



## ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

16 September 2020 at 4:30pm

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# **MINUTES FOR THE ORDINARY COUNCIL MEETING**

**19 AUGUST 2020**

## PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p><b>Petitions</b> A formal process where members of the community present a written request to the Council.</p>	<p><b>Deputations</b> A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p><b>Presentations</b> An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government</p>
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### PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email [governance@mingenew.wa.gov.au](mailto:governance@mingenew.wa.gov.au) to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

### PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email [governance@mingenew.wa.gov.au](mailto:governance@mingenew.wa.gov.au) to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

### PROCEDURE FOR PETITIONS

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

### **PROCEDURE FOR PUBLIC QUESTION TIME**

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS AT 21 VICTORIA STREET, MINGENEW ON 19 AUGUST 2020 COMMENCING AT 4.30PM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member declared the meeting open at 4.30pm.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

**COUNCILLORS**

JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Town Ward
HR McTaggart	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
AR Smyth	Councillor	Town Ward
CV Farr	Councillor	Town Ward

**APOLOGIES**

Nil

**STAFF**

N Hay	Chief Executive Officer
J Clapham	Finance Manager
B Bow	Governance Officer

**3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.0 PUBLIC QUESTION TIME / PUBLIC STATEMENT TIME**

**5.0** There being no members of public present the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4.45pm.

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**8.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY COUNCIL MEETING HELD 15 JULY 2020**

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082001**  
**Moved: Cr J Bagley                      Seconded: Cr H McTaggart**  
That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 15 July 2020 be confirmed as a true and accurate record of proceedings.  
**VOTING DETAILS:** **CARRIED 7/0**

**7.2 SPECIAL COUNCIL MEETING HELD 23 JULY 2020**

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082002**  
**Moved: Cr A Smyth                      Seconded: Cr J Bagley**  
That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 23 July 2020 be confirmed as a true and accurate record of proceedings.  
**VOTING DETAILS:** **CARRIED 7/0**

**8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9 DECLARATIONS OF INTEREST**

Cr H. Newton- Reports 11.1 & 11.4 Proximity Interest

Cr R. Newton- Report 11.4 Proximity Interest

Cr C. Farr- Report 11.3 Impartiality Interest

CEO N. Hay- Report 10.2 Material Interest [though not voting]

**10 RECOMMENDATIONS OF COMMITTEES**

**10.1 AUDIT AND RISK COMMITTEE MEETING HELD 13 JULY 2020**

**COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082003**  
**Moved: Cr H McTaggart                      Seconded: Cr R Newton**  
That the Minutes of the Audit and Risk Committee Meeting held on 13 July 2020 be received.  
**VOTING DETAILS:** **CARRIED 7/0**



# MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING

13 JULY 2020



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**MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF MINGENEW TO BE HELD IN COUNCIL CHAMBERS ON 13 July 2020 COMMENCING AT 9.00AM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr Newton opened the meeting at 9.00am.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE  
COMMITTEE MEMBERS**

Cr R Newton

Cr H McTaggart- attendance via teleconference

Mr M Battilana- attendance via teleconference

**STAFF**

Nils Hay, Chief Executive Officer

Jeremy Clapham, Manager Finance and Administration

Belinda Bow, Governance Officer

**APOLOGIES**

Cr A Smyth

**3.0 DECLARATIONS OF INTEREST**

Nil

**4.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**4.1 AUDIT & RISK COMMITTEE MEETING HELD 11 MARCH 2019**

**OFFICER AND COMMITTEE RECOMMENDATION- Resolution 13072001**

Moved: Mr Battilana Seconded: Cr McTaggart

That the minutes of the Audit Committee Meeting of the Shire of Mingenew held in the Council Chambers on 11 March 2020 be confirmed as a true and accurate record of proceedings.

**VOTING:**

**CARRIED 3/0**

## 5.0 OFFICERS' REPORTS

### 5.1 SHIRE OF MINGENEW INTERNAL AUDIT/CONTROL ASSURANCE PLAN

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0512  
Disclosure of Interest: Nil  
Date: March 2020  
Author: Belinda Bow, Governance Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Simple Majority

#### Summary

The Shire of Mingenew Internal Audit Plan is presented to the Audit and Risk Committee for its review and approval in line with oversight responsibilities as described within the Committee's Terms of Reference.

#### Key Points

- The role of the Audit and Risk Committee member regarding the internal audit plan is to:
  - a) Review the scope of the audit plan and program;
  - b) Review the level of resources allocated to internal audit and the scope of its authority;
  - c) Review allocation of risk and audit resources in conjunction with the Shire's Risk Profile.
- With the completion of the 19/20 financial year, the internal audit plan requires review.
- It should be noted that, like the Shire's other planning documents, the audit plan is intended to be a guiding document that has the flexibility to meet the changing needs of the Shire. Whilst the plan is a three-year rolling plan, it will be updated on an annual basis.

#### **OFFICER RECOMMENDATION**

Moved: Lapsed for want of a mover      Seconded:

That the Audit and Risk Committee recommend that Council:

1. Adopt the Internal Audit Plan (the Plan) which is to be undertaken in the 2020/2021 financial year and notes the future audit scopes proposed for 2021/2022 and 2022/2023, as included in attachment 1; and
2. Note the cost of delivering the internal audit plan for 2020/2021 is absorbed within the budgeted internal employee costs.

#### **ALTERNATIVE MOTION- Resolution 13072002**

Moved: Cr McTaggart      Seconded: Mr Battilana

That the Audit and Risk Committee recommend that Council:

1. Adopt the Internal Audit Plan (the Plan) which is to be undertaken in the 2020/2021 financial year subject to the 'Workforce and Human Resourcing Review' (formally known as 'Efficiency Audit') being prioritised to number 1;
2. Notes the future audit scopes proposed for 2021/2022 and 2022/2023, as included in attachment 1; and
3. The draft budget allocation of \$5,000 for the 'Efficiency Audit' is to be utilised for the 'Workforce and Human Resourcing Review'.

**VOTING:**

**CARRIED 3/0**

Notes:

- 1) The scope of the Workforce and Human Resourcing Review is:  
Review the Shire's workforce plan giving attention to:

- a) An efficient workforce structure with regards to the spread of full time, part time and casual roles;
  - b) The structuring of roles to try to maximise the likelihood that employees will reside in the Mingenew Shire;
  - c) Measures to assist in the attraction and retention of staff, particularly staff residing in the Mingenew Shire.
- 2) A budget variation may be required for the Workforce and Human Resourcing Review (the Review) once quotations for the revised scope have been sourced. The budgeted figure was an estimate only. This can be presented to Council in the future if it is deemed necessary.
  - 3) It was agreed that due to the high level of risk associated with procurement in Local Government, that the Procurement Audit be the second audit scheduled for the FY20/21.
  - 4) It was agreed that there is value in receiving regular external assistance with internal audit items in order to provide objectivity, alternative perspectives and to support the Shire staff conducting those internal audits.

### Attachments

5.1.1 Shire of Mingenew Risk Register

5.1.2 Shire of Mingenew Internal Audit Plan

### Background

Internal audit is a key component of the Shire's governance and provides management with the opportunity to review control effectiveness, mitigate risk and provide council with a level of assurance on the systems, processes and procedures employed by management in the control of its daily operations. Internal audit, is an independent, objective assurance activity designed to add value and improve an organisation's operations. To meet such a definition and collect independently verified data, the Shire would need to engage external contractors to undertake the auditing function, which would be associated with a significant financial burden. Whilst City Councils have the ability to financially resource such an area, smaller shires such as Mingenew do not. That being so, it has become acceptable practice for smaller shires to conduct a series of 'control assuredness' reviews to validate, to both council and management, the effectiveness of existing risk control measures.

The theory and methodology behind control assuredness review is that risk themes which have been noted in the Shire's Risk Register as having a *low-moderate* residual risk ranking (meaning that management have noted controls are in place mitigating the risk theme, therefore the residual risk is considered low), are selected for auditing to reaffirm the effectiveness of the existing controls.

Areas with high risk ratings first require treatment to reduce their residual risk, which then allows for control assuredness reviews to take place. Conducting such a review without established controls will only confirm the prevailing understanding that controls require improvement.

The results of the reviews, including any recommendations for action, are presented to the Audit Committee for noting. The role of the Committee would then be oversight of the implementation of any outcomes and the recommendation to Council should any financial resources be required to address any outcomes.

### Comment

To guide the focus of internal auditing/control assuredness, an audit plan has been put together by management, prioritising the low/moderate risk themes identified in accordance with their potential risk consequence (summarized in table 1).

Whilst management have proposed the program, the Committee can review the topics/scope and propose changes for Council's consideration should there be an area in which they believe requires attention or review.

Given that the systems and controls are still in their infancy and the limited capacity of the Governance Officer in terms of workload and availability for the next financial year, management have only proposed two internal audits for the 20/21 financial year to afford time to implement any recommendations that arise from the reviews.

Table 1- Risk themes proposed for internal review [extracted from the Shires Risk Register]

Risk Theme with Low-Moderate Residual Risk Rating	Potential Consequence Rating	Comment
Misconduct	Major	Audit scheduled for 20/21. Procurement & Tender focus
Theft Fraud and Damage	Major	OA focus area- Internal audit scheduled for 20/21. Employee Screening focus
Asset Management- High residual risk rating	Catastrophic	Controls not in-place so re-schedule for 21/22. Fleet Management focus
Environmental Management- Moderate risk ranking	Catastrophic	OAG Focus Area scheduled for 2020. Audit once Transfer Station is operational- potentially 21/22.
Business Disruption	Major	Potential schedule 22/23
IT/Communication Systems and Infrastructure	Major	OAG Focus Area 22/23.
Document Management- moderate residual risk rating	Moderate	Controls not in place. Re-schedule for 22/33.

Changes that have been proposed to the schedule since the last adoption date include:

- Decrease in the number of audits undertaken from 3 to 2; this will allow for staff to spend a quarter conducting the audit process and reporting back to the Committee and Council, whilst spending the following quarter implementing the necessary actions arising from that review process.
- Deprioritization of the recordkeeping audit. This remains an ongoing risk area, and key area for improvement, however management are aware that the Record-Keeping Plan, which guides recordkeeping/documentation practices, is due for review this financial year (Aug- due every 5 years). Further a record keeping *systems* review may also be needed if evidence of previous review cannot be sourced (requirement of State Records Act 2000). This area therefore requires a two-fold approach whereby the controls are developed first (the plan/systems), and then the recording-keeping audit undertaken. Hence it has been rescheduled for 21/22. The review of the recordkeeping plan is currently being progressed in-house via the finance team, however given their limited capacity it is progressing slowly. Should a review of the systems be required, an external consultant would need to be engaged. Given that Council's 20/21 budget is tight and its adopted risk appetite for compliance breaches is moderate (Council accept some short term non-compliance), the Committee may wish to recommend at a future date that an allowance be made in the 21/22 budget for the review and update systems in this area.
- Deprioritization of the financial audit into payroll. Given that the Shire's payroll systems are audited by the OAG biannually (at both the interim and final audit), it is management's opinion that a control assuredness review into this area would provide minimal new information at this time. It has been replaced with fleet management, which is viewed as a priority area that receives less external review.
- Introduction of a waste management audit. A major focus of the current state government is the minimalization of waste with the release of the Waste Authority's Waste Strategy 2030 and its Annual

Action Plan (July 2) which sees city and major regional local governments having to actively address waste practices to meet state targets. Noting this focus, the OAG scheduled 'local government waste management' for a performance review which is to be tabled in the third quarter of 2020. Given the Shires commitment to waste reduction in its strategic plan, the commencement of operations at the transfer station and the potential introduction of a waste local law (currently being drafted), FY20/21 would be an opportune time to review the Shire's waste services and practices to identify any shortcomings, potential efficiencies and residential satisfaction levels.

Council expressed an interest in pursuing an external efficiency audit of staff in 2019/20. Given that the audit was not resourced in the 20/21 budget due to competing financial priorities and the large cost associated with its undertaking (initial indicative quotes estimating >\$25,000), the audit committee may want to consider whether it wants to recommend that the topic be scheduled for 21/22 so that suitable financial resourcing can take place.

Alternatively, further quotes can be sought, however a clear scope would assist, in order to provide potential contractors with parameters for developing their quotation.

### Policy Implications

The Internal Audit Plan has been developed in order to meet the requirements of the Shire's Risk Management Framework as per Policy 1.2.2 Risk Management and associated procedures.

### Statutory Requirements

*Local Government Act 1995*

1. The Local Government Act 1995 ("the Act") requires Councils to adopt appropriate policies, practices and procedures that ensure their assets are protected through sound administrative management.
2. Section 5.56(1) and (2) of the Local Government Act 1995- Planning for the Future; Regulation 17(1) (a) of the Local Government (Audit) Regulations: "The CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to risk management".
3. Under regulation 17 (1) of the Local Government (Audit) Regulations 1996 the CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to –
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.17 (2) the review may relate to any or all of the matters referred to in sub regulation (1) (a),(b) and (c), but each of those matters is to be the subject at least once every 3 financial years.  
17 (3) The CEO is to report to the audit committee the results of that review.
4. Under Regulation 17 of the Local Government (Audit) Regulations 1996 it is a responsibility of the Audit & Risk Committee to receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance.

### Financial Implications

No out of budget costs are associated with the proposed audits scheduled to be undertaken in FY20/21.

### Strategic Implications

*Community Strategic Plan 2019-2029*

Strategy 1.2.1 Manage organisation in a financially sustainable manner

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

Audit Plan with Timeline										2020/21				2021/22				2022/23				
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>2020/21</b>																						
1	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	<b>1. Tendering and Procurement</b> <b>2. Misconduct</b>	Examine if the Shire has established policies and procedures for procurement of goods and services? Is there effective oversight and control of procurement activities? Is there a process in place for reporting suspecting fraud or misconduct?	* Breach of probity standards and/or Local Government Act 1995; * Loss of reputation due to a lack of transparency, accountability, impartiality, confidentiality and security of information in the procurement process; * Failure to obtain the best value for money.	<b>Scope-To examine if the Shire has effective procurement arrangements in place.</b> Documented evidence in the focus areas below: Policies and procedures * Training * Quotation *Tendering * Conflict of interest declarations and documentation * Purchase orders and approvals. * Segregation of duties and delegations *Reviewing invoices and payments *Contract register *Whistleblowing procedure	1. Moderate (3) 2. Major (4)	Unlikely (2) Unlikely (2)	Moderate (6) Moderate (8)	OAG has conducted a audit/report which could be used as the basis for review & OAG Better Practice Guidelines													
1			Development/Implementation of outcomes from the above audit		Tender procedure																	
2	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	<b>1. Employment Practices</b> <b>2. Fraud Management</b> <b>3. Misconduct</b>	Does the Shire have suitable policies and procedures in place for screening employees? Is the Shire adequately screening new employees to verify their identify, employment history and education / professional qualifications and perform risk based criminal record checking? Is the Shire monitoring existing employees for changes in their status (new criminal convictions or discontinuance of essential qualifications)?	* Incidents of fraud may result in financial loss and/ or reputation damage to the Shire *Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire. *Misconduct risks such as inappropriate behaviour at work, inappropriate use of plant or machinery, accessing systems and or data without correct authority to do so,	<b>Scope- To examine the Shire's controls for verifying the identity and credentials of new employees and monitoring the status of existing employees?</b> Documented evidence in the focus areas below: * Policies and procedures *Qualifications verification *Past work history verification *Identity check and right to work verification * Criminal background checks * Recordkeeping *Positional requirements- declarations and monitoring of licenses/qualifications. *Employee exit process (keys/ licenses/ delegations / passwords)	1. Major (4) Major (4) 3. Major (4)	2. Unlikely (2) Unlikely (2) Unlikely (2)	Moderate (8) Moderate (8) Moderate (8)	OAG has conducted a audit/report which could be used as the basis for review & OAG Better Practice Guidelines													
2			Development/Implementation of outcomes from the above audit																			
<b>2021/22</b>																						

