/2012



## **INCLUSIVE LOCAL DEMOCRACY**

### **Recommendations 16 and 17 - Relations with Aboriginal Peoples and Communities and Recommendation 18 - Service Delivery in Remote Communities**

#### **Local Government Act Reference: Not mandated**

Recommendations 16 and 17 contemplate a Local Government Act that includes recognition of the unique status of Aboriginal peoples and inclusion of mechanisms for consultation and engagement. Recommendation 18 recommends further consideration of service delivery to remote communities through improved integration with Integrated Planning and Reporting requirements.

**WALGA Comment** – WALGA’s advocacy recognises and respects Aboriginal cultural practices and places through development of Reconciliation Action Plans<sup>12</sup>, and is supportive of efforts to improve the living conditions and governance in Aboriginal communities.<sup>13</sup>

There are 287 discrete Aboriginal communities in WA accommodating approximately 17,000 Aboriginal people spanning 26 Local Government districts. It is therefore inevitable that service delivery considerations are coordinated with State and Federal Government departments and agencies with relevant responsibilities, to mitigate against cost-shifting responsibility to individual Local Governments with limited financial capacity.

WALGA adopted the advocacy position that *‘the State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities’*<sup>14</sup>.

The commentary associated with Recommendation 18 raises a necessary discussion regarding service delivery to remote Aboriginal communities but lacks detail on how the inter-governmental responsibilities and funding arrangements associated with efficient and timely service delivery can be better achieved.

**WALGA Recommendation: Support Recommendations 16 and 17, and reiterate WALGA’s current advocacy position in relation to Recommendation 18, that there be adequate funding of legislative responsibilities assigned to Local Governments in relation to service delivery to remote Aboriginal communities.**

### **Recommendation 19 - Optional Preferential Voting**

#### **Local Government Act Reference: Section 4.69, 4.74 and Schedule 4.1**

The Report recommends a system of voting that better represents the community’s preference for candidates that is not currently delivered by a first past the post system, where a candidate does not require a clear majority of votes to be elected.

**WALGA Comment** – WALGA’s advocacy position supports the current ‘first past the post’ system. WALGA has previously opposed other forms of voting<sup>15</sup> and the system of proportional preferential voting was briefly introduced to the Local Government Act for one election cycle before being repealed and returned to first past the post voting in 2009<sup>16</sup>.

**WALGA Recommendation: Oppose Recommendation 19 and any alternative voting system in favour of retaining the first past the post system.**

<sup>12</sup> State Council Resolution 118.5/2012

<sup>13</sup> State Council Resolution 64.3/2014

<sup>14</sup> State Council Resolution 06.3/2019 at 1(f)

<sup>15</sup> State Council Resolutions 185.2/2007 and 427.5/2008

<sup>16</sup> *Local Government Amendment (Elections) Act 2009*

## **Recommendations 20, 21 and 27 - Review of Property Franchise**

### **Local Government Act Reference: Sections 4.30 → 4.35; Section 4.66**

Recommendation 20 proposes mandating one vote per person, which is currently prescribed in Section 4.65 albeit in the context of the property franchise. Recommendation 21 proposes discontinuing enrolment entitlement through ownership or occupation of rateable property. Property franchise claims result in enrolment on the Owner's and Occupiers Roll, forming the second limb of voter entitlement alongside the Residents Roll.

The Expert Panel proposes increasing participation, consultation and involvement of business owners and operators by Local Governments including mechanism such as business advisory groups. Recommendation 27 recommends consultation be undertaken to determine whether the property franchise continue within the City of Perth, in concert with a review of the *City of Perth Act 2016*.<sup>17</sup> Currently, Part 4 of the Local Government Act applies to the election of council members of the City of Perth, and Section 20 of the *City of Perth Act 2016* applies to the election of the Lord Mayor.

**WALGA Comment** – WALGA has not adopted an advocacy position relevant to the recommendations.

It is recommended that support be given to a broad consultative process with Local Governments, the business sector, communities and relevant stakeholders to assess whether or not owners and occupiers of rateable property should have a right to vote in a modern democratic electoral system.

**WALGA Recommendation: Conditionally Support Recommendations 20, 21 and 27 in support of a review of the property franchise including a broad community consultative process.**

## **Recommendation 22 - All In/All Out 4 Year Election Cycle**

### **Local Government Act Reference: Section 4.5**

Recommendation 22 proposes Elected Members be elected at the same time, every four years. This aligns with the election of State Parliamentarians. An acknowledged detriment is the potential loss of corporate knowledge due to non-election of experienced councillors, whereas benefits include potential increased participation by candidates and electors and reduced election costs to Local Governments.

**WALGA Comment** – There is no WALGA advocacy position relevant to this proposal. It is therefore recommended that the sector be consulted and the resultant views be considered in developing WALGA's advocacy position.

**WALGA Recommendation: That the sector be consulted prior to WALGA considering its advocacy position in relation to Recommendation 22.**

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<sup>17</sup> City of Perth Inquiry Report, Recommendation 144

## **Recommendations 23, 24 and 25(a) – Conduct of Elections**

### **Local Government Act Reference: Section 4.20 and 4.61**

Recommendation 23 is that the Western Australian Electoral Commission (WAEC) take responsibility for all Local Government elections, with the consequence that a Local Government CEO will no longer be the Returning Officer of first resort. Recommendation supports electronic/online voting. Recommendation 25(a) adds to the currently mandated role of the WAEC by proposing all elections are by postal voting, ending the option on in-person voting.

**WALGA Comment** – WALGA advocates for an end to the WAEC’s enshrined monopoly on the conduct of postal elections by amending legislation to permit third parties to be service providers of postal elections<sup>18</sup>.

**WALGA Recommendation: Support Recommendation 24; Oppose Recommendations 23 and 25(a); WALGA reiterates its position that third parties be permitted as service providers for postal elections.**

## **Recommendations 25(b) to (f) - Other Election Proposals**

Recommendation (b) proposed the extension of the election process to optimise participation. Recommendation 25(c) ‘Candidate Nomination Information’ is adapted from a model similar to Victorian legislation that requires candidates to respond to a set of questions prescribed by regulation in the form of a statutory declaration. Recommendation 25(d) – Caretaker Policies are increasingly evident in Local Government; in 2016, WALGA committed to develop the currently-available template Caretaker Policy<sup>19</sup>.

Recommendation 25(e) seems to reflect current legislation<sup>20</sup> and Recommendation (f) identifies the prospect that potential donations can be crowdfunded in the absence of a gift declaration and this is likely to undermine integrity of the election process.

**WALGA Recommendation: Support Recommendations 25(b) to (f)**

## **Recommendation 26(a) - Elected Member Numbers Based on Population**

### **Local Government Act Reference: Section 2.17**

The Report proposes the following structures for Elected Member positions on Council:

- (i) Population up to 5,000 – 5 Councillors (incl. President)

*This proposal will capture approximately 81 Local Governments (1 metro, 80 non-metro)*

- (ii) Population between 5,000 and 75,000 – 5 to 9 Councillors (incl. Mayor/President)

*This proposal will capture approximately 47 Local Governments (19 metro, 28 non-metro)*

- (iii) Population above 75,000 – 9 to 15 Councillors (incl. Mayor)

*This proposal will capture approximately 11 Local Governments (10 metro, 1 non-metro)*

**WALGA Comment** – WALGA adopted an advocacy position in 2011 opposing a previous proposal to reduce the number of Elected Members to between 6 and 9<sup>21</sup>. At the time, WALGA requested a proper examination of the relative benefits and merits of any proposal to reduce numbers of Elected Members be conducted. There is still merit in reviewing numbers on Council and the proposal is worthy of consideration although limiting populations of up to 5,000 to a fixed number of 5 Councillors lacks the flexibility that is easily resolved by extending the maximum number of Councillors to 7.

<sup>18</sup> State Council Resolution 06.3/2019

<sup>19</sup> State Council Resolution 16.1/2016

<sup>20</sup> Regulations 30B and 30CA of the *Local Government (Elections) Regulations*

<sup>21</sup> State Council Resolution 08.1/2011 – ‘Reject the reduction in the number of Elected Members to between 6 and 9, and request the Minister engage the Department of Local Government in research to determine the relative benefits and merits of the proposal prior to further discussion with the Local Government sector’

**WALGA Recommendation: Conditionally Support Recommendation 26(a) conditional upon a review of the relative benefits and merits of changes to reduce numbers of Elected Members on Council be supported, on the following basis:**

- (i) Populations up to 5,000 – 5 to 7 Councillors (incl. President)
- (ii) Populations between 5,000 and 75,000 – 5 to 9 Councillors (incl. Mayor/President)
- (iii) Populations above 75,000 – up to 15 Councillors (incl. Mayor)

**Recommendation 26(b) to (f) – Wards, Mayor/President Election and Term Limits**

**Local Government Act Reference: Part 2 and Part 4; Schedule 2.2**

Recommendation 26 (b) to (f) proposes a number of adjustments associated with Recommendation 8 - Local Government Advisory Board/Local Government Commission. These proposals include:

- Recommendation 26(b) - system of ward boundary reviews;
- Recommendation 26(c) - discontinuance of ward boundaries for Band 3 and 4 Local Governments;
- Recommendation 26(d) - phasing in of proposals under Recommendation 26(a);
- Recommendation 26(e) - continuance of two year election cycle for Council-elected Mayors/Presidents; and
- Recommendation 26(f) - no limits to be placed on terms Elected Members and elected Mayor/President can serve.

**WALGA Comment** – Recommendation 26(e) aligns with WALGA advocacy that Local Governments retain the right to determine whether the Mayor / President will be elected by the Council or the community.<sup>22</sup> WALGA has not adopted advocacy positions specific to the remaining proposals however Recommendation 26(c) conflicts with the general competence principle and the current self-determination inherent in the current ward review system. WALGA supports the ability for all Local Governments, not merely those in Band 3 and 4, to consider the merits of its system of representation and election on the basis of community of interest; physical and topographical features; demographic trends; economic factors and the ratio of Councillors to electors in the various wards.<sup>23</sup>

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<sup>22</sup> State Council Resolution 06.3/2019; 121.6/2017

<sup>23</sup> *How to conduct a review of wards and representation for local governments with and without a ward system* – Department of Local Government, Sport and Cultural Industries - October 2017, Page 6

WALGA supports the general intent of Recommendation 8 and similar support is proposed to the exclusion of Item (c).

**WALGA Recommendation: Support Recommendations 26(b), (d), (e) and (f). Oppose Recommendation 26(c).**

### **Recommendations 28 to 32 - Redefinition of Roles and Responsibilities**

**Local Government Act Reference: Sections 2.7, 2.8, 2.10 and 5.41**

Recommendation 28 sets the scene for Recommendations 29 to 32 by suggesting revised statements of roles and responsibilities that are specific to address the following issues:

- Community leadership
- Strategic planning
- Continuous improvement
- Executive function (for mayors/presidents)
- Guiding the CEO (for mayors/presidents)
- Training

**WALGA Comment** – Recommendations 28, 29, 30 and 31 are supported. Recommendations 32(1)(a) to (o), and 32(a) are supported. WALGA opposes Council involvement in matters relating to senior employees<sup>24</sup> as this conflicts with the role of the CEO as employing authority of all employees under Sec. 5.41(g) of the Local Government Act.

Recommendations 32(2)(b) and (c) are opposed. These recommendations seek to perpetuate ongoing Council involvement in matters relating to senior employees. WALGA points out that Regulation 9(1) of the *Local Government (Rules of Conduct) Regulation* was amended on 15 August 2020 to remove reference to Councillor involvement in administration where authorised by the Council to undertake that task.

This amendment directly relates to past findings such as the City of Canning Inquiry 2014, where the Inquirer noted this Regulation was used to involve Council in a matter directly related to the CEO's employing authority functions:

*'Reg. 9(1) of the Local Government (Rules of Conduct) Regulations 2007 is a rule of conduct, and is not, by itself, a source of authority for intervention by the Council in Administration activities.'*<sup>25</sup>

**WALGA Recommendation: Support Recommendations 28, 29, 30, 31, 32(1)(a) to (o) and 32(a). Oppose Recommendations 32(2)(b) and (c) to conclusively ensure that a Council cannot involve itself in the functions of the Chief Executive Officer as set out in Section 5.41 of the Local Government Act.**

### **Recommendations 33 and 34 – Community Engagement and Governance**

**Local Government Act Reference: Sections 2.7, 2.8, 2.10 and 5.41**

Recommendation 33 proposes a range of community engagement principles, and Recommendation 34 proposes a Community Engagement Charter be required as a mechanism for guiding and enhancing community participation in local decision-making.

**WALGA Comment** – WALGA advocates that Local Governments adopt a Community Engagement Policy, with each Local Government to implement the most appropriate means of engagement<sup>26</sup>.

**WALGA Recommendation: Support Recommendations 33 and 34.**

<sup>24</sup> State Council Resolution 123.6/2017

<sup>25</sup> Report of the Panel of Inquiry into the City of Canning, May 2014 at 9.53

<sup>26</sup> State Council Resolution 06.3/2019

## **Recommendation 35 – Annual Engagement with Electors**

### **Local Government Act Reference: Sections 5. 27**

Recommendation 35 proposes a lesser version of the opportunity already available to electors but poorly attended historically. This raises the prospect that, in the absence of the opportunity to move motions at meetings, the proposed annual meeting will follow a similar trend.

**WALGA Comment** – WALGA advocates that Elector’s General Meetings should not be compulsory, on the basis that there is adequate opportunity for the public to participate in the affairs of the Local Government through attendance at Council Meetings, participating in public question time, requesting special electors’ meetings etc<sup>27</sup>.

**WALGA Recommendation: Oppose Recommendation 35 and seek amendment to the Act to ensure Electors’ General Meetings are not compulsory.**

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<sup>27</sup> State Council Resolution 06.3/2019; 121.6/2017; 09.1/2011

## **SMART PLANNING AND SERVICE DELIVERY**

### **Recommendations 36 and 37 - Enhanced Integrated Planning and Reporting**

**Local Government Act Reference: Section 5.56; Local Government (Administration) Regulations Part 5, Division 3**

Recommendation 36 and 37 propose enhanced Integrated Planning and Reporting principles and provisions and that Audit, Risk and Improvement Committee monitor performance against baseline measures including financial management, service delivery and community well-being.

**WALGA Comment** – WALGA has supported the Integrated Planning and Reporting framework dating back to the Systemic Sustainability Study of 2008 and broadly supported the regulatory amendments introduced in 2011.

**WALGA Recommendation: Support Recommendations 36 and 37**

### **Recommendations 38(a) and (b) – Minimum Service Levels**

**Local Government Act Reference: Section 3.18**

Recommendations 38(a) and (b) are separated for independent consideration due to the potential for extensive consequences to the Local Government sector. Recommendation 38(a) proposes a minimum level of service delivery established as a statutory obligation, and Recommendation 38(b) proposes a qualified reserve power whereby the Minister for Local Government responds to a failure to deliver the minimum services by issuing an enforceable direction.

**WALGA Comment:** WALGA's closest advocacy positions to Recommendation 38 is 'principles over prescription' together with upholding the General Competence Principle<sup>28</sup>. Recommendation 38(a) appears intended to create a commonality of service delivery that is potentially measurable across the sector, with service delivery outcomes either legislated or directed by the Minister for Local Government. This approach is anathema to the General Competence Principle that permits Local Governments to independently determine appropriate levels of service.