Audit Plan with Timeline										2020/21				2021/22				2022/23				
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
3	Strategy 1.2.1 Manage organisation in a financially sustainable manner	1. Assessment Management 2. Misconduct	To assess if the Shire has policies and processes in place for effectively recording and monitoring the use of fleet motor vehicles? Is there fleet management plans in place to provide for a cost effective balance of fleet composition and utilisation to achieve operational needs? Is motor vehicle use effectively monitored and is there safeguarding of the assets by way of regular inspections?	Usage of the Shire's motor vehicles is not optimised.	Scope- 1. To assess the adequacy of fleet processes in relation to: * monitoring and managing of vehicle maintenance and usage * the management of vehicle assets and disposal / purchasing processes, 2. To assess the extent to which the Shire is complying with policies, procedures and legislation pertaining to fleet management- fuel rebate, fringe benefit tax, gst etc Documented evidence in the focus areas below: * Record keeping- service dates, fuel consumption reports * Financial costs relating to fleet management. * Related governance process. * Fleet purchase in consideration of whole of life costings and business needs. Review procedures for acquisition and disposal of vehicles including: * Acquisition and disposal criteria and timing of changeover; * Preparing vehicles for disposal; and replacement policy	Catastrophic (5) 2. Major (4)	Unlikely (2) Unlikely (2)	High (10) Moderate (8)	<a href="https://www.zurich.com.au/content/dam/risk_features/sedan_and_light_commercial/fleet_safety_resource_kit.pdf">https://www.zurich.com.au/content/dam/risk_features/sedan_and_light_commercial/fleet_safety_resource_kit.pdf</a>													
3			Development/Implementation of outcomes from the above audit																			
4	Strategy 1.4.2 Manage and reduce waste Strategy 1.1.2 Provide buildings, facilities and services to meet community needs Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Environment	The Audit is to assess: 1. Are waste services planned to minimise waste and meet community expectations? 2. Does the Shire have effective and economical arrangements in place to collect and transport domestic kerbside waste to maximise recycling rates and minimise costs?	The Shire fails to manage its responsibilities in relation to compliance with the Waste and Resource Recovery Act	Scope- To assess whether the Shire's has effective waste managements, practices and services in place to reduce waste. Documented evidence in the focus areas below: * Residentsatisfaction survey results * Corporate plans * Contractual arrangements * Policies, procedures * Finances * OSH	Catastrophic (5)	Rare (1)	Moderate (5)	Waste Avoidance & Resource Recovery Strategy 2030 [Waste Authority]													
4			Development/Implementation of outcomes from the above audit																			
2022/23																						



Audit Plan with Timeline											2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
5	<p>Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness.</p> <p>Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner</p>	<p><b>1. Document Management Process</b></p> <p><b>2. Misconduct 3. External Theft, Fraud and Damage</b></p>	<p>1. To review the Shire's security and privacy policies and procedures and provide recommendations for any optimisations, cost reductions and efficiencies</p> <p>2. To Assess the systems and processes in relation to records access, capture and retrieval, retention, storage and disposal.</p> <p>3. To assess the Shire's performance in relation to fraud management and prevention, inclusive of:</p> <ul style="list-style-type: none"> <li>* Risk identification;</li> <li>* Opportunities reduction;</li> <li>* Awareness and Monitoring.</li> </ul> <p>4. Is the current records management software enabling efficient records management?</p> <p>5. Is the Shire providing adequate resourcing in terms of software, hardware, personnel and strategic planning?</p>	<p>* Inadequate records management could result in a breach of State Records Act 2000 and loss of information.</p> <p>* Records cannot be located in a timely and effective manner particularly in the event of appeal or litigation as well as operational requirements</p> <p>*Potential for records information inconsistency; files not retrieved, systems contain incorrect data on applicants and property.</p> <p>* Potential for illegitimate use of local government computers, or illegitimate access to local government property of power supplies</p>	<p><b>Scope- Examine the Shire's Records Management internal control environment including:</b></p> <p>* <b>Record Information security,</b></p> <p>* <b>Record management and IT software, Change control, Physical security,</b></p> <p>* <b>Policies &amp; procedures for record capture, storage, dissemination, access and disposal</b></p> <p>Documented evidence in the focus areas below:</p> <p>Policies &amp; procedures, including:</p> <ul style="list-style-type: none"> <li>* Mail opening and distribution processes</li> <li>* file recording including emails</li> <li>* access to records (both physically and electronically)</li> <li>* Retrieval, issuing, monitoring and control processes</li> <li>* security / manipulation / editability of electronic data held in synergy.</li> <li>* Storage and recording of vital documents</li> </ul> <p>2. Procedures and practices in managing the electronic and hard copy records including: IT record management system, file archiving, storage security and access, file destruction.</p> <p>3. Staff training on recordkeeping and awareness</p> <ul style="list-style-type: none"> <li>* Fraud risk assessment for records area</li> <li>* Code of Conduct.</li> <li>* Induction.</li> </ul>	<p>1. Moderate (3)</p> <p>2. Major (4)</p> <p>3. Major (4)</p>	<p>Possible (3)</p> <p>Unlikely (2)</p> <p>Unlikely (2)</p>	<p>Moderate (9)</p> <p>Moderate (8)</p> <p>Moderate (8)</p>	<p>OAG has conducted a records management in LG audit/report which could be used as the basis for review</p>													
5			Development/Implementation of outcomes from the above audit																			
6	<p>Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness.</p> <p>Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner</p>	<b>HRM, ability to achieve SCP and CBP objectives</b>	<p>1. Develop a Project Plan that sets out the philosophy and methodology for achieving the proposed objectives.</p> <p>2. Conduct a thorough review of the Shire's current service delivery models and identify areas for improvement.</p> <p>3. Make recommendations aimed to improve the way the Shire provides services and operational activities</p>	<p>* The Shire is under/over resourced to achieve objectives</p> <p>Loss of reputation due to delays in meeting community needs</p> <p>* Roles and responsibilities are unclear, affecting internal relationships and culture</p>	<p>The <b>Efficiency Audit</b> will focus on</p> <ul style="list-style-type: none"> <li>*assess how each functional area is resourced and effective in attaining the goals and objectives of the organisation</li> <li>* involve an external review of the organisational structure with particular emphasis on recent performance, current activities and planned future activities.</li> <li>* assess the direction, leadership, management, innovation and outcomes of organisational areas or activities.</li> <li>*identify bottlenecks or barriers to achieving the goals and the objectives of the organisation.</li> <li>*identify any changes required for human resource allocation</li> </ul>																	

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
6	Strategy 1.3.2 Provide services and processes to enhance public safety Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Business Disruption	The objectives of the Internal Audit are to: 1. Assess the current controls, processes and policies to ensure the operation of a safe and effective <b>emergency management</b> service for prevention /mitigation and preparedness; and * Establish if responsibilities for the Shire in relation to the Emergency Management Act 2005 and the Emergency Management Regulations 2006 have been complied with, in particular, the LEM Committee and other associated responsibilities in respect of prevention/mitigation and preparedness	The Shire fails to manage its responsibilities in relation to compliance with the Emergency Management Act 2005 and the Emergency Management Regulations 2006 (1954)	Scope- 1. Assess the current controls, processes and policies to ensure the operation of a safe and effective emergency management service for prevention /mitigation and preparedness; and * Establish if responsibilities for the Shire in relation to the Emergency Management Act 2005 and the Emergency Management Regulations 2006 have been complied with, in particular, the LEM Committee and other associated responsibilities in respect of prevention/mitigation and preparedness. Stakeholder engagement including MOUs and agreements with stakeholders such as DFES, Water Corporation, etc. * Management plans; * Bushfire Risk Management Plan; * Risk assessment * Roles and responsibilities. * Review efficacy of education/ community awareness * Record keeping.	Major (4)	Unlikely (2)	Moderate (8)													
6			Development/Implementation of outcomes from the above audit																		
<b>OTHER</b>																					
4	Outcome 4.4 Long term planning and strategic management . Outcome 4.5 Achieve a high level of compliance.	Leases/ Land Management	To ensure that the Shire is managing the various leases that it is party to, or that are under its control.	* Failure to renew leases in a timely fashion * Risk of missing out on either lease income, or strategic land access as a result of mismanagement of leases * Failure to meet Accounting Standards where relevant leases are not identified and reported	* Review existing lease register and associated management processes * Seek to identify any properties which do not appear on lease register, and update register * Ensure processes provide for timely reminders to renew/review leases and Land Management Agreements	Moderate (3)	Possible (3)	Moderate (9)													
5	Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Payroll	The audit will: 1. Test that only bona fide employees are paid for work performed, paid on time and are paid using correct pay rate. 2. Review and test the adequacy of the IT system controls including: * System access and profiles (at the application level); * Administrator access; * EFT controls, security of documentation and that there is adequate segregation of duties * Edit-ability of payroll data files (ABA file).	* Wages, salaries and/or conditions of employment are incorrectly paid to employees *	* Setting up of employees in Synergy * Payroll system- review access controls * Recovery of overpayment * Processing timesheets * Authorisation, including overtime approval * Reconciliation * Payment processing in accordance with LGIA, EBA's, policies. * Recording and paying employees for leave. * Review archiving practice for ex-employee records. * Cross-reference banking records against creditor/debtor modules.	Moderate (3)	Unlikely (2)	Moderate (6)	Can be performed internally, with some assistance potentially from IT Vision to assist with data gathering/ reporting from Payroll system												
6	Outcome 3.7 Maintain a safe community environment. Outcome 4.5 Achieve a high level of compliance.	Occupational Health and Safety Risk (OHS)	Assess the Shire's compliance with measures implemented in connection to OHS requirements and safe working practices.	* Injury or death from an unsafe work environment or systems of work; * The Shire and its employees do not comply with OHS legislation exposing the Shire to litigation.	* Safety Management Plan and related policies, procedures, templates, tools and guidelines. * Appointment of Safety Coordinator and Safety Advisors. * OHS induction training. * Review Tool box meeting. * LGIS OHS certification. * OHS Legislation and compliance * OHS Reporting and OHS Audits; * OHS Management Systems; * Pre-employment medicals. * Drug and alcohol testing.	Catastrophic (5)	Unlikely (2)	High (10)	Utilise LGIS as part of Three Steps to Safety Audit Program												

Audit Plan with Timeline										2020/21				2021/22				2022/23				
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
7	Provide good governance Outcome 4.5 Achieve a high level of compliance.	FINANCE- General Finance Controls (excluding procurements and tendering)	Assess the effectiveness of the process level controls within the following financial functions: * Credit cards * Bank reconciliations * Petty cash * Fees and charges * Investments * Fixed Assets * Receipting administration (library, rec centres, leases etc)	The risk is that the Shire has incomplete and/or inaccurate financial records. Fraud	* Financial management guidelines / procedures * Reconciliations * Electronic fund transfer security protocols * Segregation of duties including fraud management controls * Management reporting	Moderate (3)	Unlikely (2)	Moderate (6)														
8	Outcome 4.5 Achieve a high level of compliance. Outcome 3.7 Maintain a safe community environment.	Management of Licenses	Assess the effectiveness of the controls over the management of licences, including obtaining an understanding of the type of licence held by the Shire- To include the following license types: IT software; Building statutory; Waste transfer station ; Depot fuel.	Licenses are not renewed in a timely manner or failure to obtain relevant licenses	* Register of licences. * Procedures/processes for recording, monitoring and renewing * Managing currency of staff qualifications and licences.																	
9	Provide good governance	Fraud Management Review	To assess the Shire's performance in relation to fraud management and prevention, inclusive of: * Risk identification; * Opportunities reduction; * Awareness and Monitoring.	Incidents of fraud may result in financial loss and/ or reputation damage to the Shire	* Fraud risk assessment * Public Interest Disclosure * Code of Conduct. * Induction. * Investigation and reporting procedures	Insignificant (1)	Possible (3)	Low (3)	OAG has conducted a fraud prevention in LG audit/report which could be used as the basis for review													
10	Outcome 4.4 Long term planning and strategic management . Outcome 4.5 Achieve a high level of compliance.	Planning Development	To ensure that Planning & Development services are being provided in line with statutory obligations. The audit will: 1. Assess the adequacy of control processes relating to planning services 2. Assess the management	* Delays in the planning approval process results in tribunal appeals * Inadequate internal quality assurance procedures results in poor outcomes binding the Shire * Systems do not support ease of use in relation to planning and development approvals.	* Delegated authority * Policies and procedures * Archiving of information * Business continuity * Environmental, health, building approvals.	Moderate (3)	Unlikely (2)	Moderate (6)														
12	Outcome 2.5 Safe and functional road and ancillary infrastructure. Outcome 1.3 Protect and enhance economic infrastructure. Outcome 3.2 Maintain the provision of high quality community infrastructure.	Building Maintenance	Review and assess the effectiveness of the Shire's systems, processes and activities in relation to building infrastructure and maintenance services.	* Dilapidation of building leading to a lack of capital for services. * Increased building and more infrastructure will increase the costs of renewal & maintenance to such an extent that it will be unsustainable for the Shire into the future, resulting in reduced customer service.	* Inspections; * Condition surveys and reporting (on a random basis, confirmation of the condition reports matching to physical site inspection) * Budget and financial management; * Risk assessment. OSH inspections (e.g. evidence of test & tag, fire management, roof restraints); * Inductions;	Catastrophic (5)	Unlikely (2)	High (10)														
14	Outcome 3.7 Maintain a safe community environment.	Event Management	To ensure that any risks posed to the Shire through events are being managed effectively. To ensure each program is operating within and adhering to the required safety and risk management standards.	Non-compliance with relevant OSH legislation and DAIP requirements		Catastrophic (5)	Unlikely (2)	High (10)														
15	Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.	Legislative Framework	Assess the framework / systems review for legislative compliance, which should include * a documented process to capture legislative changes * A system that documents legislative requirements and tracks the Shire's progress;	* The Shire fails to identify legislative compliance obligations leading to a reactive culture and increasing its likelihood of identifying legislative compliance obligations only in the event of an emerging problem. This has the potential to reduce the effectiveness of the administration as a whole, with respect to legislative compliance.	* Compliance Calendar																	

Audit Plan with Timeline										2020/21				2021/22				2022/23					
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
16	Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy. Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Accounts Payable & Receivable inclusive of rates	To provide assurance that the function is being effectively managed and free of any risks of fraud. To provide recommendations (if any) for the improvements in efficiencies of the function and effectiveness of controls and procedures. The audit will: 1. Evaluate internal controls designed to prevent fraud and corruption in the payment processes; 2. Verify that the payments were made correctly, timely, and properly supported. 3. Review for duplicate payments 4. Evaluate compliance with policy, procedures and legislation.		* Financial management guidelines / procedures * Reconciliations * Electronic fund transfer security protocols * Segregation of duties including fraud management controls * Management reporting	Moderate (3)	Unlikely (2)	Moderate (6)															
17	Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment. Strategy 1.3.2 Provide services and processes to enhance public safety	OSH	To assess the Shire's performance in relation to all procedures, processes and controls in relation to OSH matters	Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors.	* Policies and procedures Record keeping Education and training Adequate and safe plant, equipment, tools and PPE	Catastrophic (5)	Unlikely (2)	High (10)															
18	Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Payroll	The audit will: 1. Test that only bona fide employees are paid for work performed, paid on time and are paid using correct pay rate. 2. Review and test the adequacy of the IT system controls including:	Wages, salaries and/or conditions of employment are incorrectly paid to employees	* Setting up of employees in Synergy * Payroll system- review access controls * Recovery of overpayment * Processing timesheets * Authorisation, including overtime approval * Reconciliation * Payment processing in accordance with LGIA EPA's policies	Moderate (3)	Unlikely (2)	Moderate (6)	Can be performed internally, with some assistance potentially from IT Vision to assist with data gathering/ reporting from Payroll system														
4	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external reporting in a	1. External Fraud, Theft and Corruption 2. Misconduct	To review the Shire's practices and controls in fraud and corruption management.	* Incidents of fraud may result in financial loss and/ or reputation damage to the Shire * Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire	<b>Scope- Has the Shire implemented a coordinated approach to manage fraud risks?</b> <b>2. Does the Shire have adequate controls for preventing and detecting fraud?</b> <b>3. Can the Shire respond appropriately to suspected fraud?</b> Code of Conduct *Conflict of Interest Guidelines * policies and	1. Major (4) Major (4)	2. Unlikely (2) Unlikely (2)	Moderate (8) Moderate (8)	OAG Fraud prevention audit. OAG employee screening audit.														
		Contract Extensions and Variations			* Policies and procedures governing contract extensions and variations * complete and accurate records * complying with resolutions/delegations * contractor performance				OAG has conducted a audit/report which could be used as the basis for review														

## 5.2 INTERIM AUDIT REPORT 2019/20

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0081  
Disclosure of Interest: Nil  
Date: 9 July 2020  
Author: Nils Hay, Chief Executive Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirement: Simple Majority

### Summary

This report recommends that Council endorse the recommendation from the Audit & Risk Committee to receive feedback from the auditors in relation to the Interim Audit.

### Key Points

- Annual interim audit for financial year ended 30 June 2019
- No findings, and consequently no management letter was issued or management response generated

### **OFFICER AND COMMITTEE RECOMMENDATION – Resolution 13072003**

Moved: Mr Battilana Seconded: Cr McTaggart

That Council receives the correspondence prepared by Butler Settineri in relation to the Interim Audit for the financial year ended 30 June 2019.

**VOTING:**

**CARRIED 3/0**

### Attachment:

5.2.1 Email from auditors in relation to the Interim Audit

### Background

The interim audit for the financial year ending 30 June 2020 took place in June 2020 and was conducted by Butler Settineri, on behalf of the Office of the Auditor General (OAG).

### Comment

The lack of findings and need for a formal management letter is a welcome development, given that the previous year's letter had 1 significant, 8 moderate and 2 minor findings. Shire staff have been working to improve systems and processes and, whilst mistakes are made and there is always room for improvement, this result gives us confidence that we are at least making progress.

It's acknowledged that COVID-19 limited some of the scope of the audit, as it was conducted remotely and it's anticipated that any shortfall will be addressed during the end of financial year audit, which is expected to be in person in early October.

### Consultation

- CEO
- Finance and Administration Manager
- Butler Settineri
- OAG

**Statutory Environment**

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government (Functions & General) Regulations 1996

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Strategic Community Plan 2019-2029

- Action 1.2.1 Manage organisation in a financially sustainable manner
- Action 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

**5.0 CLOSURE**

Cr Newton closed the meeting at 9.46am.

These minutes were confirmed at an Audit and Risk Committee Meeting on

Signed \_\_\_\_\_  
Presiding Officer

Date: \_\_\_\_\_

**10.2 EXECUTIVE COMMITTEE MEETING HELD 29 JULY 2020**

**COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082004**

**Moved: Cr J Bagley                      Seconded: Cr A Smyth**

That the Minutes of the Executive Committee Meeting held on 29 July 2020 be received.

**VOTING DETAILS:**

**CARRIED 7/0**

**EXECUTIVE MANAGEMENT COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082005**

**Moved: Cr J Bagley                      Seconded: Cr R Newton**

That Council:

1. Endorses the overall performance rating for Mr Hay as the Shire of Mingenew's Chief Executive Officer (CEO) for the review period July 2019 to July 2020 as 'Satisfactory';
2. Endorses the Focus Areas and Actions for July 2020 to June 2021 as per attachment 3;
3. Schedules the 2020 annual appraisal to be commenced by the July 2021 Ordinary Meeting of Council and completed by the August 2021 Ordinary Meeting of Council; and
4. Notes that Mr Hay has not requested an increase in his remuneration package

**AMENDMENT**

**Moved: Cr R Newton                      Seconded: Cr A Smyth**

Amend clause 2 to read as follows:

Endorses the Focus Areas and Actions for July 2020 to June 2021 as per attachment 3 subject to the following addendum:

- a) The measures for Corporate Business Plan and Roads Program in Focus Area 1 of attachment 3 are to include the words "on budget"

**VOTING DETAIL:**

**CARRIED 7/0**

**SUBSTANTIVE MOTION**

That Council:

1. Endorses the overall performance rating for Mr Hay as the Shire of Mingenew's Chief Executive Officer (CEO) for the review period July 2019 to July 2020 as 'Satisfactory';
2. Endorses the Focus Areas and Actions for July 2020 to June 2021 as per confidential attachment 3 subject to the following addendum:
  - a) The measures for Corporate Business Plan and Roads Program in Focus Area 1 of attachment 3 are to include the words "on budget"
3. Schedules the 2020 annual appraisal to be commenced by the July 2021 Ordinary Meeting of Council and completed by the August 2021 Ordinary Meeting of Council; and
4. Notes that Mr Hay has not requested an increase in his remuneration package.

**VOTING DETAIL:**

**CARRIED 6/1**





**MINUTES FOR THE  
EXECUTIVE MANAGEMENT COMMITTEE MEETING  
HELD ON  
29 JULY 2020**

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**EXECUTIVE MANAGEMENT COMMITTEE DECISION – ITEM 7.1**

**MOVED: Cr R Newton      SECONDED: Cr Bagley**

That the Executive Management Committee Meeting be closed to the public at 12.00pm in order to discuss the CEO Performance Review, in accordance with s5.27(2)(a) of the Local Government Act 1995

**VOTING:      CARRIED BY SIMPLE MAJORITY 3/0**

Mr John Phillips, JCP Consulting was invited to present his assessment of the performance of the Chief Executive Officer (CEO) to assist the Committee and Council in formalising the CEO Performance Review for 201/20. The review included:

- Assessment of performance during the period 1 July 2019 to 30 June 2020
- Review of performance criteria
- Review of the CEO’s total reward package

**EXECUTIVE MANAGEMENT COMMITTEE DECISION – ITEM 7.1**

**MOVED: Cr Bagley      SECONDED: Cr R Newton**

That the Executive Management Committee Meeting be reopened to the public at 12.30pm.

**VOTING:      CARRIED BY SIMPLE MAJORITY 3/0**

**EXECUTIVE MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 7.1**

**MOVED: Cr Bagley      SECONDED: Cr R Newton**

That Council:

1. Endorses the overall performance rating for Mr Hay as the Shire of Mingenew’s Chief Executive Officer (CEO) for the review period July 2019 to July 2020 as ‘Satisfactory’;
2. Endorses the Focus Areas and Actions for July 2020 to June 2021;
3. Schedules the 2020 annual appraisal to be commenced by the July 2021 Ordinary Meeting of Council and completed by the August 2021 Ordinary Meeting of Council; and
4. Notes that Mr Hay has not requested an increase in his remuneration package

**VOTING DETAIL:      CARRIED BY SIMPLE MAJORITY 3/0**

**8.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
 Nil

**9.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**  
 Nil

**10.0 CLOSURE**  
 The Chair declared the meeting close at 12.30pm.

**These minutes were confirmed at an Executive Management Committee meeting on**

Signed \_\_\_\_\_  
 Presiding Officer

Date: \_\_\_\_\_

4.44pm CEO N Hay returned to the meeting.

## 11 CHIEF EXECUTIVE OFFICER REPORTS

### 11.1 PROPOSED OUTBUILDING

Cr H. Newton left the room 4.45pm due to a proximity interest in this agenda item.

**Location/Address:** 10 (Lot 137) Enanty Street, Mingenew  
**Name of Applicant:** NuSteel Patios & Sheds for R.Tyndale-Powell  
**Disclosure of Interest:** Nil  
**File Reference:** A208  
**Date:** 10 August 2020  
**Author:** Simon Lancaster, DCEO/Planning Advisor, Shire of Chapman Valley  
**Senior Officer:** Nils Hay, Chief Executive Officer

#### Summary

Council is in receipt of an application for a 144m<sup>2</sup> shed upon 10 (Lot 137) Enanty Street in the Mingenew townsite. The application has been advertised for comment and no objections were received. This report recommends that Council approve the application.

#### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082006**

**Moved: Cr J Bagley**                      **Seconded: Cr A Smyth**

That Council grant formal planning approval for an outbuilding to be constructed upon 10 (Lot 137) Enanty Street, Mingenew subject to the following:

#### Conditions

- 1 Development shall be in accordance with the attached approved plans dated 19 August 2020 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 All stormwater is to be disposed of on-site to the approval of the local government.
- 4 Any soils disturbed or deposited on-site shall be stabilised to the approval of the local government.
- 5 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

#### Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

**VOTING DETAIL:**

**CARRIED 6/0**

#### Attachment

Attachment 11.1 - Copy of submitted development application

#### Background

Lot 137 is a 1,133m<sup>2</sup> property on the corner of Enanty Street and Phillip Street.

**Figure 11.1(a) – Location Plan for 10 (Lot 137) Enanty Street, Mingenew**



The applicant is proposing to construct an 18m x 8m (144m<sup>2</sup>) shed, with a wall height of 3.2m and a total gable roof height of 4.27m. The shed would be clad in Classic Cream colorbond wall and roof sheeting and roller doors, with Manor Red colorbond downpipes, gutters and flashing.

The shed would be sited 12m to the rear/east of the existing residence, setback 5m from the rear/eastern property boundary, 2m from the northern side boundary, and 5m from the Phillip Street/side property boundary.

**Figure 11.1(b) – Aerial Photograph of 10 (Lot 137) Enanty Street, Mingenew**



**Figure 11.1(c) – View of Lot 137 looking east from Enanty Street**



The applicant's submitted site, elevation and floor plans and supporting correspondence are provided as **Attachment 11.1**.

**Figure 11.1(d) – View of Lot 137 looking north from Phillip Street**



The Shire of Mingenew Outbuildings Local Planning Policy sets a maximum outbuilding area of 80m<sup>2</sup> for Mingenew townsite lots that are less than 1,500m<sup>2</sup> (and 200m<sup>2</sup> for lots greater than 1,500m<sup>2</sup>). Lot 137 is 1,133m<sup>2</sup> in area and as the application proposes variation to the policy it is unable to be determined by Shire staff under delegated authority and is presented to Council for its consideration.

The proposed shed would comply with the 4m maximum wall height and 5m maximum total roof height set by the Outbuildings Policy.

### **Comment**

It is considered that conditional approval of the application is warranted in this instance, based upon the following:

- whilst the proposed 144m<sup>2</sup> total outbuilding area exceeds the 80m<sup>2</sup> Outbuildings Policy requirement (for lot under 1,500m<sup>2</sup>) it is noted that the outbuilding would be orientated north-south so that it would be presenting its lesser elevation to the Phillip Street secondary street frontage;
- the proposed outbuilding extension would not dominate the streetscape as it would comply with the height requirements of the Outbuildings Policy and be sited behind a 1.8m high existing colorbond fence;
- the requested outbuilding area is required for the parking of a vehicle, caravan and general storage and it may be considered preferable for these items to be secured out of the weather rather than about the rear yard, not just for the applicant but also for general amenity and appearance;
- the outbuilding would be clad in matching colours to the existing colorbond fence;
- the acceptance of the proposed outbuilding as being within the character of the surrounding area may be considered to have been demonstrated through no objections being received when the application was advertised for comment.

### **Consultation**

The Shire wrote to the landowners of the 10 surrounding properties on 3 July 2020 providing details of the application and inviting comment upon the proposal prior to 24 July 2020, a sign was also erected on-site to advise of the received application and the opportunity for comment.

At the conclusion of the advertising period, no objections had had been received, and 1 submission expressing support was received.

### **Statutory Environment**

Lot 137 corner Enanty & Phillip Streets, Mingenew is zoned 'Residential R12.5' under the Shire of Mingenew Local Planning Scheme No.4.

Table 2 of the Scheme lists the objectives of the 'Residential' zone as being:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- *“(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- *...(g) any local planning policy for the Scheme area;...*
- *...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*



- (n) *the amenity of the locality including the following —*
  - (i) *environmental impacts of the development;*
  - (ii) *the character of the locality;*
  - (iii) *social impacts of the development;...*
- ...(x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;...*
- ...(zb) *any other planning consideration the local government considers appropriate.”*

### **Policy Implications**

The Shire of Mingenew ‘Outbuildings’ Local Planning Policy was adopted by Council at its 17 April 2019 meeting and reviewed at its 21 August 2019 meeting.

The Outbuildings Policy lists the following:

#### *“Objectives*

- 1 *To provide development standards for outbuildings specific to the Shire of Mingenew, as appropriate.*
- 2 *To provide a clear definition of what constitutes an “outbuilding”.*
- 3 *To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 4 *To limit the visual impact of outbuildings.*
- 5 *To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.*
- 6 *To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.”*

#### *“Policy Provisions*

##### *General*

- 1 *Pre-fabricated garden sheds, “cubby houses”, kennels and other animal enclosures (such as aviaries, stables) less than 9m<sup>2</sup> in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the house, and of a design and colour considered in keeping with the amenity of the area by the local government.*
- 2 *Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use without prior approval from Council.*
- 3 *The storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.*

##### *Height, Size and Setbacks*

*Outbuildings within the Residential, Rural Townsite or Tourism zones shall;*

- (a) *be single storey;*
- (b) *be located behind any dwelling on site;*
- (c) *meet all setback requirements set out in the Local Planning Scheme and this policy;*
- (d) *not be approved by the local government on a lot not containing a dwelling;*
- (e) *be attached to, or setback 1.8m from any dwelling and 1.2m from any septic tank.”*

A Local Planning Policy does not bind the local government in respect of any application for planning approval, but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

**Financial Implications**

The application would not have a budgetary impact to Council.

**Strategic Implications**

The Mingenew Townsite Local Planning Strategy notes in Section 4.26 'Architectural Style' that:

*"In keeping with the rural nature of the community many homes have open style fencing, larger sheds and outbuildings, rain water tanks and other modern improvements."*

**Voting Requirements**

Simple Majority

Cr H Newton returned to the room at 4.47pm.

## 11.2 WARD BOUNDARIES AND REPRESENTATION REVIEW STAGE 2

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0384  
**Disclosure of Interest:** Nil  
**Date:** 23 July 2020  
**Author:** Belinda Bow Governance Officer  
**Authorising Officer:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Absolute Majority

### Summary

The purpose of this report is to consider submissions received, if any, regarding the review of ward boundaries and elected member representation and to formulate Council's recommendation to the Local Government Advisory Board (LGAB) of its preferred ward structure and elected member representation model.

### **Key Points**

- All options discussed in this report give Council compliant elector representation ratios, meaning that electors have equitable access to their representatives irrespective of ward system or structure
- No public submissions were received during the consultation process

### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082007**

#### **OPTION TWO- [ABOLISH]**

**Moved: Cr J Bagley**                      **Seconded: Cr C Farr**

In accordance with Schedule 2.2(9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. An order be made under s2.2(1)(d) to DISCONTINUE the ward system for the Shire of Mingenew and ABOLISH all wards within the district;
2. Retain the current number of offices of councillor on the Council at seven (7); and
3. Councillors whose terms do not expire at the next ordinary election continue to serve in the district ward;

**VOTING:**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

#### **OPTION ONE- [RETAIN]**

**Lapsed for want of a mover**

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. the ward system for the Shire of Mingenew be RETAINED and no change to the ward structure (two wards- Town Ward and Rural Ward) or boundary is required.
2. Retain the current number of offices of councillor on the Council at seven (7) and their current distribution (Town Ward-4 and Rural Ward-3).