It is noted that continuance of the General Competence Principle is supported in Recommendation 6, but the contradictory nature of Recommendation 38(a), that determination of some services will be taken out of the hands of Local Governments and their communities, is neither identified nor examined in the Report.

Recommendation 38(b) is intended as a qualified reserve power however the associated commentary includes reference to directions relating to a natural disaster or a pandemic. The Local Government sector's experiences during the COVID-19 pandemic did not bring to light any deficiency in the capacity of the State Government to manage issues arising from a pandemic that would requiring the Minister for Local Government to assume emergency direction powers – see also Recommendation 58. WALGA advocates that the State Government ensure there is proper provision for resources required to fulfil any legislated responsibility<sup>29</sup>.

**WALGA Recommendation: Oppose Recommendation 38(a) and (b) and reiterate support for Recommendation 6 'General Competence Principle'.**

### **Recommendations 38(c), (d) and (e) – Service Levels and IPR**

**Local Government Act Reference: Section 5.56; Part 5, Division 3 Local Government (Administration) Regulations**

<sup>28</sup> State Council Resolution 06.3/2019 Items 1(a) and (b); 120.6/2017

<sup>29</sup> State Council Resolution 06.3/2019 Item 1(f)



Recommendations 38(c), (d) and (e) propose a range of measures to align financial sustainability principles and services and programs to the integrated planning and reporting framework, and to conduct regular service delivery reviews including community consultation.

**WALGA Comment:** WALGA supported the introduction of the Integrated Planning and Reporting 'planning for the future' provisions and the above recommendations broadly align with current level of maturity in community consultation processes and examination of service delivery leading to the development of Strategic Community Plans and Corporate Business Plans.

**WALGA Recommendation: Support Recommendations 38(c), (d) and (e)**

### **Recommendations 39 to 42 - Local & Joint Subsidiaries**

**Local Government Act Reference: Part 3, Division 4**

Recommendation 39 proposes Integrated Planning and Reporting frameworks be cognisant of State Government plans when developing strategies for economic development.

Recommendation 40 proposes the new Local Government Act provide freedom for commercial activities, linking with Recommendation 41 which, whilst recommending against a beneficial enterprise model, makes positive recommendations for the support of commercial activities under an updated subsidiary model required to observe competitive neutrality principles. Recommendation 42 supports the use of regional subsidiary models unless qualified by the requirement to form an entity where the Local Government is not the dominant party.

**WALGA Comment** – It is noted that Recommendation 41(a) to (i) details the elements required for a flexible subsidiary model, including a proposal under 41(h) that employees of a subsidiary fall within the jurisdiction of the WA Industrial Relations Commission. This conflicts with current WALGA advocacy that such a transfer is conditional upon modernisation of the State system to be more consistent with the Federal industrial relations system<sup>30</sup>.

WALGA has a long-held advocacy position for the creation of Beneficial Enterprises<sup>31</sup> with support for a vehicle for commercial activity ('Council-controlled organisations') dating back to WALGA's Systemic Sustainability Study 2008<sup>32</sup>.

**WALGA Recommendation: Support Recommendations 39, 40, 41(a) to (g) and (i) and 42. Oppose Recommendation 41(h).**

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<sup>30</sup> State Council Resolution 78.5/2018

<sup>31</sup> State Council Resolutions 06.3/2019; 121.6/2017; 107.5/2010; 114.5/2010

<sup>32</sup> *The Journey: Sustainability into the Future* - Action 21, Page 49



## **Recommendations 43 and 44 - Modernise Financial Management**

### **Local Government Act Reference: Part 6; Local Government (Financial Management) Regulations**

Recommendation 43 proposes a modern set of principles to modernise financial management.

Recommendation 44 proposes a selection of measures in support of sound financial decision-making.

**WALGA Comment** – WALGA supports the general intent of the recommendations, aligning as they do with a number of advocacy positions<sup>33</sup> including:

- Conduct a complete review of financial management provisions
- Freehold land be used to secure debt
- Enable Building Upgrade Finance

WALGA notes that the Report of the Inquiry into the City of Perth makes a number of recommendations<sup>34</sup> relating to financial management of all Local Governments including:

- Recommendation 188 : Establishment of Financial Management Instructions;
- Recommendation 189 : The 'WA Accounting Manual' dated September 2012 be reviewed and updated;
- Recommendation 190 : The format of format of the annual budget and financial report be prescribed for consistency across local government'

### **WALGA Recommendation: Support Recommendations 43 and 44**

## **Recommendation 45 to 49 - Procurement**

### **Local Government Act Reference: Section 3.57; Local Government (Functions and General) Regulations Part 4**

Recommendation 45 proposes procurement thresholds, rules and policies be more closely aligned with the State Government. Recommendation 46 proposes a model Procurement Policy be adopted by all Local Governments. Recommendations 47 and 48 propose enhancing panel contracts and encouraging local business to register as local content providers. Recommendation 49 introduces the prospect that breaches of procurement rules be referred to an Independent Assessor for investigation.

**WALGA Comment** – WALGA has consistently supported the alignment of the tender threshold with that of the State Government<sup>35</sup> and broadly supports the principle that suppliers of goods, services and works competing for contracts will benefit where procurement processes across State and Local Government has more similarities than differences. These proposals will also assist recent endeavours of both State and Local Government to enhance opportunities for local and regional suppliers to access contracts and boost local economies in the post COVID-19 recovery phase.

### **WALGA Recommendation: Support Recommendations 45, 46, 47, 48 and 49**

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<sup>33</sup> State Council Resolution 06.3/2019

<sup>34</sup> City of Perth Inquiry Report, Volume 3, Page 83

<sup>35</sup> State Council Resolution 06.3/2019

## **Recommendations 50, 51 and 52 - Rating and Revenue**

### **Local Government Act Reference: Part 6; Local Government (Financial Management) Regulations**

Recommendation 50(a) opposes rate capping and 50(c) proposes a broad review of rate exemptions available under Section 6.26(2) of the Local Government Act in recognition of the limitation this places on capacity to raise revenue. Further proposals include development and publication a Local Governments rates and revenue strategies (50b) and a review by the Valuer General of rating methodologies (50 g). Recommendation 51 aligns with the current provisions in Sec 6.17 of the Local Government Act which requires the setting of fees and charges to consider; the cost of providing the service; importance of the service to the community; and the price of alternative providers might charges for similar service.

Recommendation 52 recommends cost recovery principles be adopted when Local Government and State Government set fees and charges.

**WALGA Comment** – WALGA’s advocacy opposes rate capping<sup>36</sup> and there is long-standing support for a review of general rate exemption provisions and charitable land use rate exemptions<sup>37</sup> initially examined by the Local Government Advisory Board in 2005<sup>38</sup>. WALGA also supports a review of the basis of rates<sup>39</sup> and this may be incorporated in Recommendation 50(g).

WALGA’s advocacy position in relation to Recommendation 52 is that Local Government to be empowered by legislation to set fees and charges for all services it provides in favour of the current arrangement whereby many fees and charges are determined by State Government legislation<sup>40</sup>.

The Office of the Auditor General regularly audits State Government fee-setting in line with Government policy:

*It is general government policy that fees should fully recover the cost of providing related services. If fees under-recover costs, this could mean the general public is subsidising customers, while over-recovery could mean customers are being charged too much. Any under or over-recovery of costs requires approval from the Minister or authority from legislation, respectively.<sup>41</sup>*

WALGA’s long-held concern is that the State Government’s policy is inadequately applied to Local Government service delivery (town planning fees, building fees, dog and cat registration etc) and Local Governments experience a net revenue loss due to inherent issues of:

- Lack indexation
- Lack from regular review
- Lack a transparent methodology in setting of fees and charges

**WALGA Recommendation: Support Recommendations 50, 51 and 52; continue to advocate for legislation that empowers Local Governments to set fees and charges for all services it delivers.**

## **ACCOUNTABILITY, SELF-REGULATION AND INTEGRITY**

### **Recommendations 53 and 54 - Accountability and Self-Regulation**

#### **Local Government Act Reference: Part 7 (Audit); Local Government (Audit) Regulations**

<sup>36</sup> State Council Resolution 06.3/2019; 96.6/2015; 118.7/2015 incl. Rate Setting Policy Statement

<sup>37</sup> State Council Resolution 06.3/2019; 122.6/2017; 118.7/2015; 5.1/2012

<sup>38</sup> Local Government Advisory Board’s Inquiry into the Operation of Section 6.26(2)(g) of the Local Government Act 1995 – November 2005

<sup>39</sup> State Council Resolution 06.3/2019; 123.6/2017

<sup>40</sup> State Council Resolution 06.3/2019; Metropolitan Local Government Reform Submission 2012

<sup>41</sup> Report 13 ‘Fee-setting by the Department of Primary Industries and Regional Development and Western Australia Police Force’ December 2019 - Executive Summary, Page 3

Recommendation 53 recommends an expanded Audit, Risk and Improvement Committee with Recommendation 53(a) and (b) proposes that skills-based independent members hold the majority of numbers, and the Chair, of the Committee, and regional committees be formed to offset potential increased costs.

Recommendation 54 proposes an expanded role for the Audit, Risk and Improvement Committee including an audit plan approach focussing on compliance, risk (including procurement), financial management, fraud control, governance and delivery of plans.

**WALGA Comment** – WALGA’s advocacy supported the Office of the Auditor General WA conducting Local Government finance and performance audits<sup>42</sup>. The self-regulation themes within Recommendation 54 are supported, however Recommendation 53(a) and (b) proposals for a majority of independent members, potentially drawn from a panel of approved suppliers or shared through regional cooperation arrangements, does not include a benefits analysis and there is no evidence the regional cooperation approach will lessen internal audit costs particularly for rural and regional Local Governments.

**WALGA Recommendation: Oppose Recommendation 53(a) and (b). Supports Recommendation 54.**

### **Recommendation 55 – Integrity and Governance**

**Local Government Act Reference: Part 7 (Audit); Local Government (Audit) Regulations**

Recommendation 55(a) to (i) propose a range of governance measures to improve integrity, oversight and public participation.

**WALGA Comment** – Recommendations (f), (g) and (h) align with the Department of Local Government, Sport and Cultural Industries current development of Mandatory CEO Standards for Recruitment, Performance Review and Termination (associated with the *Local Government Amendment Legislation Act 2109*) and it is likely this body of work will continue to be dealt with independent of this Report. WALGA’s current advocacy position includes opposition to item (g), the mandatory readvertising of the CEO position upon completion of two five year terms.<sup>43</sup>

The proposal under item (c), permitting elected members unable to maintain impartiality to withdraw from a meeting and not vote, is clearly unworkable where the meeting quorum comes under threat and is opposed.

**WALGA Recommendation: Support Recommendation 55(a), (b), (d), (e), (f), (h) and (i). Oppose Recommendations 55(c) and (g).**

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<sup>42</sup> State Council Resolution 7.1/2018

<sup>43</sup> State Council Resolution 145.7/2019

### **Recommendation 56 – Training and Development**

**Local Government Act Reference: Section 5.126 and Regulations 35 and 36 of the Local Government (Administration) Regulations**

Recommendation 56 updates the recently introduced Elected Member training provisions.

**WALGA Recommendation: Support Recommendation 56**

### **Recommendation 57 and 58 – Early Intervention Framework**

**Local Government Act Reference: Part 8**

Recommendation 57 proposes an early intervention framework whereby the Department of Local Government, Sport and Cultural Industries works with Local Governments to improve performance, governance and compliance. Recommendation 58 proposes the Minister for Local Government should have powers to direct Local Governments and make declarations during a declared state of emergency.

**WALGA Comment** – WALGA does not have advocacy positions in relation to either recommendation. Recommendation 38(b) introduced commentary on this topic and it is reiterated the Local Government sector's experiences during the COVID-19 pandemic did not bring to light any deficiency in the capacity of the State Government to manage issues arising from the pandemic that would require providing the Minister for Local Government with additional emergency powers. A matter of this significance should be considered in the broad context of the State Government's assessment its capacity to respond during the present state of emergency period, rather than dealt with piecemeal in a review of the Local Government Act.

**WALGA Recommendation: Support Recommendation 57. Oppose Recommendation 58.**

### **Recommendations 59 and 60 – Office of the Independent Assessor**

**Local Government Act Reference: Part 8; Section 5.41**

Recommendation 59 (a) to (f) proposes conditions upon which an Office of the Independent Assessor might be established, including taking the functions of the Local Government Standards Panel.

Recommendation 60 proposes consideration of managing complaints by Elected Members against a CEO or other senior officer, with potential complaints be investigated by the Independent Assessor.

**WALGA Comment** – WALGA has a long-standing advocacy position for improvement to the operational efficiency of the Local Government Standards Panel.<sup>44</sup>

The proposal in Recommendation 59 to create the Office of the Independent Assessor resonates in some regard with Recommendation 323, 324 and 325 of the Report of the Inquiry into the City of Perth.<sup>45</sup>

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<sup>44</sup> State Council Resolution 43.2/2011

<sup>45</sup> City of Perth Inquiry Report Recommendations Pp. 108 - 110



Recommendation 60 has the potential to overlay with other statutory provisions relating to employment law, and it is unclear whether the Report has considered the appropriateness of a proposal which will permit individual Elected Members, rather than the Council acting collectively as the employing authority, to instigate actions relating to a CEO's performance. Similarly, it is current practice that all complaints relating to other local government employees fall within the function of the CEO as the employing authority under Section 5.41(g) of the Act.

**WALGA Recommendation: Support Recommendation 59. Oppose Recommendation 60.**

## **OTHER MATTERS**

### **Recommendation 61(a) and (b) – Classification Bands**

#### **Local Government Act Reference: Schedule 2.2**

Recommendation 61(a) proposes the principles for determining classification and for Local Governments should be set out in the new Act, and Recommendation 61(b) states that once established they be utilized by the Salaries and Allowances Tribunal to determine Councillor and CEO allowances and remuneration.

**WALGA Comment** – WALGA has a long-standing advocacy position in relation to appropriate levels of remuneration for Elected Members.<sup>46</sup> The commentary accompanying Recommendation 61(b) informs the rationale for removing the classification band process from the *Salaries and Allowances Act 1975* to the *Local Government Act 1995* is to provide a broader application of the band system to other matters including whether a Local Government should have wards, This ties Recommendation 61(a) and (b) to Recommendation 26(c) that has the intent of discontinuing wards in Band 3 and 4 Local Government, which WALGA does not support.

**WALGA Recommendation: Oppose Recommendation 61.**

### **Recommendations 62 and 63 - Harmonisation of Local Laws**

#### **Local Government Act Reference: Section 3.5 to 3.17**

Recommendations 62 and 63 propose increased harmonisation of Local Laws by developing model Local Laws and deemed provisions, with Local Government responsible for justifying any departure or variation from the models or provisions.

**WALGA Comment** – WALGA advocates for improvements to the current local law-making process and independent local law scrutiny conducted by Parliament's Delegated Legislation Committee<sup>47</sup>. Consistent Models and deemed provisions will greatly enhance certainty in the local law-making process whilst ensuring the right for Local Governments to argue for and justify departures and variances that suit local conditions, issues and needs.