#### **OPTION THREE- [AMEND]**

**Lapsed for want of a mover**

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. the ward system (2 wards- Town Ward and Rural Ward) for the Shire of Mingenew be RETAINED;
2. That an order be made under s2.2(1)(c) to AMEND the ward boundary as per figure 3 within this report; and

3. Retain the current number of offices of councillor on the Council at seven (7) and their current distribution (Town Ward-4 and Rural Ward-3).

### **Attachments**

Nil

### **Background**

Schedule 2.2 cl. 6 of the *Local Government Act 1995* (the Act) requires local governments with wards to carry out a review of its ward boundaries and the number of councillor representatives from time to time so that no more than eight years elapses between successive reviews.

The Shire of Mingenew (the Shire) last undertook a formal review of its ward boundaries and representation in 2012. The outcomes of the 2012 review were:

1. The retention of the existing two Wards; [Town and Rural], and
2. The retention of the existing number of offices of councillor for each ward [being 3 Rural and 4 Town].

Given the length of time since the last review and in preparation for the 2021 elections, Council resolved on 17 June 2020 to undertake further review of its ward and representation system. A Discussion Paper for public consultation was endorsed (on the 17 June 2020) which detailed the current system, provided a broad assessment of the Shire's characteristics against factors required to be considered as per the act (communities of interest, demographic trends, economic factors, topographical and physical features and councillor to elector ratio) and proposed to electors alternatives to retaining the status quo. The two alternatives explored in the discussion paper were the discontinuation of the ward system and the amendment of the existing boundary to encompass peri-urban blocks. Whilst the reduction or increase in Councillor numbers (representation) was not mentioned explicitly, the paper conveyed that electors had the opportunity to submit their views around how they would like to be represented going forward.

To comply with the LGA, public notice of the review was given via The Midwest Times on 24 June 2020, advertising also occurred via the Shire's official website page, social media page, and SMS text service. The Mandatory 6-week consultation period closed on the 10th August 2020 (see time and schedule below).

Fig 1- Ward Boundary & Representation Review- Prescribed Schedule and Proposed Timeline

<b>Date</b>	<b>Action</b>	<b>Status</b>
20 May 2020	Concept Forum- Discussion paper put to councillors for feedback	<b>Completed</b>
17 June 2020	Council meeting –Council resolve that the Shire will conduct a Ward Boundary & Representation Review following the provision of local public notice as required by the Act	<b>Completed</b>
24 June 2020	Notice provided and the community consultation period opens – Shire provides six weeks local public notice of review, and invites submissions	<b>Completed</b>
10 August 2020	Public consultation closes 5pm.	<b>Completed</b>
11 August 2020	Review conducted - GO reviews statutory requirements and submissions / public comments and provides a discussion paper recommending ward and representation changes (if any). An executive summary to be completed.	<b>Completed</b>
19 August 2020	Council meeting – Council considers recommendations and may, by absolute majority, propose changes to the LGAB in writing	<b>Pending</b>
21-25 August	Notification to Local Government Advisory Board	<b>Pending</b>
	Local Government Advisory Board considers review and makes a recommendation to the Minister	
	Minister to implement any changes prior to 2021 Local Government Election	

On close of submissions, no public feedback had been received. Council are now required to consider the below listed options and determine what course of action they would like to recommend to the Local Government Advisory Board (LGAB).

- The creation of new wards;
- The changing of ward boundaries;
- Abolishing any or all wards;
- The changing of the name of a district or a ward;
- Changing of the number of Councillors;
- Specifying or changing of the number of offices of Councillor for a ward; and/or
- Retaining the status quo.

**Comment**

When considering changes to wards and representation, Schedule 2.2 of the Act requires certain factors be considered by the local government during examination, including:

1. Community of interest
2. Physical and topographic features
3. Demographic trends
4. Economic factors
5. Ratio of elected members to electors in the various wards (ratio must be within 10%).

These factors have been described in detail below for each scenario.

**Current situation and Option 1** – RETAIN the current multi-ward structure (Town and Rural) and the seven (7) councillor offices with 4 being in Town Ward and 3 being in Rural Ward);

The Ward system, boundary and councillor offices, both in number and in distribution, remain as they are. Given that the ratio of electors to council members currently complies with the requirements of the Act, it is not necessary for any changes to be made to the wards or representation system.

Fig 2- Current ward boundary

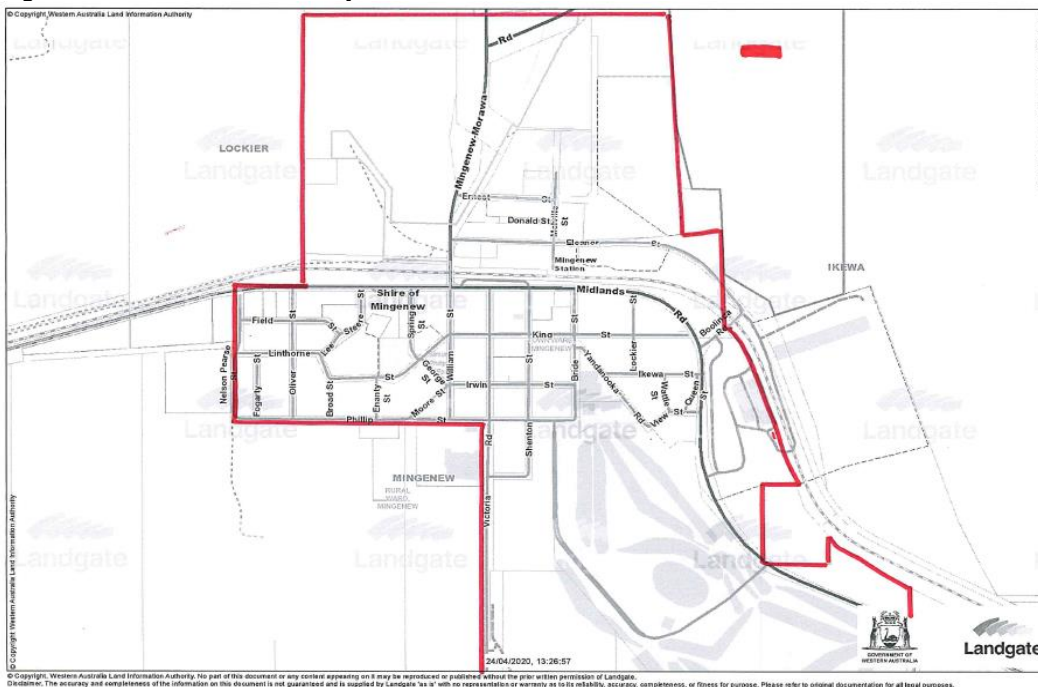


Fig 3-Advantages and disadvantages of a multi-ward system:

Advantages of a multi-ward system	Disadvantages of a multi-ward system
Councillors are more likely to be truly local representatives, easily accessible to residents and aware/understanding of local issues.	Councillors may be elected on minor or parochial issues and lack a perspective of what policies benefit the local government as a whole.
Major communities of interest are more likely to be represented within a ward as opposed to a no ward system.	Groups may form within the Council based on multi councillor wards, leading to possible division between councillors.
	Electors whom own properties in multiple wards and are registered on the Owners and Occupiers Role are able to vote in and therefore influence, a ward election which is not their primary ward.
	Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
	Inequity may occur in situations where potential elected members in a more socioeconomically advantaged ward own properties (and can therefore run for office) in multiple wards, whilst those in less socioeconomically advantaged wards are limited in their ability to run for office in multiple wards

## Consideration of Factors as required by the LGA for Option 1

### 1- Ratio of elected members to electors in the various wards

*The percentage ratio deviation is a measurement that is considered by the LGAB to be the principal consideration when reviewing wards and representation. It is the percentage difference between the average councillor/elector ratio for the whole district and the councillor/elector ratio for each ward. This ratio should be as even as possible across wards so that electors have equal representation, however given that some variation is inevitable, the **LGAB requires any deviation to be within plus or minus 10% of the district average.***

The table below demonstrates the Shire's current ward and representation system and its percentage ratio deviation. It is evident from the statistics below that the Shire's current system results in a comparable elected member ratio across its 2 wards with its percentage ratio deviation falling within the acceptable range as required by the Board.

Ward	Number of Electors*	Number of Councillors	Elected Member Ratio	Percentage Ratio Deviation
Rural	123 [41.84%]	3	1:41	+2.38%**

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Town	171 [58.16%]	4	1:42.75	-1.79%**
Total	294 [100%]	7	1:41.87	N/A

\* Statistics extracted from the WA Electoral Commission's "Local government enrolment statistics reports 2 April 2020".

\*\*A negative (-) indicates underrepresentation whilst a positive (+) indicates overrepresentation.

### 2- Physical and Topographic features

*These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man-made features such as railway lines and freeways.*

*The most significant natural features of the Shire are Coalseam Conservation Park, Depot Hill, Mingenew Hill and the Parmelia Aquifer that runs under a large portion of the Shire.*

*Significant physical features within the Shire include the Arc Infrastructure rail track, the CBH site and the main arterial roads including:*

1. *Mingenew Morawa Rd*
2. *Midlands Rd*
3. *Mingenew South Road*
4. *Mingenew Mullewa Rd.*

Currently the ward boundary partially skirts the townsite's perimeter via minor suburban roads and dissects the landmarks of Mingenew Hill and the CBH site. It does not follow the gazetted townsite boundary nor the town planning scheme zones. Given this, it is clear that specific topographic and/or physical features have not been used to inform the specific placement of the current ward boundary. However, in terms of the ward system, having the boundary largely delineating the townsite from the rural area means that a town/rural ward system captures the predominant characteristics of the areas concerned.

### 3- Demographic Trends

*Characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.*

*According to the ABS census data the districts population has declined 5.26% over a 5 year period (2011-2016). The total population for the district at the 2016 census was 455 persons with a median age of 42.*

It is likely that the rural ward has little capacity for population growth if the lands remain in the ownership of broadacre farming businesses. Whilst farms may be sold to buyers outside of the district, this would only see the rural ward elector numbers preserved not increased. A decrease in the rural ward elector numbers could be projected as farm properties are bought by and sold to neighbouring property owners who are already electors of the ward.

With the current focus of the Shire being on townsite housing, district tourism and business development, a small increase in new dwellings or the take up of existing empty dwellings/businesses within the town ward could occur, though unlikely to be significant enough to alter the ward's councillor/elector ratio to unacceptable parameters.

### 4- Economic Factors

*Any factor that reflects the character of economic activities and resources in the area. This includes the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks*

*Industry in the town ward is focused on service delivery and retail provision. Local administration, primary education and transport accounts for 21.6% of the district's employment. Agriculture is mainstay for both wards however grain-sheep, grain-beef and other grain growing accounts for 54.3% of employment which is entirely located in the rural ward.*

*Whilst the economic health of the town ward is somewhat reliant on the success of the farming activities in the rural ward the interdependence of the wards for employment is considered noteworthy.*

Currently the ward boundary largely reflects the character of economic activities in the district with the boundary delineating peri-urban/urban living and industry from broad acre cropping, livestock farming and rural living. Such delineation has historically been considered appropriate by Council due to the dissimilar nature of industries and occupations, lifestyle, income, property size, infrastructure and concerns between the two wards.

### 5- Community Interests

*Sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. Dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspaper and other publications. Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.*

As the Shire is a large geographical area with distinct zones of differing economic activity and lifestyle, the current urban/rural ward structure largely reflects the similarities in the characteristics of the residents in the rural and town communities and similarities in economic activities.

### **Option 2-** ABOLISH the multi-ward system and retain the seven (7) councillor offices.

Under this option wards are dispensed with altogether. Given that s2.10 of the Act requires an elected member to represent the interests of electors, ratepayers and residents of the *district* and not vote along ward lines, the eradication of the ward system should have minimal impact to electors. The table below summarises the possible advantages and disadvantages of Option 2 to provide further detail:

Advantages of 'no wards'	Disadvantages of 'no wards'
Elected members are elected by the whole community, not just a section of it.	Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
Knowledge and interest in all areas of the Council's affairs would result in broadening the views beyond the immediate concerns of those in a ward.	There is potential for an interest group to dominate the Council.
Promotes the concept of a whole-of-Shire focus, with Council members being elected by, and concerned for, the local government as a whole rather than narrower interests.	Large numbers of candidates might be confusing for voters



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Members of the community who want to approach an elected member can speak to any elected member, not just their ward representative.	May be difficult for voters to assess the performance of individual Council members.
There is balanced representation with each elected member representing the whole community.	May lead to significant communities of interest and points of view to be underrepresented.
The election process is much simpler for the community to understand and administer.	
Each voter has the opportunity to express a preference for every candidate for the council election.	
Cost saving to the rate payer as it removes the need to (re)define internal ward boundaries or conduct future ward boundary reviews.	
Electors who are registered on both the Electoral Roll and the Owners and Occupiers Role are only able to vote once for the district and not for multiple wards.	
All potential elected member candidates have equal opportunity to run for the district positions (as opposed to a situation where some may be eligible to run in multiple wards, whilst others cannot)	

For comparison sake, the ward system of neighbouring Shires within the North Midlands region is included below. Using Western Australian Electoral Commission figures, as at 2 July 2018 Mingenew was the only district to retain a ward system despite having the equal smallest elector numbers. Further, out of 137 WA Local Governments, 89 currently do not have a ward structure.

Local Government	Number of electors	No of Elected Members	Councillor Ratio	Comments
Shire of Carnamah	382	7	1:55	No Wards
Shire of Coorow	743	8	1:93	No Wards
Shire of Irwin	2656	8	1:332	No Wards
Shire of Mingenew	294	7	1:42	2 Wards
Shire of Morawa	394	7	1:56	No Wards
Shire of Moora*	1640	9	1:182	No Wards

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Shire of Perenjori	294	7- Only recently downgraded from 9 after R/V.	1:42	No Wards
Shire of Three Springs	319	7	1:46	No Wards
Shire of Chapman Valley*	987	7	-	No Wards

\*Whilst not located within the North Midlands region, the Shires are within the broader Midwest region.

**Consideration of Factors as required by the LGA for Option 2- [ABOLISH]**

**1- Ratio of elected members to electors-**

District	Number of Electors*	Number of Councillors	Elected Member Ratio	Percentage Ratio Deviation
Shire of Mingenew	294 [100%]	7	1:42	0.00

\*\*A negative (-) indicates underrepresentation whilst a positive (+) indicates overrepresentation.

**2- Topographical or Physical Features- N/A**

**3- Demographic Trends- N/A**

**4- Economic Factors**

Whilst option 1 & 3 reflect the differences in the character of economic activities within the district, the economic interdependence of both wards in terms of retail and employment opportunities suggests that abolishing the ward system would not create a large difference in terms of reflecting or impacting economic activities.