**WALGA Recommendation: Support Recommendations 62 and 63**

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<sup>46</sup> State Council Resolution 06.3/2019; WALGA Submission to the Salaries and Allowances Tribunal – 21 February 2019

<sup>47</sup> State Council Resolution 06.3/2019

## **Recommendation 64 - WALGA**

### **Local Government Act Reference: Section 9.58**

Recommendation 64 recommends the following in respect to WALGA;

- (a) WALGA not be constituted under the new Act;
- (b) A transition period is provided to ensure continuity in operations of WALGA while it is re-formed under other legislation; and
- (c) Recognition of WALGA's Preferred Supplier Program and mutual insurance coverage in the legislation should be accompanied by appropriate oversight measures, including auditing.

**WALGA Comment** – From the Local Governments sector perspective it is critical to retain WALGA's services status in the legislation and regulations relating to the Preferred Supplier Program and the Insurance service, as these programs provide significant savings for the Local Government sector.

In respect to whether WALGA's establishment is referenced in the Local Government Act, it is appropriate for the Association to obtain legal advice on any negative consequences this may have.

**WALGA Recommendation: Support recommendation 64(c) for WALGA services retention in the Local Government Act relating to the Preferred Supplier Program and the Local Government Insurance Service. Further advice required in respect to recommendation 64(a) and (b)**

## **Recommendation 65 – Operational Provisions**

### **Local Government Act Reference: Various**

Recommendation 65 (a) to (f) proposes a number of operational matters for future consideration.

**WALGA Comment** – The proposals align with WALGA's advocacy to the extent that the new Local Government Act be based on a flexible, principles-based legislative framework that avoids red tape and 'de-clutters' the current extensive regulatory regime.<sup>48</sup>

There is general support is therefore for these operational provisions, however Recommendation 65(f) – transfer of employee entitlements across all three levels of Government – though well intended is highly likely to raise extensive legal, industrial and financial ramifications prior to being capable of implementation. Further research and industrial consideration is therefore inevitable.

**WALGA Recommendation: Support Recommendations 65(a) to (e). Conditionally support Recommendation 65(f) pending further research and industrial consideration.**

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<sup>48</sup> State Council Resolution 06.3/2019 Items 1(b) and (e)

**MATTERS FOR CONSIDERATION BY STATE COUNCILLORS  
(UNDER SEPARATE COVER)**

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**5.6 Special Finance and Services Committee Minutes (01-006-03-0006 TB)**

**Moved: Cr Julie Brown  
Seconded: Mayor Logan Howlett**

**That the Minutes of the Special Finance and Services Committee Meeting held 22 July 2020 be endorsed.**

**RESOLUTION 120.4/2020**

**CARRIED**

**5.7 Finance and Services Committee Minutes (01-006-03-0006 TB)**

**Moved: Cr Julie Brown  
Seconded: Mayor Logan Howlett**

**That the Minutes of the Finance and Services Committee Meeting held 19 August 2020 be endorsed.**

**RESOLUTION 121.4/2020**

**CARRIED**

**5.8 Selection Committee Minutes (01-006-03-0011 CO)**

*By Tim Lane, Manager Strategy and Association Governance*

Since the 18 August Selection Committee meeting, a request has been received from the Minister for Health, Hon Roger Cook MLA, seeking two panels of names for the following positions on the Local Health Authorities Analytical Committee:

- Two metropolitan members
- One non-metropolitan member

The Minister has requested the panels to be submitted by 30 September 2020. While this timeframe will not be able to be met, it is recommended that the vacancies be included in the special Selection Committee process proposed in the 18 August Selection Committee Minutes to seek nominations for the vacancies on the DFES Bush Fire Services Capital Grants Committee and the DFES State Emergency Services Capital Grants Committee. Utilising this process, panels of names will be able to be provided to the Minister for Health by the end of October, and the Minister for Health will be advised of the Selection Committee process and timeframe if the proposed course of action is endorsed.

It is recommended that State Council delegate authority to the Selection Committee to undertake this process during September and October. The outcomes of this process will be reported to State Council at the 2 December 2020 State Council meeting.

**Moved: Cr Ronnie Fleay  
Seconded: Cr Frank Cvitan**

**That:**

- 1. The recommendation in the 18 August 2020 Selection Committee Flying Minute be endorsed; and,**
- 2. The Selection Committee be granted authority to advertise positions on the Local Health Authorities Analytical Committee and put forward panels to the Minister for Health.**



**RESOLUTION 121.4/2020**

**CARRIED**

<b>5.9 LGIS Board Minutes</b>
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**Moved: Mayor Logan Howlett**

**Seconded: Cr Chris Mitchell**

**That the Minutes of the LGIS Board meetings held 25 June 2020 and 13 August 2020 be noted.**

**RESOLUTION 122.4/2020**

**CARRIED**

<b>5.10 LGIS Review Action Points Schedule - Confidential</b>
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**Moved: Cr Julie Brown**

**Seconded: Cr Frank Cvitan**

**That the LGIS Review Action Points Schedule, August 2020 be noted.**

**RESOLUTION 123.4/2020**

**CARRIED**

## 6. MATTERS FOR NOTING / INFORMATION

### 6.1 COVID-19 Pandemic - Update

By Nicole Matthews: COVID-19 Coordinator

**Please note: The information contained in this report is up-to-date as of 3 August 2020. If required further supplementary information will be provided at Zone and State Council meetings, as well as through other channels, such as the COVID-19 Update from the WALGA President and CEO.**

Moved: Mayor Logan Howlett  
Seconded: Cr Les Price

That the information contained in this report be noted.

**RESOLUTION 124.4/2020**

**CARRIED**

#### Executive Summary

- At the time of writing the COVID-19 pandemic in WA is under control, with a significant reduction in active cases and no evidence of community transmission.
- Restrictions in WA have eased, enabling many businesses and Local Government facilities to reopen. However outbreaks in Victoria and New South Wales have delayed the reopening of WA's border until at least August 15.
- While planning for possible local outbreaks of COVID-19 is underway, the focus has turned to recovery.
- The WA Government announced a State Recovery Plan on 26 July 2020. WALGA advocated for a package of Local Government led economic stimulus measures, *Rebooting Local Economies* during the State's consultation on developing the Recovery Plan.
- WALGA has continued to provide dedicated COVID-19 support and advocacy for members, including regular updates, webinars, guidance and analysis.

#### Policy Implications

The advocacy detailed in this item is in accordance with existing policy positions; some of the advocacy detailed in this item relates only to the current pandemic situation, so will not impact existing policy positions.

#### Budgetary Implications

Nil

#### Background

##### COVID-19 in WA

The latest information on COVID-19 cases in WA (including by Local Government Area) and nationally can be found on the WA Health website [here](#).

Phase 4 of the State Government Roadmap to easing restrictions commenced on 27 June. Phase 5, which would see all remaining restrictions removed except for WA's hard border and access to remote aboriginal communities, has been delayed until at least 15 August due to the significant level of community transmission of COVID-19 in Victoria and NSW.

A challenge to the constitutionality of WA's hard border closure, brought by Clive Palmer, will go before the High Court later this year.

### Economic impacts

The Economic and Fiscal Update provided by the Commonwealth Treasurer, Josh Frydenberg on 23 July 2020 indicated that Australia is expected to experience its largest ever recorded fall in economic activity during the 2020 calendar year, with an expected drop in GDP of 3.75 per cent. In financial year terms, GDP is expected to drop by 0.25 per cent in 2019-20 and 2.5 per cent in 2020-21. The unemployment rate is expected to peak during the December quarter 2020, at 9.25 per cent.

Overall, reduced tax receipts and increased public expenditure mean that instead of the small surplus position initially forecast, the 2019-20 Budget is expected to be in deficit by \$85.8 billion. A further deficit of \$184.5 billion is expected in 2020-21.

Australia has also recorded its biggest-ever recorded quarterly fall in consumer prices, which dropped 1.9 per cent in the June quarter driven by free childcare and cheaper fuel.

At a State level, ABS data released on 28 July indicates that 62 per cent of the jobs displaced in WA by late April had been recovered by July 11, 2020. It also showed WA has recorded the lowest decline in the number of jobs in the nation, down 3.1 per cent compared to a 5.6 per cent fall nationally, since March 14, 2020, when Australia recorded its 100th COVID-19 case.

WALGA is undertaking regular economic impact analysis to provide the sector with information on impacts at the local level (further information provided later in this agenda paper).

### Outbreak planning

The State Health Incident Coordination Centre (SHICC) has developed Integrated COVID-19 Outbreak Response Plans which set out the State's strategic response to outbreaks, both at a state-level and for 'high risk' settings. Plans have been developed for: Remote Aboriginal communities; Residential aged care; Prisons; Hospitals; Schools and Childcare services; Mining and Offshore facilities; Commercial vessels; and Congregate living. An Integrated COVID-19 Welfare Response Plan has also been developed to integrate with the Integrated Outbreak Plans.

WALGA is working with the SHICC and Department of Communities to ensure that implications for Local Governments are considered and that roles and responsibilities in an outbreak are understood.

### COVID-19 Recovery

#### *Role of Local Government in recovery*

The State Government has determined that WA's COVID-19 recovery will be coordinated at a State, rather than a local level as would normally be the case after an emergency.

In correspondence to CEOs in late June, the State Recovery Controller, Sharyn O'Neill informed Local Governments that going forward, Local Government's role in COVID-19 recovery will be to:

1. collect and provide local impacts to the State Recovery Coordinator to inform recovery planning and implementation
2. align local recovery plans to the State Recovery Plan where required to ensure consistency
3. build on the strong work already undertaken by local governments in:
  - a) reviewing or adopting financial hardship policies to support ratepayers to provide rate, fee and tenancy relief to businesses and individuals in distress
  - b) reviving community services, sports and recreation to promote wellbeing and enable the community to resume active, connected lives in a COVID-safe manner
  - c) supporting arts culture, events and tourism activities and content in local areas and helping these industries to innovate to operate in the future
  - d) accelerating small capital works projects to provide vital employment channels and use local materials, contractors and labour services to support vulnerable parts of the workforce

- e) streamlining or fast tracking approval processes and relieving compliance burdens on businesses and households where possible to stimulate local economic activity
4. monitor recovery progress and report any emerging issues and key actions taken at the local level to the State Recovery Coordinator to inform quarterly reporting to the State Recovery Steering Committee

### *State Recovery Plan*

The Premier and the State Recovery Controller Sharyn O'Neill released the [WA Recovery Plan](#) on 26 July. The Plan was accompanied by a statement detailing the health, economic and infrastructure, social, industry and regional impacts of the pandemic to date, which can be viewed [here](#).

The release of the Plan followed stakeholder engagement through Ministerial Roundtables, a number of which were attended by WALGA, Elected Members and Local Government CEOs, the State Recovery Advisory Group, of which WALGA President Mayor Tracey Roberts is a member. Key insights from these consultations can be found [here](#).

The Plan outlines \$5.5 billion in spending (including \$2.77 billion in relief and stimulus measures already announced) across 12 priority areas:

- Driving industry development
- Boosting local manufacturing
- Building infrastructure
- Investing in renewable energy and new technologies
- Rebuilding TAFE and reskilling our workforce
- Maintenance blitz
- Building schools for the future
- Building METRONET
- Major road construction
- Building community infrastructure
- Unlocking future mining opportunities
- Housing construction
- Supporting small business
- Buying local
- Green jobs and environmental protection
- Growing WA's food industries
- Investing in the tourism sector
- Revitalising culture and the arts
- Supporting our most vulnerable
- Putting patients first
- Unlocking barriers to investment

The Plan also has a particular focus on investing in regional WA and remote Aboriginal communities and supporting women and young people.

Recovery Plan initiatives are being announced progressively (details [here](#)). Of those announced at the time of this report, road safety improvements to reduce the number of run-off road crashes in country areas, funding for sport and community infrastructure, renewable energy and investment in broad-scale biodiversity outcomes such as water quality and roadside vegetation are aligned with initiatives in WALGA's 2020-21 budget submission and stimulus plan *Rebooting Local Economies* (see below).

WALGA will provide further information on announcements relevant to the sector as they become available.

Local Governments will have the opportunity to hear directly from the State Recovery Controller, Sharyn O'Neill at a WALGA webinar on Wednesday 26 August.

### **Support and Advocacy**

WALGA has continued to provide dedicated COVID-19 support and advocacy for the sector, including in the key areas below.

#### Rebooting Local Economies

WALGA developed a package of proposed economic stimulus, *Rebooting Local Economies*, for the consideration of the State Government in the development of the State Recovery Plan. The package was informed by information provided by every Local Government in the State regarding their projects and priorities to promote the economic recovery of their communities.

Information provided by Local Governments showed that the sector has provided \$512 million in financial support to our communities in the form of:

- \$101 million in rate relief
- \$12.5 million in rent relief
- \$24 million in additional maintenance works
- \$148 million in fees and charges relief
- \$34.5 million in financial grants
- \$192 million in additional capital works

*Rebooting Local Economies* seeks support for:

1. A State contribution of \$257 million, matched by Local Governments, to enable the sector to bring forward capital and maintenance projects that would support 2,951 jobs across the State and boost WA's Gross State Product by \$506 million in the immediate term.
2. An investment of \$256.3 million to fast track the delivery of shovel ready, value for money programs and projects like those identified for the Community Sporting and Recreation Facilities Fund and the Commodities Freight Route Fund, which will provide long lasting, widespread benefits across WA.

### WALGA COVID-19 Local Economic Impact Analysis

Following the Health and Economic Vulnerability Analysis provided to Local Governments two months ago, WALGA has now analysed publicly available economic data to determine the economic impact of COVID-19 on WA's local economies. This analysis includes:

- How local jobs have been impacted since the start of the pandemic, measured as a proportion of total payroll job changes in each Local Government Area;
- How local businesses have been impacted since the start of the pandemic, measured as a proportion of organisations within each Local Government Area that were accessing the JobKeeper subsidy in April; and
- The overall economic impact of COVID-19, relative to other Local Government Areas and regions.

Like the Health and Economic Vulnerability Analysis, the COVID-19 Local Economic Impact Analysis can be used as an input into a Local Government's operational and strategic decision making and planning. Some of the key areas where the data, which will be made available to all Local Governments, can be used include:

- For estimating the percentage of ratepayers (residents and businesses) who may be under added financial stress and will subsequently require access to hardship measures for their rates notices;
- For estimating potential changes in fees and services revenue, based on the percentage of residents and businesses who may be under added financial stress;
- To support applications for grant funding or other forms of support from State and Federal Governments;
- To support the appropriateness of, and to inform, Local Government response and recovery activities and stimulus measures; and
- For sharing with key community stakeholders, such as regional Chambers of Commerce, businesses, community groups and not-for-profits and other key bodies and institutions.

Other significant areas of advocacy and support include:

- *Planning and Development Amendment Bill 2020* - representations to Upper House members with a list of concerns on the Bill, which successfully effected some changes to the Bill. A full outline of the actions undertaken are included as a separate Item for Noting in this State Council Agenda.
- *Development Contribution Plans (DCPs)* - working with members to provide information to the Department of Planning, Lands and Heritage and Treasury regarding how DCP funds can be

utilised and projects at each Local Government with DCPs that could possibly be brought forward if additional funding or assistance was provided.

- The release of a WALGA *Guide for 2020/2021 Budget Adoption* in July 2020:
  - The Guide assists Local Governments to meet the statutory requirements of the Ministerial Order gazetted on 8 May requiring budget adoption resolutions to specifically reflect a Local Government's rate setting strategies, treatment of penalty interest and management of overdue debts.
  - The Guide features an explanation of the Ministerial Order and provides 7 template Officer Recommendations associated with each Clause provision set out in the Order.
- *Procurement and support for local suppliers*
  - The Vendor Panel marketplace initiative now has 8000 local suppliers registered.
  - Following the release State Government's updated Buy Local Policy 2020 and the recently proclaimed *Procurement Act 2020*, WALGA will be examining further opportunities to maximise local and regional procurement engagement with Local Government.
- *Childcare Relief Package* - continued representations, together with ALGA on the financial impact of the Childcare Relief Package and lack of access to JobKeeper payments on Local Government childcare providers.
- *Emergency Management eLearning* - WALGA is providing this free of charge until 31 December 2020.
- *COVID-19 Updates* - 74 updates have been provided to the sector between 23 March and 31 July. There are approximately 1300 subscribers to these updates. Updates can be viewed on WALGA's COVID-19 website [here](#).
- *COVID-19 State Briefing to Sector Webinars* - The following Sector briefing webinars, hosted by WALGA President, Mayor Tracey Roberts, have been held since 1 June:
 

5 June	Local Government Minister the Hon David Templeman and the Minister for Transport and Planning the Hon Rita Saffioti
19 June	WALGA CEO Nick Sloan and Economist Nebojsa Franich
10 July	US Consul General David J. Gainer
24 July	Minister for Regional Health, Regional Communications and Local Government, The Hon Mark Coulton
31 July	Valuer General, Lester Cousins
<i>Upcoming</i>	<i>Local Government Minister the Hon David Templeman and State Recovery</i>
<i>26 August</i>	<i>Controller Sharyn O'Neill</i>
- *Showcase Webinars* - WALGA has continued to showcase the work of the sector, though a webinar series featuring presentations from Local Governments discussing innovative approaches to managing COVID-19 and providing ongoing services to their communities.
 

June 4	Communicating with communities during the pandemic: City of Gosnells; City of Canning; Shire of Dundas
July 30	Local Government recovery activity: Shire of Narrogin; Town of Victoria Park; City of Mandurah

All showcase webinars can be found on the WALGA website [here](#).



## 6.2 ***Planning and Development Amendment Act 2020 (06-03-01-0001 VJ)***

By Vanessa Jackson, Policy Manager Planning and Improvement

Moved: Mayor Logan Howlett  
Seconded: Cr Les Price

That the advocacy undertaken on the *Planning and Development Amendment Act 2020* be noted.

**RESOLUTION 125.4/2020**

**CARRIED**

### **Executive Summary**

- The *Planning and Development Amendment Bill 2020* was passed by Parliament in June 2020, receiving Royal Assent on the 7 July 2020.
- The 26 amendments include a new development assessment pathway to the WAPC, establishment of a Special Matters Development Assessment Panel, and changes to the *Planning and Development Act 2005* that were foreshadowed in 2013.
- Regulations are currently being drafted by the Department of Planning Lands and Heritage.

### **Attachments**

*Planning and Development Amendment Act 2020* ([here](#))

### **Policy Implications**

WALGA's relevant Advocacy Position Statements:

- 6.2 Planning Reform - The Local Government sector supports the underlying principles of planning reform and the continuing focus of streamlining the planning system.
- 6.5 Development Assessment Panels - The Association does not support Development Assessment Panels (DAPs), in their current structure.

### **Background**

In 2013, State Council deliberated on the proposed reforms to the *Planning and Development Act 2005* (PD Act) (Resolution 274.5/2013).

On 20 May 2020, twenty six proposed amendments to the PD Act were tabled in Parliament without formal consultation with the Local Government sector. The two broad aims of the *Planning and Development Amendment Bill 2020* were to: -

1. Provide an urgent response to the COVID-19 pandemic, by:
  - facilitating significant development projects;
  - removing regulatory road blocks and significantly reduce red tape;
  - strategically refocus what urban and regional planning considers important;
  - enhancing how development contribution funds are utilised for community benefit; and
  - providing for a more robust planning environment with a higher degree of professionalism and enforcement capability.
2. Implement a comprehensive series of public, stakeholder and specialist reviews of the planning system, in order to create a better planning system, which:
  - creates great places for people;
  - is easier to understand and navigate; and
  - is consistent and efficient.

The Bill's Explanatory Memorandum explained that these aims would be implemented in two phases of legislation, the *Planning and Development Amendment Bill 2020* as the first phase, implementing those aspects of planning reform with most immediate impact on the planning framework, as a prioritised COVID-related response. The second phase would be facilitated by a second Bill in the near future.

A Special State Council meeting was held on the 25 May 2020 to discuss the proposed Bill and the following resolution was made (RESOLUTION 85.4/2020):

Notwithstanding the need for Planning Reform and recognising the proposed impacts the *Planning and Development Amendment Bill 2020* has on local planning, WALGA does not support the Bill in its current form and;

That WALGA;

1. Advocate to the State Government for extensive consultation on the proposed legislation, noting:
  - a) Without due consideration of the full impact of the proposed 26 amendments, there is the potential for unintended consequences due to the haste in the drafting of this Bill;
  - b) The Bill provides unfettered powers to the WA Planning Commission, circumventing meaningful involvement of local communities in the planning process;
2. Writes to the Premier and Minister for Local Government to raise the sector's concerns with the Government's actions in setting aside the State and Local Government Partnership Agreement for the fast tracking of proposed legislative reforms under the cover of COVID-19 recovery.
3. Requests member Local Governments to inform the communities of possible impacts of the proposed legislation on local planning decisions.
4. Write to all non-Government Upper House members to discuss the sectors concerns.

The proposed Bill was passed by Parliament on the 23 June 2020, and Royal Assent was received on the 7 July 2020.

## Comment

Discussions with members raised two particular concerns, which included:

- Allowing the State Government to assess and approve certain development applications for an 18 month period, bypassing both DAP and Local Government assessment pathways.
- Creation of a "[Special matters DAP](#)" after the 18 month period, to consider significant development proposals (limited information has been provided on this reform proposal).

Both of these new assessment pathways are a major shift to the role of Local Government in the planning assessment process, arguably undermining the expertise that exists in the assessment of development applications, devaluing the sector's experience and competency in applying local planning schemes and making appropriate decisions.

The PD Act amendments provide the WAPC with powers to set aside any local planning controls (e.g. land use permissibility, height controls, floor space ratio, etc.). This proposal is a fundamental shift in the WAPC's role and function, moving from strategic matters and subdivision control into complex development assessment against local considerations.

It also appears that the "Special Matters" DAP removes Elected Member representation, instead requiring a representative with "local government knowledge". It was stated several times in Hansard that the WALGA President would be on the Special Matters DAP; however, no formal advice has been provided to confirm this statement, nor have any draft regulations been provided to clarify the Local Government representative on the Special Matters DAP.

During the debate on the Bill in the Upper House, the Association provided all Upper House members with a list of concerns with the proposed amendments to encourage changes to the Bill.



Several amendments to the Bill were endorsed during the debate, including:

- “Significant Development” definition was amended allowing any application over \$20 million in the Metropolitan Region and any \$5 million proposal in regional areas (including Mandurah) are now eligible for the new development assessment pathway. This pathway is optional, not mandatory.
- The CEO of Contaminated Sites legislation must be consulted, if appropriate.

The following amendments were also endorsed, as advocated for by the Association:

- WAPC must consult and must have due regard to submissions made by the public. The Bill originally stated “may” consult with the public and did not outline how the submissions would be considered.
- The 48 month period for the development to be substantially commenced has been amended to 24 months, ensuring that the provisions will only be used for seriously entertained development proposals to assist in COVID-19 recovery.
- If the Minister or Premier issue a direction to the WAPC or other Agency, then it must be provided to Parliament within 14 days of the direction being given, which will provide greater transparency.
- The *Environmental Protection Act 1986* has been removed from Part 17 of the Bill, which ensures that the WAPC is not able to override any of the legislated environmental requirements, including clearing permit provisions.

Regulations will now be drafted to provide additional guidance in the application of these new powers. As a result of advocacy by the Association, the DPLH established three working groups to work through the review of the *Planning and Development (Local Planning Schemes) Regulations 2015*, being: -

- Local planning frameworks, including local planning strategies, schemes and amendments, and local planning policies.
- Structure plans, activity centre plans and local development plans.
- Development Assessment Processes, including consultation.

WALGA called for expressions of interest from the sector to attend these working groups and provided 51 officer nominations to the Department, representing 32 Local Governments from metropolitan, regional and rural areas. DPLH has advised that *the intent and scope of the changes to the Regulations is generally not open for discussion; rather, the focus will need to be on ensuring that the changes can be implemented as effectively as possible and avoid unintended consequences. The feedback would therefore be focussed on how the proposals can be improved and refined.*

To date, DPLH have been flexible in listening to and accommodating input from working group participants in order to improve the changes to the Regulations.

A four week public advertising period for all of the proposed Regulations has been promised.

The use of the new assessment pathway, through the [State Development Assessment Unit](#) will be monitored by the Association and a report provided in 2021 regarding the effect of the new provisions.

## **6.3 Australian Fire Danger Rating System (AFDRS) Program (05-024-03-0035 EDR)**

*By Evie Devitt-Rix, Acting Policy Manager, Emergency Management*

**Moved: Cr Chris Mitchell**  
**Seconded: President Cr Phillip Blight**

**That the following be noted:**

- 1. An update on progress of the Australian Fire Danger Rating System (AFDRS), including the implementation timeline for the project.**
- 2. Advice from the Department of Fire and Emergency Services (DFES) for Local Governments to suspend investment in current fire danger rating signage (including electronic signs) until a final prototype is announced.**

**RESOLUTION 126.4/2020**

**CARRIED**

### **Executive Summary**

- The Australian Fire Danger Rating System (AFDRS) Program will design, develop and implement a national fire danger rating system to better describe the overall fire danger and risk to firefighters, land managers, broader government including Local Governments, utilities, businesses and the community.
- The project has been endorsed and overseen by the Australian New Zealand Emergency Management Committee and commenced in 2016. Critical research and prototypes are being socialised with all jurisdictions with workshops having been held in WA in September 2019 and July 2020.
- An Implementation Plan is currently being developed by the Department of Fire and Emergency Services (DFES), which will include extensive engagement with relevant stakeholders across WA to determine impacts and organisational change requirements. Implementation of the AFDRS is scheduled for June 2022.

### **Background**

The AFDRS program aims to build a new national fire danger ratings system that is based on updated science and decades of research into fire behaviour.

The current method of setting fire danger ratings was developed in the 1960's and is no longer effective in dealing with Australian bushfires. Significant advances in science, technology and the understanding and management of fires means that the current system no longer has the capacity or capability to effectively assist Australia in dealing with its most significant fires.

Since 2016, the AFDRS Program is being overseen by a project board reporting to the Australian New Zealand Emergency Management Committee (ANZEMC). The National program team has been working with national stakeholder groups to design and develop an updated system.

The NFDRS Program is estimated to cost in the order of \$42 million over five years with ongoing technology costs of approximately \$1.4 million.

The cost of fires is expected to rise significantly in the future, largely due to the substantial increases in Australia's population over the next 30 years. Climate will also play a role in increasing costs for Australia. Globally, and in Australia, the number of large fires significant in their size, destruction and inability to suppress is increasing. Accurately predicting and preparing for these events is well beyond the capacity of the current system

## **Comment**

DFES is leading WA's participation in the AFDRS. The first two phases of the project included a feasibility study, development of a research prototype and implementation of the Social Research Project. The project is currently in phase 3 which includes the system build and the design of the new ratings and associated messaging. It is expected that the fire danger ratings framework and action messaging will be confirmed by November 2020 and operational testing of the new system has been scheduled from July 2021.

DFES are currently developing a State Implementation Plan to identify the governance requirements, resourcing needs and change management process. This will include extensive engagement with relevant stakeholders across WA to determine impacts and organisational change requirements to enable the effective implementation of the new AFDRS scheduled for release in June 2022. Advice from DFES for Local Governments to suspend investment in current fire danger rating signage (including electronic signs) until a final prototype is announced.

## **6.4 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008) RNB**

*By Rebecca Brown, Manager Waste and Recycling*

**Moved: Cr Doug Thompson**  
**Seconded: Mayor Logan Howlett**

**That the resolutions of the Municipal Waste Advisory Council at its 24 June 2020 meeting be noted.**

**RESOLUTION 127.4/2020**

**CARRIED**

### **Executive Summary**

- This item summaries the outcomes of the MWAC meeting held on 24 June 2020.

### **Background**

The Municipal Waste Advisory Council is seeking State Council noting of the resolutions from the **24 June 2020** meeting, consistent with the delegated authority granted to the Municipal Waste Advisory Council to deal with waste management issues.

Copies of Agendas and Minutes are available from WALGA staff, on request.

### **Comment**

The key issues considered at the meetings held on **24 June 2020** included:

#### **Draft Waste Reform Submission**

The Department of Water and Environmental Regulation (DWER) Consultation Paper Closing the Loop: Waste Reforms for a Circular Economy contains a range of different reform proposals that address a series of issues. In developing the Submission the approach taken was to identify if a case for change to the existing conditions is present, there is support for the change options identified and any additional clarifications are needed. A draft Submission was developed for consideration by Local Government and feedback received has been incorporated into the final Submission.

#### **MUNICIPAL WASTE ADVISORY COUNCIL MOTION**

That the Municipal Waste Advisory Council endorse the draft Submission on the DWER Consultation Paper Closing the Loop: Waste Reforms for a Circular Economy.

#### **Draft Waste Levy Submission**

The Department of Water and Environmental Regulation Review of the Waste Levy Consultation Paper seeks feedback on the application and extent of the Waste Levy. The WALGA Policy Statement on the Waste Levy has been used as a basis for the Submission, as well as feedback received from Local Government. A draft Submission was developed for consideration by Local Government and feedback received has been incorporated into the formal Submission.

#### **MUNICIPAL WASTE ADVISORY COUNCIL MOTION**

That the Municipal Waste Advisory Council endorse the draft Submission on the Review of the Waste Levy.

#### **Comparison – Waste Authority Business Plans and Annual Report**

MWAC has previously analysed the Waste Authority Business Plan to inform advocacy regarding the expenditure of the Levy. The analysis showed that a significant portion of the Levy, allocated to the WARR Account, is being spent on the staffing of DWER, with a much smaller proportion being spent on projects to reduce waste and increase resource recovery. WALGA met with the Waste Authority and DWER to discuss WALGA's analysis of this and is seeking confirmation from the Department



that the analysis correctly allocates funding. For the 19/20 financial year, funding appears to be allocated:

- DWER staffing – 57.8%
- Local Government - 27.1%
- Consultant / Service Provider - 4.8%
- Waste Industry/Community/Charity - 0.3%

**MUNICIPAL WASTE ADVISORY COUNCIL MOTION**

That the Municipal Waste Advisory Council note the analysis of the 2018/19 and 2019/20 Waste Authority Business Plans and 2018/19 Annual Report.