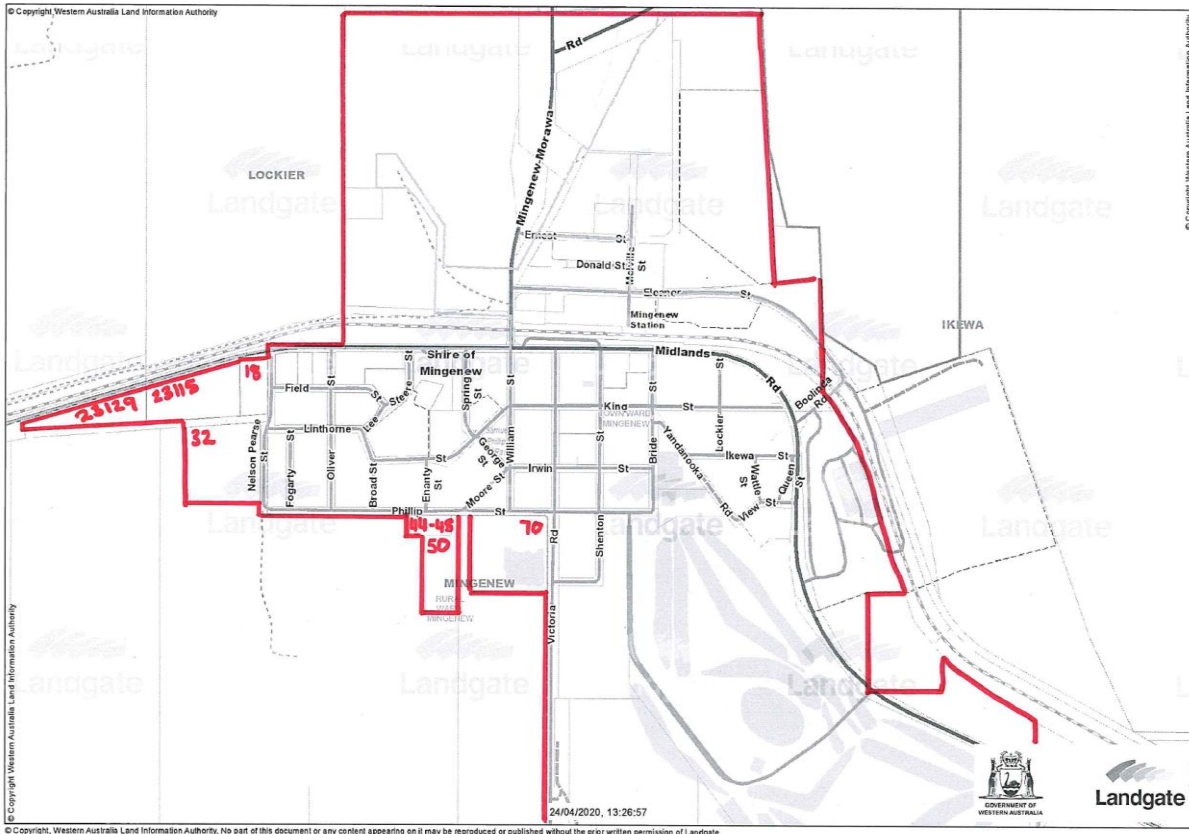
**5- Community Interests**

Whilst option 1 or 3 [retaining a ward system] could be seen by some to better represent the Shire's communities of interest, the below-listed factors could negate such an argument:

- The district's small population size;
- The dependence of both wards on the shared facilities of the district which are reflected in the local district school and Mingenew sporting teams;
- Volunteer groups and incorporated bodies in the name of the Shire are inclusive of both wards (the exception being the Shire's Volunteer Bush-Fire Brigades which are gazetted in the names of the Shire's previous ward system- Guranu, Lockier, Yandanooka, North and Town; wards which were abolished in 2004 with the exception of town ward.).
- The rural location of the entire district.

**Option 3-** RETAIN the multi-ward system, retain the seven (7) councillor offices and their distribution and AMEND the town boundary to include properties on the perimeter of the townsite.

Fig 3- Option 3 Amended Ward Boundary



Under the current ward system [and established boundary] there are several properties located on the townsite perimeter that are included in the rural ward despite being within the gazetted townsite boundary. Specifically, properties numbered 40-50 and 70 Phillips Street. A gazetted townsite boundary map can be found in attachment 1. It is proposed that the ward boundary be amended to follow the perimeter fencing of these properties before re-joining back up at Victoria Rd and Phillips St, aligning electors with the appropriate community and ward economic profile. It should be noted that property 70 is the district school so its inclusion would not affect the ward's percentage ratio deviation.

The south west border would also be extended to include properties numbered 18 and 32 Nelson Pearse St and properties numbered 23129 and 23115 Midlands Rd.

The boundary would extend north from Phillips St and follow the south and west boundary of property #32 Nelson Pearse St. It would then extend along the south boundary of property #23115 and south and south west of #23129 Midlands Rd. The boundary would follow Midlands Rd east until it re-joined at the intersection of Nelson Pearse St and Midlands Rd.

### Consideration of Factors as required by the LGA for Option 3- [RETAIN BUT AMEND]

#### 1- Ratio of elected members to electors-

The impact to the elected member ratio would see a slight over-representation of electors in the rural ward, however the percentage ratio is still within the acceptable parameters as set by the LGAB. (Based on the assumption that the population shifted are enrolled electors):

Ward	Number of Electors*	Number of Councillors	Elected Member Ratio	Percentage Ratio Deviation
Rural	115 [38.4%]	3	1:38	+8.73%**
Town	179 [61.6%]	4	1:45	-6.55%**
Total	294 [100%]	7	1:42	N/A

\*\*A negative (-) indicates underrepresentation whilst a positive (+) indicates overrepresentation.

## 2- Topographical or Physical Features-

By amending the boundary as proposed, it would align the entire south and south east town ward boundary with the gazetted townsite boundary which, whilst wards are not required to do so, does achieve a sense of consistency and practicality for electors. Further by implementing the above alteration, the town ward would then encompass all urban (town) and peri-urban areas of the district.

Whilst ideally the boundary dissecting Mingenew Hill would be altered to retain the integrity of the natural feature, the current absence of population in that area negates an amendment as it would deliver little benefit for this review period. As per option 1 while there are no physical or topographical features that could be readily applied to assist in deciding how wards might be structured, an urban/ rural ward structure does reflect the predominant characteristics of the areas concerned.

3- Demographic Trends- N/A

4- Economic Factors- N/A

## Community Interests-

As per option 1 an urban/rural ward structure largely reflects similarities in the characteristics of the residents in the rural and town communities and similarities in economic activities.

## Consultation

- Nils Hay, Chief Executive Officer
- Simon Lancaster, Shire of Chapman Valley (Planning advice)
- Department of Local Government, Sport and Cultural Industries- A Guide for Local Governments “How to conduct a review of wards and representation for local governments with and without a ward system, October 2017”
- Whilst no responses were received, a concerted effort was made to consult with the community

## Statutory Environment

*Local Government Act 1995*

Part 2 Division 1- Constitution of local government- Districts and Wards

Part 4 - Elections and other polls

Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

Schedule 2.2 – Provisions about names, wards and representation

### **2.2. Districts may be divided into wards**

- (1) *The Governor, on the recommendation of the Minister, may make an order —*
- dividing a district into wards; or*
  - creating new wards in a district that is already divided into wards; or*
  - changing the boundaries of a ward; or*
  - abolishing any or all of the wards into which a district is divided; or*
  - as to a combination of any of those matters.*

- (2) *For the purposes of this Act —*
  - (a) *an order that divides a district into wards is to be regarded as establishing a ward system for the district; and*
  - (b) *an order that abolishes all of the wards into which a district is divided and does not create new wards, is to be regarded as discontinuing the ward system for the district.*
- (3) *Schedule 2.2 (which deals with wards and representation) has effect.*
- (4) *The Minister can only make a recommendation under subsection (1) if the Advisory Board has recommended under Schedule 2.2 that the order in question should be made.*

**2.18. Fixing and changing number of councillors**

- (1) *When a local government is newly established the Governor, by order made on the recommendation of the Minister, is to —*
  - (a) *specify the number of offices of councillor on the council of the local government; and*
  - (b) *if the district is to have a ward system, specify the numbers of offices of councillor for the wards.*
- (2) *When an order is made under section 2.2 discontinuing a ward system for a district, the number of offices of councillor on the council remains unchanged unless the order specifies otherwise.*
- (3) *The Governor, on the recommendation of the Minister, may make an order —*
  - (a) *changing the number of offices of councillor on a council; or*
  - (b) *specifying or changing the number of offices of councillor for a ward; or*
  - (c) *as to a combination of those matters.*
- (4) *The Minister can only make a recommendation under subsection (1) or (3) if the Advisory Board has recommended under Schedule 2.2 that the order in question should be made.*

**Schedule 2.2 — Provisions about names, wards and representation**

**6. Local government with wards to review periodically**

- (1) *A local government the district of which is divided into wards is to carry out reviews of —*
  - (a) *its ward boundaries; and*
  - (b) *the number of offices of councillor for each ward,*  
*from time to time so that not more than 8 years elapse between successive reviews.*
- (2) *A local government the district of which is not divided into wards may carry out reviews as to —*
  - (a) *whether or not the district should be divided into wards; and*
  - (b) *if so —*
    - (i) *what the ward boundaries should be; and*
    - (ii) *the number of offices of councillor there should be for each ward,*  
*from time to time so that not more than 8 years elapse between successive reviews.*
- (3) *A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.*  
*[Clause 6 amended: No. 49 of 2004 s. 68(5) and (6).]*

**7. Reviews**

- (1) *Before carrying out a review a local government has to give local public notice advising —*
  - (a) *that the review is to be carried out; and*
  - (b) *that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.*
- (2) *In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.*

**8. Matters to be considered in respect of wards**

- (1) *Before a local government proposes that an order be made —*
  - (a) *to do any of the matters in section 2.2(1), other than discontinuing a ward system; or*
  - (b) *to specify or change the number of offices of councillor for a ward,*  
*or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —*
    - (c) *community of interests; and*
    - (d) *physical and topographic features; and*
    - (e) *demographic trends; and*

- (f) economic factors; and
- (g) the ratio of councillors to electors in the various wards.

[Clause 8 amended: No. 49 of 2004 s. 68(7).]

**9. Proposal by local government**

- (1) On completing a review, the local government is to make a report in writing to the Advisory Board and may propose\* to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.  
\* Absolute majority required.

**10. Recommendation by Advisory Board**

- (1) Where under clause 5(b) a local government proposes to the Advisory Board the making of an order under section 2.2(1), 2.3(3) or 2.18(3), and the Board is of the opinion that the proposal is —
  - (a) one of a minor nature; and
  - (b) not one about which public submissions need be invited,the Board, in a written report to the Minister, is to recommend the making of the order but otherwise is to inform the local government accordingly and the local government is to carry out a review.
- (2) Where under clause 9 a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8 that, in the Board's opinion, correctly takes into account the matters referred to in clause 8(c) to (g), the Board, in a written report to the Minister, is to recommend the making of the order.
- (3) Where a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8, or that a submission under clause 4(2) be rejected, that, in the Board's opinion, does not correctly take into account the matters referred to in that clause —
  - (a) the Board may inform the local government accordingly and notify the local government that a proposal that does correctly take those matters into account is to be made within such time as is set out in the notice; and
  - (b) if the local government does not make a proposal as required by a notice under paragraph (a), the Board may, in a written report to the Minister, recommend\* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account those matters.  
\* Absolute majority required.
- (4) Where a local government fails to carry out a review as required by clause 6, the Advisory Board, in a written report to the Minister, may recommend\* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account the matters referred to in clause 8.  
\* Absolute majority required.

**Policy Implications**

There are no perceived policy implications arising from the officer's recommendation.

**Financial Implications**

A small financial saving could be realised if the ward structure were abolished due to the Shire no longer having to fulfil the statutory ward boundary review every 8 years and the running of 2 separate ward elections every 2 years.

**Risk Management Implications**

Nil. Community consultation has occurred.

**Strategic Implications**

The officer recommendation is consistent with the Shire's Strategic Community Plan priority areas:

1.3.1- Provide a high level of compliance with external regulators;

1.2.2- Enhance open and trusting communication between council and the community.

### 11.3 WALGA STATE COUNCIL MEETING – 2 SEPTEMBER 2020

**Cr C. Farr- Impartiality interest given she owns/manages a caravan park. Was not required to leave the room.**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0118  
**Disclosure of Interest:** Nil  
**Date:** 12 August 2020  
**Author:** Erin Greaves  
**Authorising Officer:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Simple Minority

#### Summary

To consider and vote on the WALGA State Council Matters for Decision and submit those to the Council.

#### Key Points

- The WALGA State council Meeting is scheduled to be held on 2 September 2020 commencing at 4pm.
- The Shire of Mingenew is represented at State Council by Cr Karen Chappel, Deputy President of WALGA and Chair of the Northern Country Zone of WALGA.
- The next WALGA Northern Country Zone meeting is proposed to be held on 24 August 2020

#### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082008**

**Moved: Cr H McTaggart      Seconded: Cr J Bagley**

#### **PART A**

That Council supports WALGA's recommendations submitted in the 2 September 2020 WALGA State Council Meeting Agenda, as follows:

#### Item 5.1 Park home Approvals and the *Caravan Parks and Camping Grounds Act 1995* (05-018-02-0002 VJ)

That WALGA requests the State Government to:

1. Urgently amend the *Caravan Parks and Camping Grounds Act 1995* to allow the continued lawful placement of new manufactured homes on caravan park sites until 2030; and
2. Undertake a full review of the *Caravan Parks and Camping Grounds Act 1995* and associated legislation and regulations.

#### Item 5.2 Submission on Decision Paper – Swimming Pool and Safety Barrier Control (05-015-02-0010 VJ)

That the submission on the Decision Paper on Swimming Pool and Safety Barrier Control, be endorsed.

#### Item 5.3 Development Assessment Panels (05-047-01-0016 CH)

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 Development Assessment Panel to act as the decision maker where the proposal has a value of \$10 million or greater, and replace this with an 'opt in' mechanism or 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.

Item 5.4 Air Handling Discussion Paper Part Two (05-031-01-0001 BW)

That the submission to the Department of Health in response to the Air Handling discussion paper Part Two be endorsed.

**PART B**

That Council notes the Information Reports provided within the 2 September 2020 WALGA State Council Meeting Agenda, as follows:

Item 6.1 COBID-19 Pandemic – Update

Item 6.2 *Planning and Development Amendment Act 2020* (06-03-01-2001 VJ)

Item 6.3 Australian Fire Danger Rating System (AFDRS) Program (05-024-03-0035 EDR)

Item 6.4 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

Item 7.1 Key Activity Reports

7.1.1 Commercial and Communications

7.1.2 Governance and Organisational Services

7.1.3 Infrastructure

7.1.4 Strategy, Policy and Planning

Item 7.2 Policy Forum Reports

**VOTING DETAILS:**

**CARRIED 7/0**

**Attachment**

11.3.1 WALGA State Council Agenda – 2 September 2020

**Background**

The WALGA State Council Agenda provides significant background around each matter presented for decision however a summary and comment for each Item is provided below:

Item 5.1 Park home Approvals and the Caravan Parks and Camping Grounds Act 1995 (Page 5)

The State Administrative Tribunal (SAT) has identified a number of conflicting controls within the current WA legislation in relation to manufactured homes on caravan park sites. Under the Act currently, 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.

New regulations have addressed this issue in relation to park homes in place in mid-2019 but it does not change the controls for homes beyond this point. It is therefore, proposed by WALGA that the legislation be reviewed to provide clarity and regulatory control in the short term.

Item 5.2 Submission on Decision Paper – Swimming Pool and Safety Barrier Control (Page 7)

The Department of Mines, Industry, Regulation and Safety (DMIRS) recently released a Decision Paper outlining proposed legislation changes recommended in relation to swimming pool and safety barrier controls that has been informed by previous local government consultation.

WALGA's submission on the Decision Paper reflect the following issues:

- The fee structures cannot claim to be cost recovery if a maximum fee is regulated
- Further work is required regarding 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.

The positions advocated by WALGA have been developed based on consultation with local government experts in this field.

Item 5.3 Development Assessment Panels (Page 16)



Following a review of the Development Assessment Panels system, WALGA are advocating for various reform proposals (as provide in the recommendations above) to improve statutory compliance, transparency, efficiency and processing times of applications.

Item 5.4 Air Handling Discussion Paper Part Two (Page 18)

Air Handling Units (A.H.U's) condition and distribute air within a building, usually medium to large commercial and industrial buildings. Several regulatory changes have been proposed as part of Phase 5 of the transition from requirements under the *Health Act 1911* to the *Public Health Act 2016*. The changes are focused on reducing health risks and improving enforcement and controls, although the report does note this is a low risk matter for local governments. To monitor and regulate these systems quite specific, technical knowledge is required and this would be challenging to enforce by local government given the minimal amount of systems in operation and local governments affected, therefore the Department of Health is recommended as the appropriate enforcement agency.