## 7. ORGANISATIONAL REPORTS

### 7.1 Key Activity Reports

#### 7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)

*By Zac Donovan, Executive Manager Commercial and Communications*

**Moved:** President Cr Karen Chappel  
**Seconded:** Mayor Logan Howlett

**That the Key Activity Report from the Commercial and Communications Unit to the September 2020 State Council meeting be noted.**

**RESOLUTION 128.4/2020**

**CARRIED**

Commercial and Communications comprises of the following WALGA work units:

- Commercial Development
- Commercial Management
- LGIS Contract Management
- Marketing and Events
- Media and Advocacy (currently vacant)

The following provides an outline of the most recent key activities of Commercial and Communications in addition to those items included in the Finance and Services Committee Report:

### **Commercial Development**

#### **Preferred Supplier Deloitte Review**

The Deloitte review of the WALGA Preferred Supplier Program has been completed and the outcomes reported to the Finance and Services Committee at the meeting of 22 July 2020.

As detailed in the report, Deloitte were supportive of the program and made four recommendations – all of which are being implemented – and three additional areas for opportunity in the provision of the program.

State Council is encouraged to review the item in the Finance and Service Committee minutes for full details of the report and actions, however a number of the point progressed since the presentation of that report include:

- Consolidation is underway of the 38 Preferred Supplier Panels into 11 key areas of activity, with a more focused set of sub-categories. This will provide for more efficient management and administration, and make the contracts easier to navigate.
- Work to simplify contract legal terms has been assigned to Freehills and is nearing completion. The intent is to avoid lengthy and complex contract negotiations and variations that adds costs and delays to realising Member benefit.
- Moving the appointment of Preferred Suppliers to a system of perpetual prequalification that is reviewed and refreshed every two years, subject to due diligence to enable additional new contract development.

#### **Contract Development**

Key activities in contract development are:

- Contract reviews nearing completion for the following PSA's - Telecommunications, Energy, Hardware, Ag and Turf, Signs, Corporate Wardrobe and PPE and Environmental Consulting. These will be the first PSA's to be transitioned to the new Super PSA model.
- Evaluations underway for the NPN Plant Machinery and Specialised Truck PSA renewals.

- New contract executed with Dell – currently running a second process to also on-board Dell for the Finance lease panel with a new zero interest offer
- Metro Courier Library services contract has been negotiated and activated for a further two year period.
- Completed negotiations with KPMG to join the Audit and Compliance Services Contract.

## **Commercial Management**

### **Local Supplier Performance**

WALGA has underwritten a 12-month free trial of the Marketplace local supplier platform for all Local Governments. As of 21 July the program had:

- In the three months of being available, 8,000 local suppliers had registered to participate on the platform.
- A total of \$4.6 million in contracts had been lodged on the platform representing about 150 contracts from 46 Local Governments.

### **Contract Management**

Key activities in contract and supplier management are:

- Discussions continue with suppliers identified as having under reported through the recent Preferred Supplier Compliance Audit. Face to face meetings to be scheduled in the coming week to agree a compromise on under reporting value and therefore payable rebate.
- The redevelopment of the annual Member Spend and Save Report is nearing completion summarising Members use of the Preferred Supplier Program over the last 12 months, and will be circulated to the CAC team for comment in the coming week prior to being sent to Members.

## **LGIS Contract Management**

Items have been presented to State Council for noting or decision under separate cover relating to the LGIS contract management on:

- LGIS Board minutes from 25 June 2020

## **Marketing and Events**

### **Rates Campaign**

The sector rates campaign initiated at the request of State Council has been running since Saturday, 27 June. The campaign aims to educate the community around the way rates are calculated, the difference between individual property values and whole of market movements as they relate to Council rates and the impact of property price movements on rates during a rates freeze, as will be the case for most metropolitan Councils.

Four print placements have appeared in Saturday editions of the West Australian, supported by social media organic posts and paid advertising for the 30 second ads featuring Ric Charlesworth. Over the five weeks of online promotion direct from WALGA, a total reach of 91,702 has been achieved. Further reach has been achieved through Member activity with approximately 20 Local Governments known to be using campaign artwork in local campaigns.

### **Reconciliation Action Week Video Production**

To coincide with Reconciliation Week, the WALGA Content Producer created eight videos featuring Local Government staff sharing their experiences with the Reconciliation Action Plan process. Participating Councils were: City of Melville, City of Perth, City of Rockingham, City of Fremantle, City of Bunbury, City of Kalamunda and City of Cockburn. Each of these videos has been posted to the WALGA website, with daily posts to Facebook revealing each content piece.

### **Media Activity**

Articles on specific topics relating to Local Government over the past two months are considered to be more balanced and positive than negative.

Issues that received considerable attention over the past two months included:



- Mostly balanced coverage is recorded on the topic of **Budget/ Rates/ Financial Matters**. The balanced articles are mostly related to Councils setting their budget in difficult times, with attempts to retain staff and plan infrastructure projects to kickstart the local economy while implementing a rate freeze. Positive coverage includes Councils introducing rate freeze, hardship policy and rate relief. The majority of negative articles relate to ratepayers who may see increased rates due to the State Valuer General's decision to apply GRV revaluations GRV this year, despite Councils implementing a rate freeze. A columnist for the State daily wrote that WALGA President does not have the best intention of ratepayers despite calling for rates freeze, and is using the excuse of revaluations as an excuse for rates rise.
- Mostly negative coverage is recorded on the topic of **Councils/Elected Members** in the News. The negative articles mostly relate to individual Councillors' comments about the homeless and the political Black Lives Matter movement, some of which were considered in breach of Council social media policies. Multiple negative articles related to two separate Councils in the central metropolitan area that are under scrutiny from the Department of Local Government, either through a formal inquiry or via failed mediation and pending Supreme Court action.
- Balanced coverage is recorded on **Planning and Development**. Multiple articles are related to the WALGA President saying she is satisfied that community input will be considered under reforms to planning laws that was approved by the State Government. The reform in planning law will allow State Government to have the final say over any project worth over \$20 million in the metropolitan area and \$5 million in regional areas. Other coverage includes a regional northern Town to no longer manage a mining ghost town after multiple attempts to develop the area were rejected by the State Government.

Media Statements released from Tuesday, 2 June to Thursday, 23 July were:

Tuesday, 9 June	Local Government Leader Recognised in Queen's Honours
Tuesday, 23 June	Regional Roads to Benefit in State and Commonwealth Funding

### WALGA Social Media

Twitter: In this 53 day period between Monday, 1 June and Thursday, 23 July, WALGA's Twitter page earned 10,300 impressions, and decreased on the previous period (which was slightly longer at 60 days). The top tweet for Impressions in this period was a tweet about the U.S. Consul General participating in a WALGA webinar. The tweet generated 968 impressions, 35 engagements and a total engagement rate of 3.6%. The tweet with the highest Engagement Rate was about the June President's Column and it was 7.7%. Over this 53 day period, the WALGA Twitter profile gained 9 new followers, giving a total of 1909 followers; with 21 retweets, 12 likes and 19 link clicks.

Facebook: The WALGA Facebook post with the highest reach during this 53 day period was a post directing people to read the June/July edition of Western Councillor on the WALGA website. This post had an organic (unpaid) reach of 741 people and an engagement rate of 4%. It generated 9 reactions, comments and shares and 15 link clicks. The post that gained the highest engagement rates (61%) was the final video in our Reconciliation Week series. Over this period, the WALGA Facebook page received 20 new likes, taking it to 1769 likes with a total of 1857 followers.

LinkedIn: The most popular post for Impressions on LinkedIn over this period was a post about WALGA turning "green for parkies" (Environment initiative). This post had 2723 impressions, 100 clicks, 47 likes and an engagement rate of 5.47%. The post with the highest engagement rate was a post about the June President's Column, with an engagement rate of 5.69%, 1319 Impressions and 17 likes. Over this period the WALGA LinkedIn page received 162 new followers bringing it to a total of 11,201.

YourEveryday website: Adding new content to the YourEveryday website has paused during COVID-19 response. Over the 53 day period between Monday, 1 June and Thursday, 23 July the YourEveryday website has had: 3522 page views from 1821 users visiting the site with an average of 1.76 pages per session.



## WALGA Events

During the months of June and July, WALGA's Event Team helped to coordinate the following events:

### COVID-19 State Briefing to Sector Webinars

As key partners in the response to COVID-19, the sector received a weekly briefing on the most recent advice from the Commonwealth and State Government.

These more informal discussions, which were hosted by Mayor Tracey Roberts, provided updates on the pandemic response to the sector. Mayors, Presidents and Local Government CEOs were able to attend the weekly webinars.

**5 June 2020:** 149 attendees from 83 Councils attended the webinar with Local Government Minister Hon David Templeman MLA and Minister for Transport; Planning Hon Rita Saffioti MLA

**19 June 2020:** 63 attendees from 53 Councils attended the webinar with WALGA President Mayor Tracey Roberts and CEO Nick Sloan.

**10 July 2020:** 36 attendees from 29 Councils attended the webinar with David J. Gainer, US Consul General in Perth

**24 July 2020:** 38 attendees from 33 Councils attended the webinar with Hon Mark Coulton MP, Federal Minister for Regional Health, Regional Communications and Local Government

### Webinar: Urban Forest Dashboard – Launch

**15 June 2020:** 17 Local Government Officers attended the webinar to launch the new Urban Forest Dashboard, a statistical dashboard using CSIRO's Urban Monitor canopy data, recalibrated to lot level canopy information including streets and parks for use by Local Governments through Landgate.

### Webinar: Information Session – Residential Design Codes Review

**23 July 2020:** 83 Local Government Officers registered for the webinar sharing information on the current process of the Western Australian Planning Commission (WAPC) seeking public comment on draft amendments to State Planning Policy relating to Residential Design Codes.

### Webinar: Wetland Management - Part 1: Designing a Wetland Water Quality Monitoring Program

**23 July 2020:** 114 registrants signed up for the webinar held by WALGA and New Water Ways to provide information on designing a water quality monitoring program that is tailored to the type of wetland or lake, and the management objectives.

## UPCOMING EVENTS

### COVID-19 State Briefing to Sector Webinars

**31 July 2020:** *Speaker:* Valuer General, Lester Cousins

### WALGA Webinar on Improvements to the Native Vegetation Clearing Process for Local Government 28 July 2020

This webinar will provide information on work by DWER and WALGA to address issues experienced by the sector with the regulatory system for clearing of native vegetation, DWER reforms in this area and lessons learnt from various approaches tested by Local Government.

### Webinar: Wetland Management - Part 2: Floating Islands, Drainage Socks and Wildlife Management 30 July 2020

The webinar will provide case studies from Local Governments and the Water Corporation on water quality and wildlife management projects.

### Webinar: WALGA and DPIRD Animal Welfare in Emergencies Grant Program 6 August 2020



**Breakfast with Paul Hasleby** Crown Perth, **25 September 2020**

**2020 Political Forum** Crown Perth, **25 September**

Mayors and Presidents, their deputies and CEOs from Local Governments have been invited to the last of the sector's Political Forums prior to the State election. The Forum will provide an opportunity to get an understanding about the various party policies and platforms.

**WALGA Annual General Meeting** Crown Perth, **25 September 2020**

<b>MINISTERIAL PRESENTATION - Local Government Act Panel Report</b>
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*The Minister and Mr Gary Hamley arrived at 5:11pm.*

The Minister for Local Government; Heritage; Culture and the Arts, Hon. David Templeman MLA, presented to the meeting on the Local Government Act Panel Report.

## **7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)**

*By Tony Brown, Executive Manager Governance & Organisational Services*

**Moved: Mayor Logan Howlett**  
**Seconded: Cr Chris Mitchell**

**That the Key Activity Report from the Governance and Organisational Services Unit to the September 2020 State Council meeting be noted.**

**RESOLUTION 129.4/2020**

**CARRIED**

Governance and Organisational Services comprises of the following WALGA work units:

- Governance Support for Members
- Employee Relations
- Training
- Regional Capacity Building
- Strategy & Association Governance

The following provides an outline of the key activities of Governance and Organisational Services since the last State Council meeting.

### **Sector Governance Support**

#### **Select Committee into Local Government**

WALGA developed and put forward a comprehensive submission to the Select Committee into Local Government established by the Legislative Council in mid-2019.

The submission strongly advocated for a resilient and well-resourced Local Government sector and addressed a number of strategic policy themes and key advocacy imperatives including:

- Trust in Government
- Local Government collaboration
- Local Government Act review requests
- Roles of Elected Members and Chief Executive Officers
- Importance and scope of Local Government activities and services
- Rates and rate exemptions
- Fees and charges
- Transparency and accountability

The Select Committee was initially provided with a 12 month period to inquire into Local Government ending on 25 June 2020. The Committee requested the House and was granted an extension of time to report to 26 November 2020.

At the time of writing this report, WALGA had been invited to a public hearing on 3 August 2020 to discuss our submission and respond to queries that had been raised during the course of the Committee's work.

#### **Consequential Regulatory Amendments – Local Government Act Review Phase 1**

WALGA conducted a consultation process with the sector on the proposed *Local Government Regulations Amendment (Consequential) Regulations 2020* that arose as a consequence of the *Local Government Legislation Amendment Act 2019*.

The majority of proposed regulatory amendments are supported, with the following improvement opportunities identified in WALGA's response:

- Request to amend the reporting threshold for employee remuneration from \$100,000 to \$150,000;
- That the voluntary collection and reporting of diversity data will lead to incomplete and potentially misleading information; recommended diversity data be collected compulsorily when nominating for Council;
- Recommendation the Department of Local Government, Sport and Cultural Industries provide a Guidance Note to assist Local Governments publish required information on their websites in a consistent manner.

### **Mandatory Code of Conduct and Mandatory Standards for CEO Recruitment, Performance Review and Termination**

In addition to the regulatory amendments, the Mandatory Code of Conduct (Code) and Mandatory Standards for CEO Recruitment, Performance Review and Termination (Standards) remain outstanding from the *Local Government Legislation Amendment Act 2019*.

Both matters were the subject of sector consultation late 2019, with WALGA adopting detailed advocacy positions on both matters at the State Council meeting of December 2019 – Code: Resolution 144.7/2019 and Standards: Resolution 145.7/2019. Common to both resolutions is the recommendation for further sector consultation

The Department of Local Government, Sport and Cultural Industries has indicated it is their objective that both the Code and Standards will be implemented by the end of 2020. However WALGA is yet to receive confirmation from the Department that the release of either the Code or Standards is imminent or whether meaningful consultation will occur.

### **Local Government Act Review – Phase 2**

The Minister for Local Government has advised that the expert panel reviewing the next stage of the Act review process, has finalised their work and presented a report to the Minister.

At the time of writing this report the Minister had not released the Panel's findings.

### **Regional Subsidiary Model**

WALGA has continued its advocacy for a full review of the regulations to remove unnecessary restrictions and bureaucracy that were not envisaged for this model. Feedback from Regional Groups is that they would like the opportunity to form a Regional Subsidiary, however the regulations need to be streamlined. In 2019/20, WALGA contracted a legal preferred supplier to prepare revised Regulations and a draft Explanatory Memorandum to assist the Minister in introducing the necessary amendments to the regulations.

The revised regulations have been provided to the Minister and the Director General. WALGA has emphasised that this issue is a priority for the sector and the timing is right for addressing this issue. We are keen for this proposal to be considered in the short term and would prefer this not sit on the table until a new Local Government Act is proclaimed.

Further updates will be provided when a response is received from the Minister's office.

### **Employee Relations**

#### **Ministerial Review of State IR System - Updated**

The Minister for Mines and Petroleum; Energy; Industrial Relations commenced a review into the WA State industrial relations system in September 2017.

The Final Report (Report) was tabled in State Parliament on 11 April 2019, and included the recommendation that the *Industrial Relations Act 1979 (IR Act)* be amended to enable a declaration



to be made that WA Local Government authorities are not “national system employers” for the purposes of the *Fair Work Act 2009 (FW Act)*.

Any declaration made under the IR Act is reliant on the endorsement of the Federal Minister for Jobs and Industrial Relations under the FW Act. If the recommendation is endorsed 93% of Local Governments currently operating in the Federal system will need to transition to the State system over a two year transitional period.

In addition to consulting with the sector, WALGA has participated in the State Government’s Taskforce discussions, invited the Minister for Mines and Petroleum; Energy and Industrial Relations to present at WALGA’s 2019 People and Culture Seminar. In October 2019, WALGA launched a political campaign advocating against the State Government’s recommendation which involved writing to and meeting with State and Federal Ministers.

On 25 June 2020, the *Industrial Relations Legislation Amendment Bill 2020* (the Bill) was introduced into State Parliament. It is anticipated it will be debated in parliament the week commencing 10 August 2020.

The Association will continue to advocate against this proposed legislation.

### **Local Government Industry Award - Updated**

WALGA has continued to advocate for WA Local Governments with regard to the casual and overtime provisions in the Local Government Industry Award 2010 (**Award**). WALGA has filed a number of submissions and advocated on behalf of the Australian Local Government Associations to propose clearer wording to the casual employee provisions to clarify that casual loading is not payable to a casual employee when they are working overtime or on public holidays.

In response to COVID-19 the Fair Work Commission implemented interim amendments to the Award to assist Local Governments and employees during this unprecedented time. These measures were replicated by the Western Australian Industrial Relations Commission. WALGA Employee Relations service provided submissions on behalf of the sector in both jurisdictions.

### **Training**

Elected Members elected or re-elected in October 2019 are reminded that they have until 21 October 2020 to complete the five (5) Council Members Essential training courses.

WALGA has requested the Minister for Local Government for an extension of 6 months, however a response to this request has not been received at the time of writing this report. Elected Members are encouraged to continue to aim to complete the courses by October 2020.

WALGA training has recommenced in-person training both at WALGA and on-site at Local Governments. In addition we are continuing to offer Virtual training courses as well as our eLearning platform.

This now provides Local Governments with three learning platforms, being In-person, Virtual and via eLearning.

Any queries on training please contact the WALGA Training team.

### **Strategy and Association Governance**

#### **State Local Government Partnership Agreement**

The State and Local Government Partnership Agreement was signed in August 2017 as an agreement to guide relations between the two spheres of government in Western Australia.

The agreement establishes a Partnership Group comprising the Premier, senior Government Ministers, the WALGA President and the President of LG Professionals. The Partnership Group aims to meet at least once per year.



The agreement also sets out timeframes for consultation between the State and Local Government sectors on matters of key policy importance.

There have been a number of successful collaborations including the recently negotiated Library Agreement between the State and Local Government sectors, as well as strong collaboration relating to waste management and climate change. Conversely, as part of the State Government's response to COVID-19, planning reform was implemented without a meaningful consultation process.

Communiqués, published after each meeting are [available here](#).

As agreed by all signatories, the Partnership Agreement is being reviewed. The review will need to be completed before the 2021 State Election.

### **2020 WALGA Annual General Meeting**

The Association's Annual General Meeting (AGM) is scheduled for Friday 25 September 2020.

The AGM will be preceded by a Sports Breakfast and a Political Forum.

### 7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)

By Ian Duncan, Executive Manager Infrastructure

Moved: Mayor Logan Howlett

Seconded: Cr Chris Mitchell

That the Key Activity Report from the Infrastructure Unit to the September 2020 State Council meeting be noted.

**RESOLUTION 130.4/2020** **CARRIED**

## Roads

### Condition Assessment of Roads of Regional Significance

Funds have been provided through the *State Road Funds to Local Government Agreement* to perform condition surveys of all the Roads of Regional Significance. For the first phase, Talis Consultants have been engaged to survey roads in the Mid West region including recording video of regionally significant unsealed roads. After delays due to COVID 19, the fieldwork will be performed in August and the final report is scheduled for completion in October. These surveys will provide a consistent dataset for the Regional Road Group to consider in funding decisions.

### State Road Funds to Local Government Procedures

Main Roads and WALGA have comprehensively reviewed the *State Road Funds to Local Government Procedures*. A final document has been produced after extensive stakeholder consultation. The document will be submitted to the State Road Funds to Local Government Advisory Committee (SAC) for approval before publication.

### ROADS 2040: Development Strategies for Regionally Significant Local Roads

Work has commenced to review the criteria for roads to be included in the development strategies for regionally significant roads, which are those roads eligible for Road Project Grant funding through the *State Road Funds to Local Government Agreement*. Guidance for Regional Road Groups is also being prepared to support development of the next version of this important strategic document. The current version, ROADS 2030, was published in 2013 with some updates published since.

## Funding

### State Road Funds to Local Government Agreement

Following announcement that the State Budget would be delayed until October 2020 as a result of the COVID-19 pandemic, the Association advocated for the 2020/21 Local Roads Program to be confirmed during June, to enable works to commence from the beginning of the financial year. A \$201 million program was approved by the Minister and advised to Local Governments on 6 July. A strong focus on early identification of 2019/20 grant funded projects that will not be completed and acquitted in line with budget continued with mixed success across the State.

### Local Roads and Community Infrastructure Program

WALGA provided input, along with ALGA, to the draft Guidelines for the Australian Government, Local Roads and Community Infrastructure Program. The Association was pleased to note some important changes in the final document that will make it easier for Western Australian Local Governments to access and acquit funding. Removing the requirement for any building works funded under the program to be conducted by a builder accredited under the Australian Government Building and Constructions OHS Accreditation Scheme was an important change given the very small number of builders outside NSW and the ACT that are accredited. This Program will provide \$73 million to West Australian Local Governments in 2020/21.



## **Review of the Asset Preservation Model**

The Asset Preservation Model, administered by the Local Government Grants Commission, is used to allocate grant funding to support Local Governments in maintaining their road assets. WALGA has been undertaking a review of this model. The first output of this review will be a manual describing the model, with a first draft to be presented to the next round of Regional Road Group meetings.

## **Commodity Freight Routes Fund**

The *State Road Funds to Local Government Agreement* provides \$2.5 million in 2021/22 for the Commodity Freight Routes program. Guidelines were reviewed and updated. Project applications have been called with a closing date of 25 September 2020. WALGA will convene a Technical Review Group in October to prioritise the applications and make funding recommendations to the State Road Funds to Local Government Advisory Committee (SAC).

## **Infrastructure WA**

The Association engaged with Infrastructure WA concerning the State Infrastructure Strategy and prepared a formal response to the Discussion Paper that was released in late June.

## **Urban and Regional Transport**

### **Review of taxes and government spending on WA motorists**

WALGA is developing estimates of the taxes charged on WA motorists by Federal and State Governments, and the expenditure on roads and other benefits to motorists. Data collection and modelling is currently in progress. Preliminary discussions are being planned with advocacy organisations that have aligned objectives in relation to this matter with a view to combining resources and advocacy efforts.

### **Heavy Vehicle Road Reform**

WALGA has engaged in the consultation being undertaken by the Australian Government into proposed changes to the way heavy vehicle charges are set and invested. It is important to ensure that any arrangements are designed including consideration of roads under the control of Local Governments.

## **Road Safety**

### **Road Safety Council Update**

The Road Safety Council report on activities 2018-19 was tabled in Parliament on 25 June 2020. Cr Lauren Strange (Shire of Serpentine Jarrahdale), appointed by the Minister responsible for road safety, attended her first meeting on 23 July. At that meeting the Road Safety Council received a report showing a significant downward trend in casualty crashes as a result of treatments along sections of Indian Ocean Drive. A 70% decrease was observed between 2017 (pre-treatments) and 2019 (post-treatments).

At the same meeting Main Roads WA presented a review of Road Trauma Trust Account (RTTA) road safety programs, highlighting a proposal to include Local Government managed roads in future program considerations. An Urban Intersection Safety Program would provide for “low cost” treatments (eg slow points, raised intersection platforms, mini roundabouts etc) at priority urban intersections on roads managed by Local Governments and a Regional Safety Improvement Program would target selected Roads of Regional Significance with a higher than average rate of run-off-road trauma per kilometre.

### **RoadWise Activity**

To find out more about RoadWise activities, view the monthly newsletter at <https://www.roadwise.asn.au/roadwise-road-safety-newsletter.aspx> and visit the RoadWise Facebook page at <https://www.facebook.com/WALGARoadWise/>.



## 7.1.4 Report on Key Activities, Strategy, Policy and Planning (01-006-03-0014 MJB)

By Mark Batty, Executive Manager Strategy, Policy and Planning

**Moved:** Mayor Logan Howlett  
**Seconded:** Cr Chris Mitchell

**That the Key Activity Report from the Strategy, Policy and Planning Unit to the September 2020 State Council meeting be noted.**

### **RESOLUTION 131.4/2020**

**CARRIED**

The following provides an outline of the key activities of the Strategy, Policy and Planning Portfolio since the last State Council meeting.

### **PLANNING**

#### **Urban Forest Dashboard Launch**

WALGA facilitated a soft launch of the DPLH's new urban forest dashboard for the Local Government sector. The dashboard provides the Department's urban monitor data in a public facing interactive product and allows Local Governments to analyse changes in their urban canopy from the bi-yearly information collected for the Department by the CSIRO. The dashboard will be publicly available in the coming weeks.

#### **R-Codes Review**

The DPLH is currently undertaking an interim review of the Residential Design Codes in support of the State Governments economic recovery. Changes are proposed for the deemed-to-comply provisions for open space, building setbacks, wall heights, and visual privacy setbacks. WALGA held an online info session with DPLH on the changes on 23 July that was attended by 65 officers and elected members. Comments are due to the DPLH by 10 September, WALGA will be preparing a sector-wide submission on the changes.

#### **Consultations – Upcoming**

The Department of Planning Lands and Heritage have indicated the following consultations are planned before the end of 2020.

- SPP 7.3 - Residential Design Codes Volume 1 – Minor Review – released in July 2020, submissions are due in before 10 Sept 2020 ([here](#))
- SPP 4.2 Activity Centres for Perth and Peel – to WAPC at the end of August 2020
- SPP 7.2 Precinct Design Guidelines – consultation in September 2020
- SPP 3.7 Bushfire Policy and Guidelines – consultation in September 2020
- SPP 2.9 Water Resources Policy and Guidelines – consultation in September 2020
- SPP 7.3 - Residential Design Codes – Medium density – to be advised
- Revision of the Designing Out Crimes [Guidelines](#) – to be advised
- Amendments to the Planning and Development (Local Planning Scheme) Regulations 2015 – to be advised

The following consultations are also currently out for public comment: -

- National Registration Framework for Building Practitioners – closes 23 August 2020 ([here](#))
- Accessible Housing standards for inclusion in the National Construction Code – closes 31 August ([here](#))
- Registration of Building Engineers in WA – closes 3 December ([here](#))

## **ENVIRONMENT**

### **Climate Change**

Stage 2 of the NDRP funded Climate Resilient Councils project commenced with a Webinar on June 25, attended by over 70 officers and elected members. A key outcome of this webinar was feedback on the priority projects to be implemented by WALGA and funded with grant money. The steering committee met after the webinar, and established an initial list of projects for Stage 2, to be confirmed at the next steering group meeting in early August.

### **LGmap (formerly known as the Environmental Planning Tool)**

In July, the scheduled LGmap data update was completed, covering 80 datasets and several new data was added. LGmap training continued in the form of the short lunch time online courses, scheduled on 16 July, 12 and 26 August. An LGmap demonstration was delivered as part of the WALGA webinar delivered in partnership with DWER (see below).

### **Natural Resource Management**

Northern Agriculture Catchment Council (NACC) NRM has begun the process of updating its natural resource management (NRM) strategy for the Northern Agricultural Region. NACC has embarked on an extensive consultation process including with Local Governments in the region.

As well, NACC has established a Technical Working Group consisting of 12 technical expert representatives from government departments, research institutions, and local NGOs. WALGA is represented on the Technical Working Group by Dr Garry Middle, Acting Environmental Policy Manager at WALGA.

### **Regional Parks**

Preventing vandalism in Perth's regional parks is a significant issue for both DBCA and the Local Governments who are the joint managers of the Parks with DBCA. The Chairs of all the Community Advisory Committees for the Regional Parks wrote to WALGA requesting that we organize a forum on environmental vandalism and anti-social behavior.

A working group has now been established involving officers from DBCA, the Cities and Rockingham and Canning and WALGA to organize this event. Planning is underway and more details of the forum will be provide later.

### **Events and Newsletters**

#### **Webinar on Management of Wetlands and Constructed Lakes**

WALGA partnered with New WAtEr Ways to deliver a series of webinars on the Management of Wetlands and Constructed Lakes in July, with each attracting over 80 participants. Webinar 1 – Designing a Water Quality Monitoring Project, highlighted the importance of designing a monitoring program with a management objective in mind. New WAtEr Ways presented on factors to consider when selecting monitoring parameters, to ensure useful data is collected to help diagnose water quality issues and identify effective solutions.

Webinar 2 – Floating Islands, Drainage Socks and Wildlife Management, provided case studies of practical management initiatives. The City of Swan provided information on the performance of floating islands, while the Water Corporation discussed the performance of different types of gross pollutant traps, including drainage socks, floating litter booms and floating litter traps. The City of Stirling discussed the management of introduced carp and koi in wetlands, and emerging diseases in aquatic birds that are becoming more prevalent.

#### **Webinar on Improvements to the Native Vegetation Clearing Process**

WALGA hosted a webinar on Improvements to the Native Vegetation Clearing Process on 28 July, attended by 92 participants. The webinar focused on solutions to issues experienced by Local



Government within the regulatory system for the clearing of native vegetation. The Department of Water and Environmental Regulation discussed the new Local Government assessment team within the Native Vegetation Branch. They also outlined new processes to streamline the application and assessment process, and how assessments will be prioritised according to the level of complexity.

A case study on the Shire of Cuballing demonstrated the benefits of strategic permits in providing certainty for works programs and addressing the cumulative impacts of clearing. WALGA demonstrated how LGmap can be used to support the preparation of native vegetation clearing applications, and provided an update on the activities of the Local Government Roadside Clearing Regulation Working Group.

### **SONG Meeting on Community Energy Efficiency Projects**

WALGA hosted an online Sustainability Officers Network Group (SONG) meeting on Community Energy Efficiency Projects on 29 June, attended by 20 participants from Local Government. Presenters from the City of Stirling and Ironbark Sustainability discussed establishing profiles of greenhouse gas emissions for Local Government municipalities, and how to use this information to target areas within the community with the greatest potential for emissions reduction.