**Comment**

The Council Agenda also provides a number of reports for information purposes. Comment is provided below on any matters considered of interest or applicable to the Shire:

Item 6.1 COVID-19 Pandemic

The State Recovery Controller has indicated that 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 (Page 28 of 63)
4. monitor recovery progress and report any emerging issues and key actions taken at the local level to the State.

The State's Recovery Plan includes initiatives aimed at promoting regional WA investment and boosting local economies that are targeted at road safety improvements, funding for sport and community infrastructure, renewable energy biodiversity projects. Information regarding the Plan and impacts on Local Governments will be rolled out progressively.

Item 6.2 Planning and Development Amendment Act 2020 (Page 31)

WALGA advise of two applicable policy positions in regard to the Planning and Development Amendment Act 2020:

- 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.

Whilst the amendments to the Planning and Development Act 2005 were in response to the COVID-19 Pandemic and general improvements of the planning system, WALGA notes a number of concerns regarding the exclusion of local input for planning and development decision making for certain developments, the haste with which reform measures had been developed and minimal consultation provided from the Local Government industry.

Regulations will now be drafted to provide guidance on the implementation of the new Act.

Item 6.3 Australian Fire Danger Rating System (AFDRS) Program (Page 34)

A new national fire danger rating system, the Australia Fire Danger Rating System (AFDRS), is being developed based on recent learnings and scientific research, to improve the overall fire risk. An Implementation Plan is being developed by Department of Fire and Emergency Services (DFES) to ensure affected stakeholders understand and will be prepared for any changes.

DFES advise Local Governments that they should suspend investment in current fire danger rating signage (where applicable) until a final prototype has been finalised.

Item 6.4 Report Municipal Waste Advisory council (MWAC) (Page 36)

This Information report summarises the outcomes of the MWAC's most recent meeting held 24 June 2020. Key outcomes of the meeting include:

Draft Waste Reform Submission – MWAC endorsed the draft Submission on the DWER Consultation Paper Closing the Loop: Waste Reforms for a Circular Economy.

Draft Waste Levy Submission – MWAC endorse the draft Submission on the Review of the Waste Levy.

Waste Authority Business Plans and Annual Report – MWAC noted the analysis of the 2018/19 and 2019/20 Waste Authority Business Plans and 2018/19 Annual Report.

No further comment is provided on WALGA's Key Activity Reports or Policy Forum Reports.

**Consultation**

WALGA

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Community Strategic Plan

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner.



# State Council Agenda

## 2 September 2020

## NOTICE OF MEETING

Meeting of the Western Australian Local Government Association State Council to be held at WALGA, on Wednesday 2 September commencing at 4pm.

### 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 Cate McCullough President Cr Malcolm Cullen President Cr Cheryl Cowell President Cr Stephen Strange Cr Ronnie Fleay Cr Chris Mitchell JP Cr Les Price Cr Frank Cvitan JP Mayor Mark Irwin Cr Russ Fishwick JP 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 Officio	Chair Commissioner, City of Perth Local Government Professionals WA	Mr Andrew Hammond Mr Jamie Parry
Guests	LGIS Chair LGIS Chief Executive Officer	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 Degebrott

#### 1.2 Apologies

## 1.3 Announcements

1.3.1 WALGA acknowledges the Whadjuk Nyoongar people who are the Traditional Custodians of this land we meet on today and pays respects to their Elders past, present and future.

1.3.2 Mr Peter Forbes, Chair LGIS and Mr Jonathan Seth, Chief Executive Officer LGIS, will present to the meeting on LGIS activities.

## 2. MINUTES

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### 2.1 Minutes of Meeting Held 1 July 2020

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#### Recommendation

That the Minutes of the State Council meeting held Wednesday [1 July 2020](#) be confirmed as a true and correct record of proceedings.

## 3. 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.

## 4. EMERGING ISSUES

Notification of emerging issues must be provided to the Chair no later than 24 hours prior to the meeting.

- As per matter listed

## 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**

To be advised following Zone meetings.

**9. DATE OF NEXT MEETING**

**Recommendation**

That the next meeting of the WALGA State Council to be held at WALGA on Wednesday 2 December 2020.

**10. 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

#### Recommendation

That WALGA requests the State Government to:

1. Urgently amend the *Caravan Parks and Camping Grounds Act 1995* to allow the continued lawful placement of new manufactured homes on caravan park sites until 2030; and
2. Undertake a full review of the *Caravan Parks and Camping Grounds Act 1995* and associated legislation and regulations.

#### 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.

## 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*

### Recommendation

**That the submission on the Decision Paper on Swimming Pool and Safety Barrier Control, be endorsed.**

### 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.

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. 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

### Recommendation

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 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.

### 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.

## 5.4 Air Handling Discussion Paper Part Two (05-031-01-0001 BW)

By Bec Waddington, Policy Officer, Community

### Recommendation

**That the submission to the Department of Health in response to the Air Handling discussion paper Part Two be endorsed.**

### 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

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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

## 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.**

#### Recommendation

That the information contained in this report be noted.

#### 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

### **Recommendation**

That the advocacy undertaken on the *Planning and Development Amendment Act 2020* be noted.

### **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*

### **Recommendation**

**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.**

### **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*

### Recommendation

**That the resolutions of the Municipal Waste Advisory Council at its 24 June 2020 meeting be noted.**

### 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*

#### **Recommendation**

**That the Key Activity Report from the Commercial and Communications unit to the September 2020 State Council meeting be noted.**

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**

## 7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

By Tony Brown, Executive Manager Governance & Organisational Services

### Recommendation

**That the Key Activity Report from the Governance and Organisational Services Unit to the September 2020 State Council meeting be noted.**

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

#### Recommendation

**That the Key Activity Report from the Infrastructure Unit to the September 2020 State Council meeting be noted.**

#### 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

### Recommendation

**That the Key Activity Report from the Strategy, Policy and Planning Team to the September 2020 State Council meeting be noted.**

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.

#### **Recommendation**

**That the report on the key activities of the Association's Policy Forums to the September 2020 State Council Meeting be noted.**

#### **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.

## 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 context of Western Australia's Criminal Code, and consider 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 GROH building projects with LG's.	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>			
<p><b>2020 July 1</b>  <b>Item 5.5</b>            LGIS Board            Minutes – 14 May 2020</p>	<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
<p><b>2020 July 1</b>  <b>Item 8</b>            South West            Country Zone            Universal Elected            Member Training</p>	<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
<p><b>2020 May 6</b>  <b>Item 4.1</b>            COVID-19            Pandemic –            WALGA            Response</p>	<p>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.</p> <p><u>RESOLUTION 57.2/2020</u></p>	<p>This item noted WALGA's advocacy on COVID-19 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>		
<b>2020 March 4</b> <b>Item 4.1</b> 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
<b>2020 March 4</b> <b>Item 8</b> <b>Additional Zone Resolutions</b> 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
<b>2019 Dec 4</b> <b>Item 4.1</b> 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

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<p>2019 Dec 4 Item 5.3 Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;</li> <li>2. Refer the following matters to the Working Group for further consideration:               <ol style="list-style-type: none"> <li>(a) <u>Part A – Principles - Supported</u></li> <li>(b) Part B – Behaviours                   <ol style="list-style-type: none"> <li>i. ensuring principles of natural justice can be adequately upheld in all circumstances;</li> <li>ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;</li> <li>iii. development of a template Complaints Management Policy;</li> <li>iv. reconsider the purpose of allowing ‘any person’ to make a complaint;</li> <li>v. ensuring Committee Members and Candidates are included in Part B; and</li> <li>vi. re-naming ‘Rules’ to an appropriate term throughout Part B.</li> <li>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></li> </ol> </li> <li>(c) Part C – Rules of Conduct                   <ol style="list-style-type: none"> <li>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</li> <li>ii. review the proposal to amend the definition of an ‘interest’ relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.</li> <li>iii. <u>Develop a complaint process that is carried out by DLGSC or another party (which must be external of</u></li> </ol> </li> </ol> </li> </ol>	<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.</p> <p>Advice from the Department is that the Regulations need to be finalised by the end of this year.</p>	<p>Ongoing</p>	<p>Tony Brown Executive Manager Governance &amp; Organisational Services</p>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	<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 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.</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><b>2019 Dec 4</b> <b>Item 5.4</b> 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>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<b>2019 Dec 4</b> <b>Item 5.6</b> 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 include in the "Audit Results Report" for each financial year, 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
<b>2019 Dec 4</b> <b>Item 5.8</b> 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

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<b>2019 Dec 4</b> <b>Item 5.10</b> 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 the State Council's recommendation.  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. If a local government isn't providing this data, the CTF may still require information direct from those Local Governments.  The Minister for Education & Training has also provided a response, similar in content to the CTF letter, that Local Government provides a 'one stop shop' for Industries payment of the fees.  Awaiting the CTF to arrange a meeting on the issue.	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
<b>2019 Sept 6</b> <b>Item 9.1</b> 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 funding of the program requested.	Complete	Ian Duncan Executive Manager Infrastructure
<b>2018 December 5</b> <b>Item 4.1</b>	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

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
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. 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.  <u>RESOLUTION 131.7/2018</u>			Strategy, Policy and Planning
<b>2018 December 5</b> <b>Item 5.1</b> Proposed Removal by Main Roads WA of the "Letter of Approval" Restricted Access Vehicle Operating Condition	That WALGA: 1. Opposes withdrawal of the "Letter of Approval" 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
<b>2018 December 5</b> <b>Item 5.9</b> 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

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
		<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><b>2018 September 7</b> 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>Following the SAPPR Review Panel's report to Government, which identified unresolved 'gateway issues' – 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 Chair on 27 September to reiterate WALGA's in-principle support for the SAPPR, 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>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
<p><b>2018 July 4 5.7</b> 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 <b>Bill</b>) 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 <b>89%</b> of Local Governments to effectively transition, over the proposed two year period, to the State IR system.</p>	Ongoing	Tony Brown Exec Manager Governance & Organisational Services



MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
		<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>The State Government's proposal is reliant on the endorsement of the Federal Minister.</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>		
<p><b>2017 July 5</b>  <b>5.5</b>            Corella Project            (05-046-02-0003            MH)</p>	<p>That State Council</p> <ol style="list-style-type: none"> <li>1. Note the outcomes of the Coordinated Corella Control pilot program.</li> <li>2. Endorse WALGA's proposed approach to the continuation and expansion of the Program in 2017/18.</li> <li>3. Seek to have the program expanded to the whole of the State, including the provision of adequate resources.</li> </ol>	<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>	<p>Ongoing</p>	<p>Mark Batty            Exec Manager            Strategy, Policy and            Planning</p>

## 11.4 DISPOSAL OF SHIRE LAND BY PUBLIC TENDER

Cr H Newton and Cr R Newton left the room at 4.52pm due to a proximity interest in this agenda item.

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	A308, A211, A353, A351, A350, A349, A503, A502 & A285,
<b>Date:</b>	11 August 2020
<b>Author:</b>	Nils Hay, CEO
<b>Voting Requirement:</b>	Simple Majority

### Summary

Council is seeking to dispose of up to 9 blocks of land in the Mingenew Townsite, by public tender process. The sales process will be designed to support the growth of Mingenew's population.

### Key Points

- Council has nine blocks in the townsite proposed for disposition by tender
- Preference to be given to those looking to build and live in, and contribute to Mingenew
- State and Federal incentives to build are currently in place, until at least 31 December 2020
- Selection criteria have been developed to allow Council to target buyers who will invest in the town and community

### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082009**

**Moved: Cr C Farr**

**Seconded: Cr J Bagley**

That Council:

1. Seeks to dispose, by way of public tender, the following parcels of land in the Mingenew townsite: Lots 14 and 19 on DP222813, Lots 163, 164, 176, 177, 178 and 184 on P2893 and Lot 100 on DP174741; and
2. Intends to utilize the selection criteria in attachment 11.4.3 to assess tender submissions.

**VOTING DETAILS:**

**CARRIED 5/0**

### Attachment

- 11.4.1 Map showing lots proposed for sale
- 11.4.2 Valuations of lots proposed for sale (Confidential)
- 11.4.3 Proposed tender selection criteria

### Background

Following the recent relinquishment of 6 blocks of land back to Council, coupled with time-limited State and Federal incentives for home-builders, the coming months are a potentially opportune time for Council to seek to dispose of land in the Mingenew townsite, with a view to encouraging new development and growth. The following blocks of land (indicated in the attached map) have been proposed:

- 35 & 38 King Street (L14 and L19 on DP222813)
- 29, 36, 38 & 40 Oliver Street (L184, 176, 177 & 178 on P2893)
- 5 & 7 Broad Street (L164 & 163 on P2893)
- 4 Queen Street (L100 on DP174741)

The valuations of those blocks have also been independently obtained and are attached under confidential cover.

For contracts signed before 31 December 2020, buyers may be eligible for the Federal Government's HomeBuilder grant and the State Government's Building Bonus scheme.

Input has been sought from Civic Legal, with regards to the drafting of contracts and management of sales process, Lateral Aspect with regards to the marketing of the properties and strategic implications and RSM have been requested to provide indicative financial modelling for potential buyers – particularly for local business owners who may consider purchasing a block to house staff.

### **Comment**

The current situation presents an opportunity for Council to seek to progress one of the key pillars of its 2019-29 Strategic Community Plan – Growing Mingenew; a supply of land exists and there are significant external incentives available courtesy of the State and Federal Governments for private parties to develop that land.

It is important though that we as a Shire use this opportunity strategically; the benefit of attracting landowners who will invest in our Shire is significant. Likewise, the risk of forgoing land to parties who will ultimately not invest, or invest minimally, in the Shire will outweigh any benefit derived from incremental increases in our rates income. As such, the sales process should be viewed as an opportunity for us to find people who will add value to our town and our community. To that end, the attached selection criteria are proposed for the tender process.

The process will allow for buyers to nominate their preferred block/s of land and for Council to assess each request on its merits. Council will reserve the right not to award a given block to any party if they do not deem any of the tender responses suitably meritorious.

The marketing will reflect this; it will be targeted at:

- Local business owners who may be looking to build affordable housing for staff to support operations in Mingenew
- Larger corporations who may be looking to build affordable housing for staff in Mingenew to support regional operations
- Existing renters in the area seeking an affordable house of their own
- Self-employed people/families seeking an affordable lifestyle change
- Investors/developers seeking an opportunity to build affordable rental property
- People/families who are looking to relocate to the region to purchase or start a business

The tender process is proposed to run for 4-6 weeks, from early September to early-mid October, allowing Council to make a decision at the 21 October 2020 Council meeting, and providing approximately two months for purchasers eligible for government incentives to sign contracts in order to access those incentives.

### **Consultation**

- Councillors
- Leadership team
- Civic Legal
- Lateral Aspect
- RSM

### **Statutory Environment**

Local Government Act 1995:

#### **3.58. *Disposing of property***

(1) *In this section —*

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

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

- (2) *Except as stated in this section, a local government can only dispose of property to —*
  - (a) *the highest bidder at public auction; or*
  - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
  - (a) *it gives local public notice of the proposed disposition —*
    - (i) *describing the property concerned; and*
    - (ii) *giving details of the proposed disposition; and*
    - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
  - and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
  - (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition —*
    - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
  - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) *any other disposition that is excluded by regulations from the application of this section.*

*Local Government (Functions and General) Regulations 1996*

**14. Publicly inviting tenders, requirements for**

- (1) *When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
- (2a) *If a local government —*
  - (a) *is required to invite a tender; or*
  - (b) *not being required to invite a tender, decides to invite a tender,*

*the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*

- (3) *The notice, whether under subregulation (1) or (2), is required to include —*
- (a) *a brief description of the goods or services required; and*
  - (b) *particulars identifying a person from whom more detailed information as to tendering may be obtained; and*
  - (c) *information as to where and how tenders may be submitted; and*
  - (d) *the date and time after which tenders cannot be submitted.*
- (4) *In subregulation (3)(b) a reference to detailed information includes a reference to —*
- (a) *such information as the local government decides should be disclosed to those interested in submitting a tender; and*
  - (b) *detailed specifications of the goods or services required; and*
  - (c) *the criteria for deciding which tender should be accepted; and*
  - (d) *whether the local government has decided to submit a tender.*
  - [(e) deleted]*
- (5) *After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.*

**Policy Implications**

Nil

**Financial Implications**

Valuations for the land in question have been obtained, and are provided in a confidential attachment. Given the proposed starting tender price of \$1 and non-weighting of price, any sales are expected to be at a loss.