Switch Your Thinking and Passive Hive presented on how to improve the thermal performance of new and existing buildings, and outlined how light coloured roofs significantly improve the ambient air comfort level within homes.

### **EnviroNews**

The April, May, and June editions of EnviroNews can be accessed electronically on the WALGA website [here](#). The July edition is scheduled for release on 22 July.

## **EMERGENCY MANAGEMENT**

### **Local Government Animal Welfare in Emergencies Grant Program**

As part of ongoing activities to address animal welfare in emergencies Department of Primary Industries and Regional Development (DPIRD) have provided \$500,000 in grant funding to WALGA to disseminate to Local Governments for local projects. Local Governments will be eligible to apply for up to \$10,000 per Local Government, to build capacity in their organisation to respond to animal welfare in emergencies, through the development of a local plan, communications, capacity building activities, the purchase of equipment, or development of their own project.

The Grant Program opened on August 1, and WALGA held a webinar on 6 August to provide information and answer Local Government's questions on the application process. Grant applications close on August 30, and applicants will be notified of the outcome by the end of September.

### **Local Government Showcase Webinars**

From March to July 2020, WALGA hosted seven webinars to showcase the efforts of Local Governments in assisting their communities during the COVID-19 pandemic. Topics have included staff redeployment, economic stimulus, communications, maintaining community connectedness during restrictions, and recovery. The webinars have featured twenty Local Governments so far, and have reached over 700 participants from Local and State Government. The webinars are recorded and available to view on the WALGA website.

## 7.2 Policy Forum Reports

### 7.2 Policy Forum Reports (01-006-03-0007 TB)

The following provides an outline of the key activities of the Association's Policy Forums that have met since the last State Council meeting.

Moved: Mayor Logan Howlett  
Seconded: Cr Chris Mitchell

**That the report on the Key Activities of the Association's Policy Forums to the September State Council Meeting be noted.**

**RESOLUTION 132.4/2020**

**CARRIED**

### Policy Forums

The following Policy Forums have been established

- Mayors / Presidents Policy Forum
- Container Deposit Legislation Policy Forum
- Mining Communities Policy Forum
- Economic Development Policy Forum

All Policy Forums have not held meetings since the last State Council meeting due to the COVID-19 pandemic.

### 7.3 President's Report

Moved: Cr Julie Brown  
Seconded: President Cr Phillip Blight

**That the President's Report for September 2020 be received.**

**RESOLUTION 133.4/2020**

**CARRIED**

### 7.4 CEO's Report

Moved: Mayor Logan Howlett  
Seconded: President Cr Phillip Blight

**That the CEO's Report for September 2020 be received.**

**RESOLUTION 134.4/2020**

**CARRIED**

The Chair acknowledged the resignation of Mr Mark Batty, Executive Manager Strategy, Policy and Planning.

On behalf of State Council thanks were extended to Mark for his loyalty and commitment to WALGA and the sector.

## **7.5 Ex-Officio Reports**

### **7.5.1 LG Professionals Report**

Mr Jamie Parry, President, LG Professionals, provided an update to the meeting.

*Cr Julie Brown left the meeting at 6:20pm.*

### **7.5.2 City of Perth Report**

Mr Andrew Hammond, Chair Commissioner, City of Perth, provided an update to the meeting.

## **8. ADDITIONAL ZONE RESOLUTIONS**

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Moved: Mayor Logan Howlett  
Seconded: Mayor Peter Long

That the additional Zone Resolutions from the August 2020 round of Zones meetings as follows be referred to the appropriate policy area for consideration and appropriate action.

### **RESOLUTION 135.4/2020**

**CARRIED**

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#### **NORTHERN COUNTRY ZONE**

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##### **Corella Control – Strategy, Policy and Planning**

That the Northern Country Zone of WALGA 1. Forms a Working Group to progress the regional control of Corellas and 2. Advocates, through WALGA, for a state-wide strategy for the control of mobile pest species, including Corellas.

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#### **EAST METROPOLITAN ZONE**

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##### **WALGA Advocacy – Prevent Support Heal Campaign – People and Place**

That WALGA:

1. Recognises the important role Local Governments play in helping people stay connected and contributing members of their communities through prevention programs and community development initiatives and more broadly helping community mental health organisations care for people with mental health challenges, particularly through the COVID pandemic;
2. That WALGA formally endorse and support the Prevent Support Heal campaign by;
  - a. Writing to all Mayors and CEOs at each LGA in WA about the campaign
  - b. Promoting the campaign through their various communications channels; and
3. Requests all Mayors write to Premier Mark McGowan that funding for mental health prevention and community support must be increased as a matter of urgency for Local Governments to care for their communities through the COVID recovery and beyond.

##### **Family and Domestic Violence Discussion Paper – People and Place**

1. That WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments can play in addressing gender equity and promoting respectful relationships in their local community.
2. That WALGA advocates to the State Government:
  - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
  - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
  - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
  - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
  - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. That WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

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## **SOUTH METROPOLITAN ZONE**

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### **C40 Climate Leadership Group ‘Statement of Principles’ – Environment**

That WALGA consider the principles adopted in the “Statement of Principles” announced by the Mayors of the C40 Climate Leadership Group and adopt a position to put to Local Governments to support a similar COVID 19 recovery plan through action and advocacy.

### **Advocacy for Corella Management – Environment**

That WALGA advocate to State Government to establish and implement a Corella Management Strategy for the Perth Metropolitan area as well as the broader impacted regions of Western Australia with the objective of:

- (a) Having a State Government body / department facilitate a Corella Control Program.
- (b) Apply a tenure blind approach to Corella control.
- (c) Reduce the pest Corella population to levels that are determined to be ecologically sustainable.

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## **SOUTH WEST COUNTRY ZONE**

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### **Family and domestic Violence Discussion Paper – People and Place**

1. That WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments which have capacity can voluntarily play in addressing gender equity and promoting respectful relationships in their local community.
2. That WALGA advocates to the State Government:
  - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
  - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
  - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
  - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
  - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. That WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

### **Waste Management Levy Charges – Governance & Organisational Services**

That the South West Zone of WALGA seek the support of the State Council of WALGA to advocate with the Department of Local Government, Sport and Cultural Industries to resolve discrepancies in interpretation of the provision of the *Waste Avoidance and Resource Recovery Act 2007* relating to the application of minimum payment levels for waste management rates.

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## **PILBARA COUNTRY ZONE**

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### **Draft WA Aviation Strategy – Infrastructure**

The Pilbara Zone considers the location of mining airstrips close to existing local government airports is a major risk to both the services provided and the overall viability of those Local Government airports and requests that WALGA:

1. Advocates to the State Government to amend C7 of the Draft Aviation Strategy to provide a clearer policy framework for the approval of jetports which consider the location of the nearest regional airport.

2. Strongly recommends that the State Government should not allow new mining airstrips within a radius of (WALGA to find Queensland benchmark on this distance) km.
3. Expresses the security concerns and unfair competition that arises when mining companies avoid security screening of passengers and baggage by using charter rather than RPT aircraft.
4. Investigates current legislative impediments to limiting construction of mining airstrips within a certain distance of regional towns.
5. Requests the State conduct consultation with both the Local Government in which the mining airstrip is located in and with the nearest communities that will be impacted by the airstrip.
6. Advocates that the State Government always focus on encouraging RPT flights, given the liveability, health and economic flow on effects and job creation potential from regional airports, are based on access to flights.

## **9. PRESENTATION**

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### **9.1 LGIS Presentation**

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Mr Peter Forbes, Chair LGIS, presented to the meeting.

## **10. DATE OF NEXT MEETING**

The next meeting of the Western Australia Local Government Association State Council will be held **on Wednesday 2 December 2020 at WALGA**, commencing at 4pm.

## **11. CLOSURE**

There being no further business the Chair declared the meeting closed at 6:40pm.



## State Council Status Report

# COMPLETE STATUS REPORT ON STATE COUNCIL RESOLUTIONS To the September 2020 State Council Meeting

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
2020 July 1 Item 4.2 Work health and Safety Bill 2019	That WALGA: 1. recommend that the Standing Committee on Legislation investigate the drafting and interpretation of offences in the <b>context of Western Australia's Criminal Code, and consider</b> whether the standard imposed in s30B and s31 is appropriate for an offence punishable by imprisonment; and 2. recommend that the Standing Committee on legislation ensure there is adequate time following proclamation of the WHS Bill for all industries in Western Australia to transition to the new, harmonised work place safety and health provisions.  <u>RESOLUTION 89.3/2020</u>	Correspondence was sent to the Standing Committee on Legislation advising of the State Council resolution on 3 July 2020.	Awaiting a response	Tony Brown Executive Manager Governance & Organisational Services
2020 July 1 Item 4.3 Teacher Housing Availability	That WALGA contact the Director General of the Department of Housing to: 1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state; 2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation; 3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.  <u>RESOLUTION 91.3/2020</u>	Letter has been sent to the Director General, Department of Communities as the responsible agency for Government Regional Officer Housing seeking a response to the Resolution. In addition WALGA has been in contact with the Departments staff responsible for the implementation of GROH who have indicated an interest to engage with WALGA to streamline <b>GROH building projects with LG's.</b>	In progress	Mark Batty Executive Manger Strategy, Policy and Planning
2020 July 1 Item 5.4 WALGA JLT Scheme Management	State Council require that:  a) The terms of existing WALGA JLT/Marsh Scheme Management Agreement be maintained for a further 12 months or until the review actions are completed.	a) Action implemented. Completed  b) Contingency planning project in scoping stage. To be aligned with previous review actions with a June 2021 completion target.	July 2021	Zac Donovan Executive Manager Commercial and Communications

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
Agreement Extension	<p>b) A contingency planning project be undertaken to ensure the WALGA LGIS insurance service is competitive, resilient and appropriate to serve the needs of Member Councils.</p> <p>c) All other details as to the State Council LGIS review to remain confidential.</p> <p><u>RESOLUTION 95.3/2020</u></p>			
2020 July 1 Item 5.5 LGIS Board Minutes – 14 May 2020	<p>That State Council:</p> <p>a) Note the Minutes of the LGIS Board meetings held 14 May.</p> <p>b) Approve the Scheme Management fee annual adjustment payable to JLT/Marsh be adjusted to increase by 3% for the 2020/21 financial year on the proviso that it is re-credited to the Scheme by JLT/Marsh.</p> <p>c) Allocate a reciprocal 3% adjustment to remuneration to WALGA from the LGIS scheme for the 2020/21 period so as to maintain parity with the JLT/Marsh allocation.</p> <p>d) The quantum of the additional adjustments to the WALGA remuneration be allocated to the WALGA LGIS contingency planning project.</p> <p>e) Allocate a 0% adjustment to remuneration for LGIS directors for 2020/21.</p> <p><u>RESOLUTION 96.3/2020</u></p>	Actions implemented. Completed.	Completed	Zac Donovan Executive Manager Commercial and Communications
2020 July 1 Item 8 South West Country Zone Universal Elected Member Training	<p>That due to the COVID-19 pandemic, WALGA request the Minister for Local Government to extend by six months the requirement for newly Elected Members to undertake training within 12 months.</p> <p><u>RESOLUTION 109.3/2020</u></p>	Correspondence has been sent to the Minister for Local Government requesting consideration to utilizing the provision under Section 10.3 of the <i>Local Government Act 1995</i> to modify Local Government Administration Regulation 35 (3) for the purpose of providing a 6 month extension for Elected Members to complete the training.	Awaiting a response	Tony Brown Executive Manager Governance & Organisational Services
2020 May 6 Item 4.1 COVID-19 Pandemic – WALGA Response	<p><b>That the information contained in this report relating to WALGA's response to the COVID-19 pandemic and WALGA's advocacy on requesting no additional State Government cost impositions on Local Governments be noted.</b></p> <p><u>RESOLUTION 57.2/2020</u></p>	<p>This item noted <b>WALGA's advocacy on COVID-19</b> and more broadly on requesting no additional cost impositions on the sector.</p> <p>On the 5 June, the Western Australian Planning Commission (WAPC) approved a new Position Statement – Expenditure of Cash-in-Lieu of Public Open Space. This position statement was following advocacy from the Association and member Councils to improve the implementation of funds held in trust for public open space, to bring forward projects for COVID 19 recovery. The new position statement provides:</p> <ul style="list-style-type: none"> <li>Additional guidance on where and on what cash-in-lieu funds may be spent:</li> </ul>	Ongoing	Mark Batty Executive Manager Strategy, Policy & Planning

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
		<ul style="list-style-type: none"> <li>New provision for local government to request approval of a grouped program of works across multiple areas rather than just a single location;</li> <li>Updated references to align with the Planning and Development Act 2005; and</li> <li>General updates to align with current cash-in-lieu process, formatting and terminology.</li> </ul> <p>A more comprehensive review of the planning framework relating to public open space which will be undertaken, which will include a review of <i>Development Control Policy 2.3 Public Open Space in Residential Areas</i> and will include consultation with local government.</p>		
2020 March 4 Item 4.1 Stop Puppy Farming Legislation	<p>That WALGA write to the Minister and request that he withdraw the Stop Puppy Farming Bill and more appropriately consult with the sector, traditional custodians and the wider community, or failing that, that he remove any reference to Local Government in the bill as the sector does not endorse it in its current form.</p> <p><u>RESOLUTION 13.1/2020</u></p>	Correspondence has been sent to the Minister for Local Government advising of State Councils position	Ongoing	Tony Brown Executive Manager Governance & Organisational Services
2020 March 4 Item 8 Additional Zone Resolutions Federal Government Drought Communities Program	<p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</li> </ul> <p><u>RESOLUTION 37.1/2020</u></p>	<p>WALGA is currently in dialogue with the DWER to determine the program design for the Commonwealth \$10m for Regional Drought Resilience Planning, which was announced on July 1<sup>st</sup>. It is worth noting that this program element is reflective of the advocacy of members of the Central Country Zone and WALGA.</p> <p>The program will provide funding to consortia of local councils or equivalent entities to develop Regional Drought Resilience Plans for agriculture and allied industries. WALGA continues to liaise with the DWER and DPIRD on the need for a coordinated holistic response in respect to the ongoing drying climate issues and further access to the Drought Communities Funding Program.</p>	Ongoing	Mark Batty Executive Manager Strategy, Policy and Planning
2019 Dec 4 Item 4.1 Bushfire Fighting Vehicles	<p>That WALGA State Council:</p> <ol style="list-style-type: none"> <li>Note this issue and support the concerns raised.</li> <li>Commit to working collectively with Local Governments to resolve this issue with the State Government and Department of Fire and Emergency Services (DFES) as a matter of urgency.</li> </ol> <p><u>RESOLUTION 141.7/2019</u></p>	<ol style="list-style-type: none"> <li>WALGA noted the concerns and has raised these with the Commissioner of DFES.</li> <li>WALGA facilitated attendance by DFES at a meeting with the Shire of Esperance to discuss concerns raised and options for improvements to their fleet. It has been reported to WALGA that the actions were to trial large tyres and central tyre inflation systems (2 x Tankers), work is progressing on both. Furthermore, a Bushfire Fleet Mobility Working Group is scheduled to meet 17 February 2020.</li> </ol> <p>WALGA have not received a formal update from the Bushfire Fleet Mobility Working Group which is the primary vehicle for the sector to resolve this issue. The report will have been delayed due to the COVID response effort in state government.</p>	Ongoing	Mark Batty Executive Manager Strategy, Policy and Planning

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2019 Dec 4 Item 5.3 Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback	That WALGA: 1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; 2. Refer the following matters to the Working Group for further consideration: (a) <u>Part A – Principles - Supported</u> (b) Part B – Behaviours i. ensuring principles of natural justice can be adequately upheld in all circumstances; ii. training opportunities that will assist Council Members determine complaint outcomes under Part B; iii. development of a template Complaints Management Policy; iv. <b>reconsider the purpose of allowing ‘any person’ to make a complaint;</b> v. ensuring Committee Members and Candidates are included in Part B; and vi. <b>re-naming ‘Rules’ to an appropriate term throughout Part B.</b> vii. <u>Develop a complaint process that is carried out by DLGSC or another party (which must be external of the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.</u> (c) Part C – Rules of Conduct i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and ii. review the proposal to amend the definition of an <b>‘interest’ relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.</b> iii. <u>Develop a complaint process that is carried out by DLGSC or another party (which must be external of</u>	Correspondence has been sent to the Director General of the Department of Local Government, Sport & Cultural Industries advising of the Council resolution on this issue. A formal response on this issue has not been received. Advice from the Department is that the Regulations need to be finalised by the end of this year.	Ongoing	Tony Brown Executive Manager Governance & Organisational Services

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	<p>the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.</p> <p>iv <u>Review the appropriateness of the elements of the rule of conduct to only apply to a person who is a Council Member or Candidate both at the time of the conduct and at the time of the panel decision.</u></p> <p>3. Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector.</p> <p><u>RESOLUTION 144.7/2019</u></p>			
<p>2019 Dec 4 Item 5.4 Standards &amp; Guidelines for CEO Recruitment &amp; Selection Performance Review &amp; Termination – Sector Feedback</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and</li> <li>2. Refer the following matters to the Working Group for consideration:               <ol style="list-style-type: none"> <li>(a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;</li> <li>(b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;</li> <li>(c) Reconsideration of the proposal for independent review of the recruitment process;</li> <li>(d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and</li> <li>(e) Further investigate a role for a Local Government Commissioner.</li> </ol> </li> <li>3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.</li> </ol> <p><u>RESOLUTION 145.7/2019</u></p>	<p>Correspondence has been sent to the Director General of the Department of Local Government, Sport &amp; Cultural Industries advising of the Council resolution on this issue.</p> <p>A formal response on this issue has not been received. The Department of Local Government, Sport and Cultural Industries are currently focusing on legislative and regulatory amendments relating to COVID-19.</p> <p>Advice from the Department is that the Regulations need to be finalised by the end of the year.</p>	<p>Ongoing</p>	<p>Tony Brown Exec Manager Governance &amp; Organisational Services</p>

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2019 Dec 4 Item 5.6 Local Government Audits	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Write to the Office of the Auditor General (OAG) advising of the cost increases to the Local Government sector in respect to financial audits over the first 2 years of the OAG audits and request:               <ol style="list-style-type: none"> <li>a) Constraint on the audit cost increases in the future</li> <li>b) Information in relation to the additional scope, testing and review requirements under the OAG in order for local governments to understand the increase in costs.</li> </ol> </li> <li>2. Write to the Office of the Auditor General seeking a formal commitment that audits of Local Governments are completed and reported on in a timely manner and that the processes, procedures and scope of audits are consistently applied.</li> <li>3. Write to the Office of the Auditor General seeking to <b>include in the "Audit Results Report" for each financial year</b>, a report on the effectiveness and additional value to Local Governments that the responsibility of Financial Audits being assigned to the Office of the Auditor General has provided.</li> <li>4. Write to the Minister for Local Government seeking formal commitment that Performance Audits carried out by the Office of the Auditor General are the financial responsibility of the State Government.</li> </ol> <p><u>RESOLUTION 147.7/2019</u></p>	<p>Correspondence has been sent to the Office of the Auditor General (OAG) in respect to items 1, 2 and 3. The Auditor General has responded advising that OAG is cognizant of costs and they look to complete audits in a timely manner.</p> <p>Correspondence has been sent to the Minister for Local Government in respect to item 4.</p>	Ongoing	Tony Brown Exec Manager Governance & Organisational Services
2019 Dec 4 Item 5.8 Membership of Development Assessment Panels	<p>That WALGA advocate to the Minister for Planning, that the composition of Development Assessment Panels (DAPs) be modified to provide equal representation of Specialist Members and Local Government Members, in accordance with the original objectives of the DAP system to enhance the decision making process by improving the balance of experts.</p> <p><u>RESOLUTION 149.7/2019</u></p>	<p>A report on the performance of DAPs between 2011 and 2020 is provided in the September State Council Agenda for further advocacy on DAPs.</p>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning

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2019 Dec 4 Item 5.10 Local Government as Collection Agency for Construction Training Fund	1. That WALGA advise the Construction Training Fund (CTF): <ol style="list-style-type: none"> <li>1.1 That due to the operational improvements and establishment of an on-line portal for payments of the Building and Construction Industry Training Fund, Local Government will not continue to be a collection agency for these payments</li> <li>1.2 That the online receipt issued upon payment of the <i>Building and Construction Industry Training Fund</i>, must clearly show the property address and estimated building value to ensure it complies with section 20 of the <i>Building Act 2011</i></li> <li>1.3 That the Department of Mines, Industry Regulation and Safety (DMIRS) must provide access to the data collated in the Building Permit Database Project to assist CTF in their acquittal process, and</li> <li>1.4 That a review of the apprenticeship pathways should be undertaken, as the Local Government sector can provide many potential apprentice pathways directly connected to the construction and development industry.</li> </ol> 2. That WALGA advise the Minister for Local Government, Minister for Education & Training and Minister for Commerce that the current CTF collection process is unnecessary administrative red tape for the Local Government sector, and seek their support for Local Government to not continue to be a collection agency for these payments.  <u>RESOLUTION 151.7/2019</u>	Correspondence has been sent to the CTF Board advising them of the State Council Resolution. Separate letters have also been sent to the Ministers for Commerce, Education and Training and Local Government to seek their support.  The CTF Executive Director has responded, advising the following:  <i>"While 37 of the State's 140 LGAs responded to the WALGA's recent survey about collection of the BCITF, CTF is concerned that stakeholders in the building and construction industry – who would be affected by the changes to current permit allocation procedure – have not to date been consulted. As such, CTF has approached HIA an MBA for feedback from their members..."</i>  CTF advised that they will meet with WALGA once feedback from the building and construction industry has been received before establishing a way forward to address the issues arising from <b>the State Council's recommendation.</b>  The Minister for Commerce has also provided a response, indicating that they will be working with the CTF to enable access to the data already being captured by the Building Permit Database project. <b>If a local government isn't providing this data, the CTF may still require information direct from those Local Governments.</b>  The Minister for Education & Training has also provided a response, similar in content to the CTF letter, <b>that Local Government provides a 'one stop shop' for Industries payment of the fees.</b>  Awaiting the CTF to arrange a meeting on the issue.	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
2019 Sept 6 Item 9.1 Action to Reduce Run-off Road Crashes in Rural WA	That WALGA actively supports Federal and State Government investing in \$100m per year to seal shoulders and install edge lines to 17,000kms of State Highways over the next 10 years.  <u>RESOLUTION 128.6/2019</u>	In June 2020 it was announced that the Federal Government will provide \$80 million and the State Government \$20 million in 2020/21 to seal shoulders and install edge lines on 1,400 km of regional roads. This represents the first year's <b>funding of the program requested.</b>	Complete	Ian Duncan Executive Manager Infrastructure
2018 December 5 Item 4.1	1. That State Council endorse investigating a State / Local Government Partnership Agreement on Waste Management and Resource Recovery.	The development of the Agreement has been delayed due to COVID-19, however will be further progressed in the second half of 2020.	Ongoing	Mark Batty Exec Manager

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State / Local Government Partnership Agreement on Waste Management and Resource Recovery	2. That the item be referred to MWAC for is development and negotiation with the State Government. 3. <b>A report regarding a proposed "State / Local Government Partnership Agreement on Waste Management and Resource Recovery" be brought back to the next meeting of State Council.</b>  <u>RESOLUTION 131.7/2018</u>			Strategy, Policy and Planning
2018 December 5 Item 5.1 Proposed Removal by Main Roads WA of the "Letter of Approval" Restricted Access Vehicle Operating Condition	That WALGA: 1. <b>Opposes withdrawal of the "Letter of Approval"</b> Restricted Access Vehicle Operating Condition until an acceptable alternative to Local Government is developed; 2. Supports the position that Local Governments not use provision of the Letter of Authority to charge transport operators to access the Restricted Access Vehicle network; 3. Supports the development of standard administrative procedures including fees and letter formats; and 4. Supports the practice of Local Governments negotiating maintenance agreements with freight owners/ generators in cases where the operations are predicted to cause extraordinary road damage as determined by the Local Government. 5. Advocates to Main Roads to establish a stakeholder working group to develop an appropriate mechanism through which the increased infrastructure costs from the use of heavy vehicles and those loaded in excess of limits (concessional loading) can be recovered from those benefiting, and redirected into the cost of road maintenance.  <u>RESOLUTION 132.7/2018</u>	On advice from the State Solicitors Office, Main Roads WA is intending to remove the CA07 condition that requires a transport operator to obtain a letter of approval from the relevant Local Government. Main Roads is proposing to replace the condition with a notification process (CA88). After consultation with Regional Road Groups and a Stakeholder Working Group, the overwhelming majority of participants are of the view that the proposed arrangement is not an acceptable alternative. WALGA has written to Main Roads WA stating that WALGA does not support the alternative and that the position adopted by Sate Council in December 2018 has not changed.	Ongoing	Ian Duncan Exec Manager Infrastructure
2018 December 5 Item 5.9 Aboriginal Advocacy and Accountability Office Interim Submission	That the interim submission to an Office for Advocacy and Accountability in Aboriginal Affairs in Western Australia: Discussion paper be endorsed.  <u>RESOLUTION 140.7/2018</u>	It is expected that this matter will progress in the second quarter of 2019.  The Association has been advised that the Department of the Premier and Cabinet (DPC) will be leading a whole-of-government Aboriginal Affairs Strategy that aims to be finalised for consideration by Cabinet by the end of 2019. Although the scope of the Strategy extends only to State Government agencies DPC are seeking to keep the Association engaged and to provide	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning



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		<p>input if applicable. This Strategy is seen as complimentary to the Aboriginal Advocacy and Accountability Office concept explored at the end of 2018.</p> <p>Pending the finalisation of the review of the Aboriginal Heritage Act. It is believed an amendment Bill has now been approved for drafting.</p> <p>No further update is available at this time.</p>		
<p>2018 September 7 Item 5.8 Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions</p>	<p>That the Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions be endorsed <u>subject to the inclusion of:</u></p> <ol style="list-style-type: none"> <li>1. Further guidance regarding the form of a assurance and adaptive management framework; and</li> <li>2. Reference to the costs to Local Government of the ongoing management of conservation areas and how decisions the impacts of land use within urban areas will impact on peri-urban areas.</li> </ol> <p><u>RESOLUTION 109.6/2018</u></p>	<p><b>Following the SAPPR Review Panel's report to Government, which identified unresolved 'gateway issues'</b> – legal risk, flexibility and funding - in February 2019 it was announced that the review would be extended so that these issues could be progressed and options developed.</p> <p>WALGA met with the Panel on 31 May 2019 to discuss funding options. The Review Panel also briefed the Growth Area Alliance Perth and Peel at its 13 June meeting.</p> <p>The Review Panel provided its report to the Deputy Premier in August 2019.</p> <p>WALGA met the Review Panel again in on 3 September and subsequently wrote to the Review <b>Chair on 27 September to reiterate WALGA's in-principle support for the SAPPR</b>, contingent on the issues raised in earlier submissions and feedback to the Review Panel being addressed satisfactorily and the establishment of a consultative and transparent process is established going forward.</p> <p>On the 26 March 2020, the Premier announced that the review of SAPPR will be deferred indefinitely, in an effort to free up resources and allow the State Government to continue to focus all efforts on responding to COVID-19.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Administrative-changes-to-support-COVID-19-response-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Administrative-changes-to-support-COVID-19-response-.aspx</a></p>	<p>Ongoing</p>	<p>Mark Batty Exec Manager Strategy, Policy and Planning</p>
<p>2018 July 4 5.7 Interim Submission – Review of the State Industrial Relations System</p>	<p>That the interim supplementary submission in response to the Interim Report of the Review of the State Industrial Relations System be endorsed.</p> <p><u>RESOLUTION 78. 5/2018</u></p>	<p>The Final Report (Report) of the review into the WA State Industrial Relations System was tabled in State Parliament on 11 April 2019. This report makes the recommendation to amend the <i>Industrial Relations Act 1979</i> (IR Act) to enable a declaration to be made that WA Local Government authorities are not “national system employers” for the purposes of the <i>Fair Work Act 2009</i> (FW Act).</p> <p>The State Government has introduced the <i>Industrial Relations Legislation Amendment Bill 2020</i> (the Bill) into State Parliament. The Bill seeks to bring all Local Governments under the State IR system.</p> <p>The State Government predicates the need for the Bill to address jurisdictional uncertainty. However, the move comes without any commitment, resourcing or support from the State Government to enable 89% of Local Governments to effectively transition, over the proposed two year period, to the State IR system.</p>	<p>Ongoing</p>	<p>Tony Brown Exec Manager Governance &amp; Organisational Services</p>

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		<p>The Bill will need to pass the Legislative Assembly and Legislative Council of Parliament before a declaration for the endorsement of the Hon. Christian Porter, the Federal Minister of Industrial Relations can be sought.</p> <p><b>The State Government's proposal is reliant on the endorsement of the Federal Minister.</b></p> <p>WALGA will continue to lobby against the Bill and encourages all Local Governments to lobby their opposition to this proposal that is highly detrimental to the Local Government sector with their respective State and Federal parliamentary members.</p> <p>Advocacy has increased in opposing the State Governments proposal. Meetings have been held with the State Opposition including the Liberal, National and One Nation Parties. Support has also been requested with the office of the Federal Minister for Industrial Relations, Christian Porter.</p>		
2017 July 5 5.5 Corella Project (05-046-02-0003 MH)	That State Council 1. Note the outcomes of the Coordinated Corella Control pilot program. 2. <b>Endorse WALGA's proposed approach to the continuation and expansion of the Program in 2017/18.</b> 3. Seek to have the program expanded to the whole of the State, including the provision of adequate resources.	<p>The Minister for Agriculture has agreed to the review of the Biosecurity and Agricultural Management Act (2007), and WALGA will raise the need to address significant incursions of this pest in town-sites and the peri urban areas across the south-west land division. The Preferred Supplier Program provides for contractors to manage this species, and WALGA continues to maintain the pest bird portal for interested members.</p> <p>WALGA awaits the Ministers release of the Terms of Reference to the review, as WALGA wants to ensure declared avian species are an issue that is addressed.</p>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning

DECLARATION

These minutes will be confirmed at the meeting held on 2 December 2020.

Signed \_\_\_\_\_  
 Person presiding at the meeting at which these minutes were confirmed