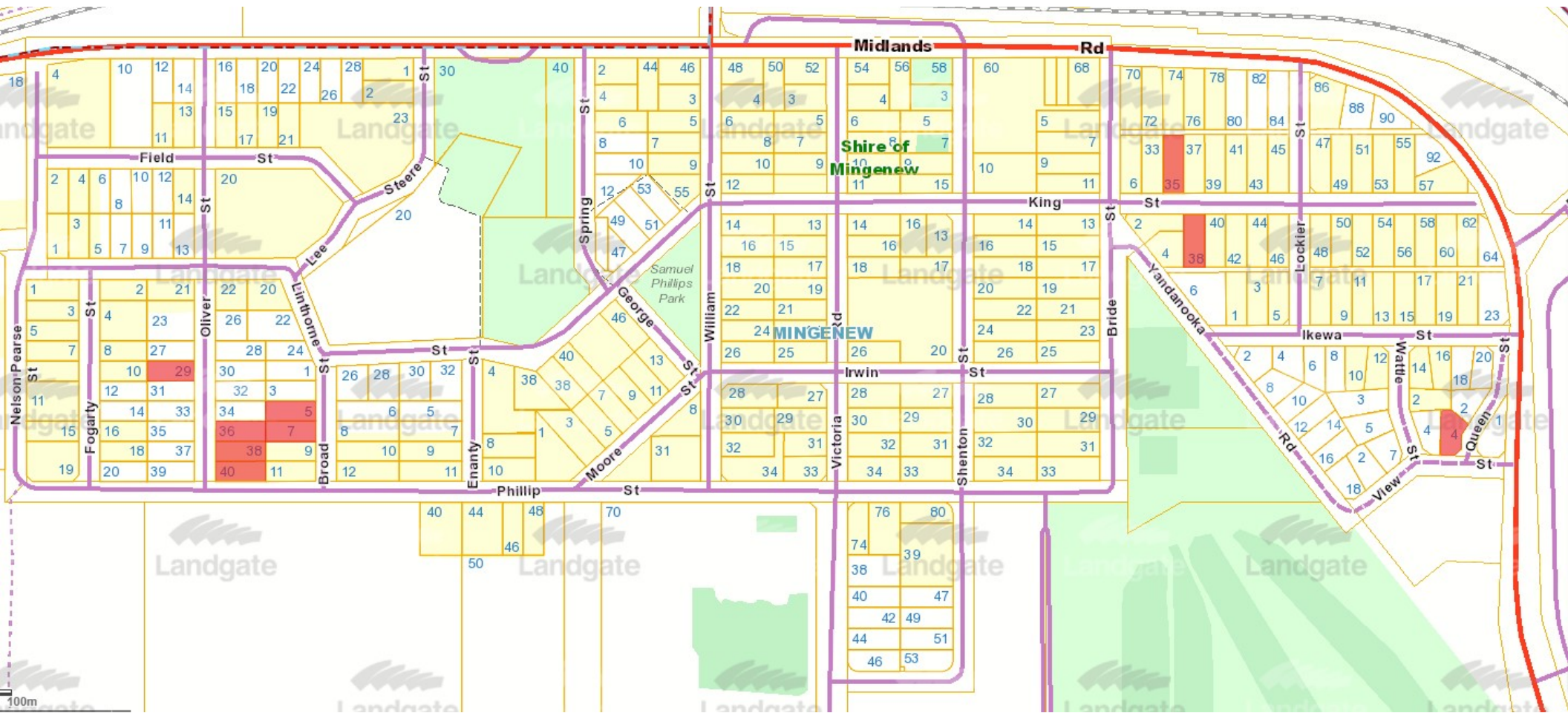
A budget item exists for the legal services anticipated to support the process.

Once transferred to a new owner, each block of land will again become rateable, resulting in an increase in the Shire's rates income.

**Strategic Implications**

Growing Mingenew is a key strategic pillar under the 2019-29 Strategic Community Plan.

Item 3.1.1b of the 2019-23 Corporate Business Plan relates to the Investigation of promotional opportunities for local land.



## Proposed Selection Criteria – Land Sale

Disposal By Public Tender: Lots 14 and 19 on DP222813, Lots 163, 164, 176, 177, 178 and 184 on P2893 and Lot 100 on DP174741

- Proposed use: WEIGHT 30%
  - o First preference to residential property (for owner to occupy at primary place of residence/live in 6 months of the year or more or for a business owner to house staff in)
  - o Second preference to investment property (for owner to place on the rental market)
  - o Third preference to holiday property (for owner to occupy for less than 6 months of the year)
  - o Those seeking to 'land bank' with no intent to develop will not be eligible
  
- Build period: WEIGHT 25%
  - o Preference to those who intend to commence and complete building within 12 months
  - o Second preference to those who intend to commence and complete building within 24 months
  - o Those who do not commence building within 24 months will be required to either:
    - Pay market valuation; or
    - Relinquish the land
  
- Community impact: WEIGHT 20%
  - o Preference will be given to buyers who can speak to how they intend to contribute to, or be a part of, the Mingenew community. This could be through a desire to participate in community or sporting groups, by working or employing locally or starting a business, by utilizing local builders for construction work – or any one of a number of ways.
  
- Local buyer: WEIGHT 15%
  - o First preference will be given to Mingenew ratepayers
  - o Second preference will be given to those who can demonstrate a familial connection to Mingenew
  - o Third preference will be given to all others
  
- Approved finance: WEIGHT 10%
  - o Those who can demonstrate finance approval or capacity to build without finance will be given preference over those without
  
- Price will not be a weighted criterion. The starting price for the tender will be \$1.
  
- The maximum number of lots a single buyer can purchase is two.

Cr H Newton and Cr R Newton returned at 4.55pm

## 12.0 FINANCE AND ADMINISTRATION MANAGER REPORTS

### 12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2020

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0304  
**Attachment/s:** Monthly Financial Report – July 2020  
**Disclosure of Interest:** Nil  
**Date:** 10 August 2020  
**Author:** Jeremy Clapham, Finance & Administration Manager  
**Voting Requirement:** Simple Majority

#### Summary

This report recommends that the Monthly Financial Report for the period ending 31 July 2020 as presented to the Council be received.

#### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082010**

**Moved: Cr H McTaggart**

**Seconded: Cr C Farr**

That the Monthly Financial Report for the period 1 July 2020 to 31 July 2020 be received.

**VOTING DETAILS:**

**CARRIED 7/0**

#### Attachment

Monthly Financial Report for period ending 31 July 2020

#### Background

The Monthly Financial Report to 31 July 2020 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances



**Comment**

<b>Summary of Funds as per bank statements – Shire of Mingenew as at 31 July 2020</b>	
Municipal Funds	\$484,548.97
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 0.9%	\$164,613
Trust Fund	\$1
Reserve fund - 3 Month Term Deposit @ 0.9%	\$427,012

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2020/21 financial year.

The Monthly Financial Report for the period ending 31 July 2020 has not yet been audited and is subject to change. No significant changes are foreseen.

**Consultation**

Nil

**Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. *Financial activity statement required each month (Act s. 6.4)*

(1A) *In this regulation —*

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in sub regulation (1)(d); and*

- (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*
- (a) *Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - (b) *Recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

**Policy Implications**

Nil

**Financial Implications**

No financial implications are indicated in this report.

**Strategic Implications**

Nil

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 July 2020**

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

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### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 10 August 2020  
Prepared by: Helen Sternick, Senior Finance Officer  
Reviewed by: Jeremy Clapham, Finance & Administration Manager

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

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

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **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 13.

### **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.

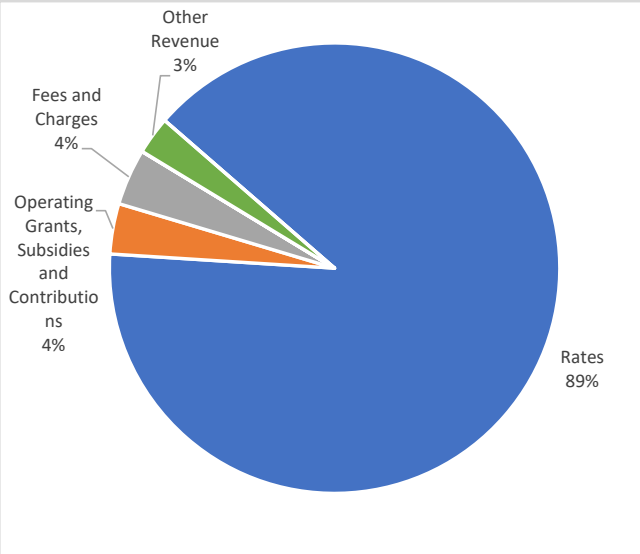
#### **CRITICAL ACCOUNTING ESTIMATES**

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.

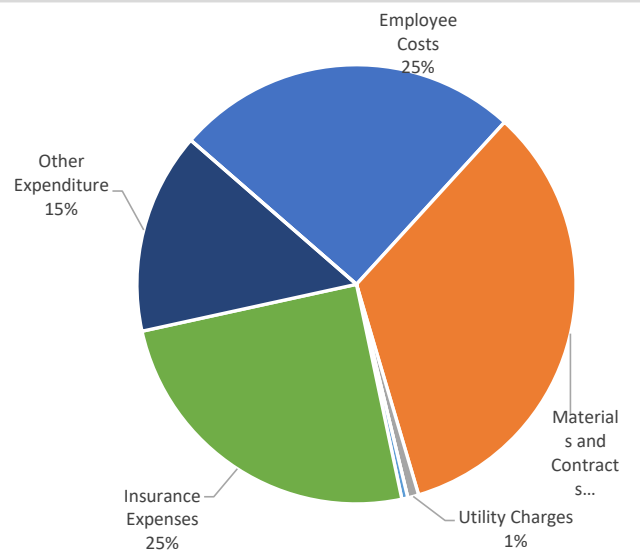
#### **ROUNDING OFF FIGURES**

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

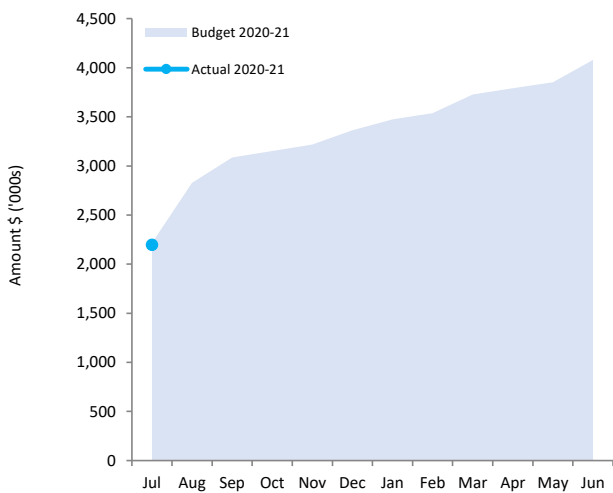
OPERATING REVENUE



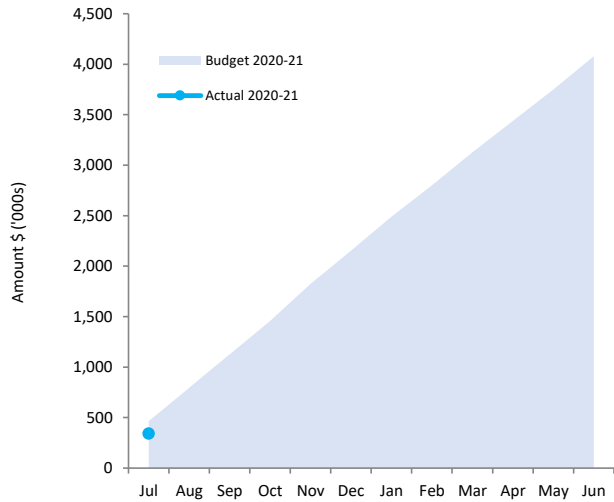
OPERATING EXPENSES



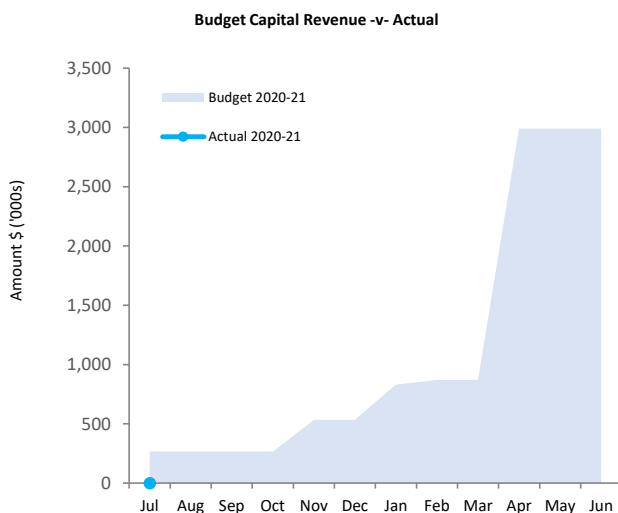
Budget Operating Revenues -v- Actual



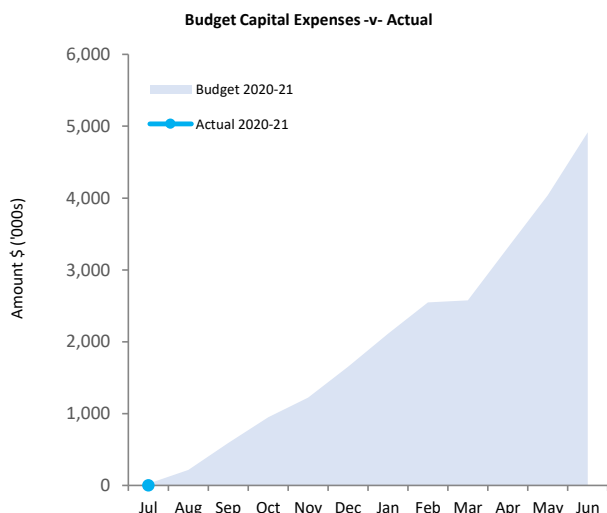
Budget Operating Expenses -v-YTD Actual



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 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>GOVERNANCE</b>	<b>ACTIVITIES</b>
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
<b>GENERAL PURPOSE FUNDING</b>	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	
To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
<b>HEALTH</b>	
To provide services to help ensure a safer community.	Food quality, pest control and inspections.
<b>EDUCATION AND WELFARE</b>	
To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
<b>HOUSING</b>	
Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
<b>COMMUNITY AMENITIES</b>	
Provide services required by the community.	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
<b>RECREATION AND CULTURE</b>	
To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
<b>TRANSPORT</b>	
To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
<b>ECONOMIC SERVICES</b>	
To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
<b>OTHER PROPERTY AND SERVICES</b>	
To provide effective and efficient administration, works operations and plant and fleet services.	Private works operations, plant repairs and operational costs. Administration overheads.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	568,521	568,521	<b>405,934</b>	(162,587)	(28.60%)	▼
<b>Revenue from operating activities</b>							
Governance		13,399	1,115	<b>6,450</b>	5,335	478.48%	▲
General Purpose Funding - Rates	5	1,975,991	1,975,241	<b>1,973,533</b>	(1,708)	(0.09%)	
General Purpose Funding - Other		1,182,941	2,326	<b>415</b>	(1,911)	(82.16%)	▼
Law, Order and Public Safety		23,750	128	<b>159</b>	31	24.22%	▲
Health		150	12	<b>0</b>	(12)	(100.00%)	▼
Education and Welfare		400	33	<b>45</b>	12	36.36%	▲
Housing		90,440	7,536	<b>8,494</b>	958	12.71%	▲
Community Amenities		89,650	72,094	<b>71,520</b>	(574)	(0.80%)	
Recreation and Culture		28,780	27,696	<b>0</b>	(27,696)	(100.00%)	▼
Transport		594,400	120,666	<b>127,956</b>	7,290	6.04%	
Economic Services		18,582	2,828	<b>5,288</b>	2,460	86.99%	▲
Other Property and Services		60,500	5,040	<b>8,295</b>	3,255	64.58%	▲
		<b>4,078,983</b>	<b>2,214,715</b>	<b>2,202,155</b>	(12,560)		
<b>Expenditure from operating activities</b>							
Governance		(343,694)	(48,147)	<b>(46,045)</b>	2,102	4.37%	
General Purpose Funding		(76,332)	(5,318)	<b>(6,271)</b>	(953)	(17.92%)	▲
Law, Order and Public Safety		(66,912)	(6,453)	<b>(13,045)</b>	(6,592)	(102.15%)	▲
Health		(80,167)	(6,675)	<b>(5,507)</b>	1,168	17.50%	▼
Education and Welfare		(111,669)	(10,113)	<b>(8,167)</b>	1,946	19.24%	▼
Housing		(159,522)	(29,619)	<b>(9,747)</b>	19,872	67.09%	▼
Community Amenities		(249,083)	(21,347)	<b>(11,517)</b>	9,830	46.05%	▼
Recreation and Culture		(992,925)	(90,954)	<b>(48,237)</b>	42,717	46.97%	▼
Transport		(1,615,122)	(133,616)	<b>(101,754)</b>	31,862	23.85%	▼
Economic Services		(302,628)	(27,317)	<b>(23,103)</b>	4,214	15.43%	▼
Other Property and Services		(80,817)	(85,729)	<b>(74,855)</b>	10,874	12.68%	▼
		<b>(4,078,871)</b>	<b>(465,288)</b>	<b>(348,248)</b>	117,040		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	125,542	<b>0</b>	(125,542)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>1,527,882</b>	<b>1,874,969</b>	<b>1,853,907</b>	(21,062)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12(b)	2,990,490	266,000	<b>0</b>	(266,000)	(100.00%)	▼
Proceeds from disposal of assets	6	35,000	0	<b>0</b>	0	0.00%	
Purchase of property, plant and equipment	7	(4,915,678)	(23,604)	<b>(4,649)</b>	18,955	80.31%	▼
<b>Amount attributable to investing activities</b>		<b>(1,890,188)</b>	<b>242,396</b>	<b>(4,649)</b>	(247,045)		
<b>Financing Activities</b>							
Repayment of Debentures	8	(161,995)	0	<b>0</b>	0	0.00%	
Principal element of finance lease payments	9	0	0	<b>(738)</b>	(738)	0.00%	
Transfer to Reserves	10	(44,221)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(206,216)</b>	<b>0</b>	<b>(738)</b>	(738)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>2,685,886</b>	<b>2,254,454</b>	(431,432)		

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2020

### 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.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

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 JULY 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	568,521	568,521	<b>405,934</b>	(162,587)	(28.60%)	▼
<b>Revenue from operating activities</b>							
Rates	5	1,975,991	1,975,241	<b>1,973,533</b>	(1,708)	(0.09%)	
Operating grants, subsidies and contributions	12(a)	1,306,100	82,041	<b>79,699</b>	(2,342)	(2.85%)	
Fees and charges		239,292	111,139	<b>89,037</b>	(22,102)	(19.89%)	▼
Interest earnings		24,381	2,031	<b>280</b>	(1,751)	(86.21%)	▼
Other revenue		531,219	44,263	<b>59,605</b>	15,342	34.66%	▲
Profit on disposal of assets	6	2,000	0	<b>0</b>	0	0.00%	
		<b>4,078,983</b>	<b>2,214,715</b>	<b>2,202,154</b>	(12,561)		
<b>Expenditure from operating activities</b>							
Employee costs		(1,031,488)	(92,970)	<b>(88,423)</b>	4,547	4.89%	
Materials and contracts		(708,353)	(121,899)	<b>(117,185)</b>	4,714	3.87%	
Utility charges		(93,002)	(7,878)	<b>(2,833)</b>	5,045	64.04%	▼
Depreciation on non-current assets		(1,506,670)	(125,542)	<b>0</b>	125,542	100.00%	▼
Interest expenses		(10,686)	(290)	<b>(1,533)</b>	(1,243)	(428.62%)	▼
Insurance expenses		(120,997)	(68,789)	<b>(86,671)</b>	(17,882)	(26.00%)	▲
Other expenditure		(584,575)	(47,920)	<b>(51,602)</b>	(3,682)	(7.68%)	
Loss on disposal of assets	6	(23,100)	0	<b>0</b>	0	0.00%	
		<b>(4,078,871)</b>	<b>(465,288)</b>	<b>(348,247)</b>	117,041		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	125,542	<b>0</b>	(125,542)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>1,527,882</b>	<b>1,874,969</b>	<b>1,853,907</b>	(21,062)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12(b)	2,990,490	266,000	<b>0</b>	(266,000)	(100.00%)	▼
Proceeds from disposal of assets	6	35,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment	7	(4,915,678)	(23,604)	<b>(4,649)</b>	18,955	(80.31%)	▼
<b>Amount attributable to investing activities</b>		<b>(1,890,188)</b>	<b>242,396</b>	<b>(4,649)</b>	(247,045)		
<b>Financing Activities</b>							
Repayment of debentures	8	(161,995)	0	<b>0</b>	0	0.00%	
Principal element of finance lease payments	9	0	0	<b>(738)</b>	(738)	0.00%	
Transfer to reserves	10	(44,221)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(206,216)</b>	<b>0</b>	<b>(738)</b>	(738)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>2,685,886</b>	<b>2,254,454</b>	(431,432)		

**KEY INFORMATION**

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(2,000)	0	0
Add: Loss on asset disposals		23,100	0	0
Add: Depreciation on assets		1,506,670	125,542	0
<b>Total non-cash items excluded from operating activities</b>		<b>1,527,770</b>	<b>125,542</b>	<b>0</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 Jun 2020	This Year Opening 01 Jul 2020	This Time Last Year 31 Jul 2019	Year to Date 31 Jul 2020
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(427,011)	(427,011)	(308,490)	(427,011)
Less: Cost of acquisition		0	0	(40,394)	0
Add: Borrowings	8	161,995	161,995	158,166	161,995
Add: Lease liabilities		9,331	9,331	8,346	8,593
Add: Provisions - employee	11	136,130	136,130	135,959	136,130
Add: Change in accounting policies - AASB16 Leases		0	0	29,060	0
<b>Total adjustments to net current assets</b>		<b>(119,555)</b>	<b>(119,555)</b>	<b>(17,352)</b>	<b>(120,293)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>					
Cash and cash equivalents	2	1,088,447	1,088,447	1,168,860	1,081,595
Rates receivables	5	27,369	27,369	1,911,487	2,036,277
Receivables	3	18,573	18,573	456,691	95,451
Other current assets	3	0	0	92,945	0
<b>Less: Current liabilities</b>					
Payables	4	(130,578)	(130,578)	(99,043)	(94,992)
Borrowings	8	(161,995)	(161,995)	(158,166)	(161,995)
Lease liabilities	9	(9,331)	(9,331)	(8,346)	(8,593)
Contract liabilities	11	(170,866)	(170,866)	0	(436,866)
Provisions	11	(136,130)	(136,130)	(135,959)	(136,130)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(119,555)</b>	<b>(119,555)</b>	<b>(17,352)</b>	<b>(120,293)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>405,934</b>	<b>405,934</b>	<b>3,211,117</b>	<b>2,254,454</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash on hand	Cash and cash equivalents	100		100				On Hand
<b>At call deposits</b>								
Municipal Funds	Cash and cash equivalents	179,559	18,178	197,737		NAB	0.75%	Cheque A/C
Municipal Funds	Cash and cash equivalents	292,133		292,133		NAB	0.90%	On Call
<b>Term Deposits</b>								
Municipal Funds	Cash and cash equivalents	0	164,613	164,613		NAB	0.80%	21/09/2020
Reserve Funds	Cash and cash equivalents	0	427,012	427,012		NAB	0.80%	21/09/2020
<b>Total</b>		<b>471,793</b>	<b>609,803</b>	<b>1,081,595</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		471,793	609,803	1,081,595	0			
Financial assets at amortised cost		0	0	0	0			
		<b>471,793</b>	<b>609,803</b>	<b>1,081,595</b>	<b>0</b>			

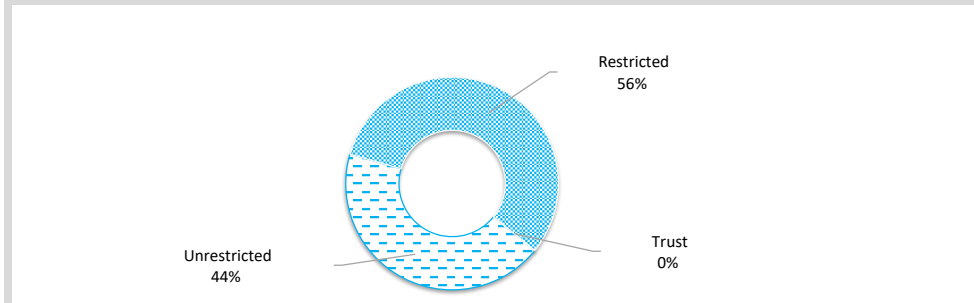
**KEY INFORMATION**

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

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

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

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



Total Cash	Unrestricted
<b>\$1.08 M</b>	<b>\$.47 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

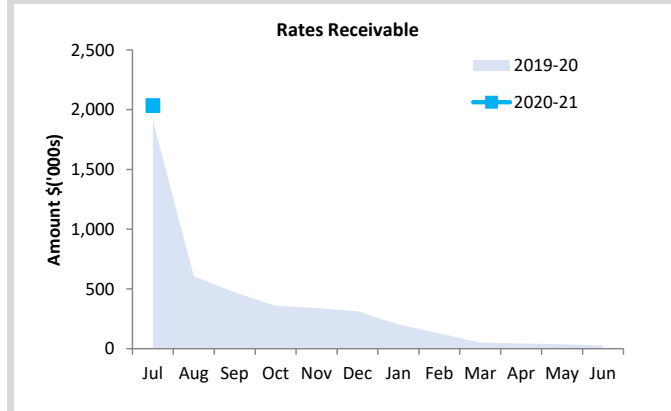
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates Receivable	30 Jun 2020	31 Jul 20
	\$	\$
Opening Arrears Previous Years	21,379	27,369
Levied this year	1,885,305	1,973,533
Less - Collections to date	(1,879,315)	35,375
Equals Current Outstanding	<b>27,369</b>	<b>2,036,277</b>
<b>Net Rates Collectable</b>	<b>27,369</b>	<b>2,036,277</b>
% Collected	98.6%	-1.8%

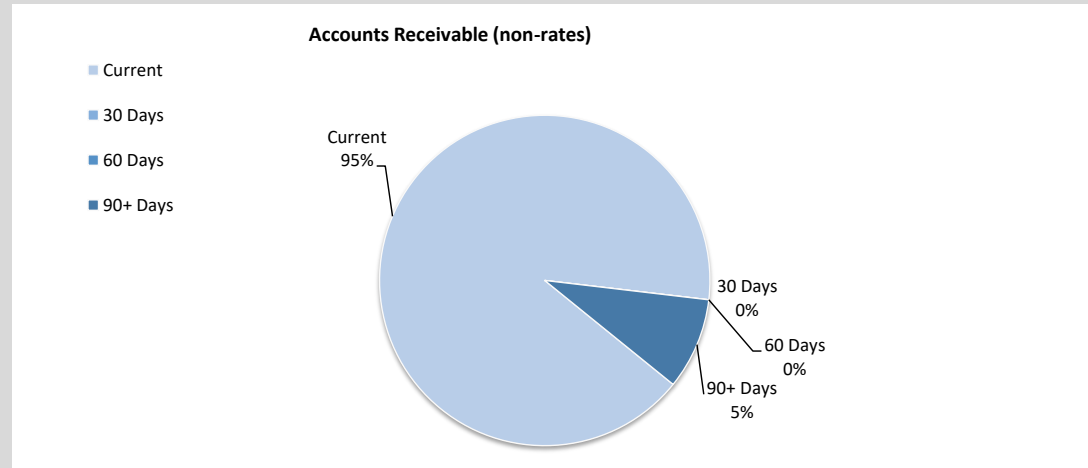
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,103)	71,576	0	0	3,933	74,406
Percentage	-1.5%	96.2%	0%	0%	5.3%	
<b>Balance per Trial Balance</b>						
Sundry receivable		(Includes Sundry Debtors of \$71,570 and Rates Pensioner Rebates of \$2,836)				74,406
GST receivable						21,617
Allowance for impairment of receivables						(572)
<b>Total Receivables General Outstanding</b>						<b>95,451</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
<b>-1.8%</b>	<b>\$2,036,277</b>



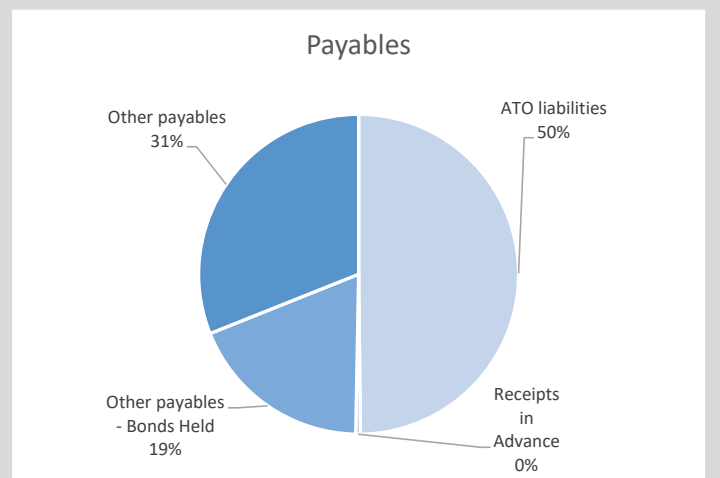
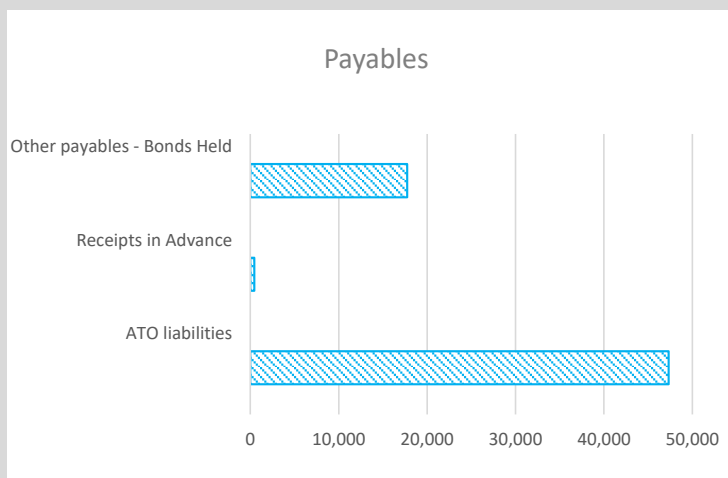
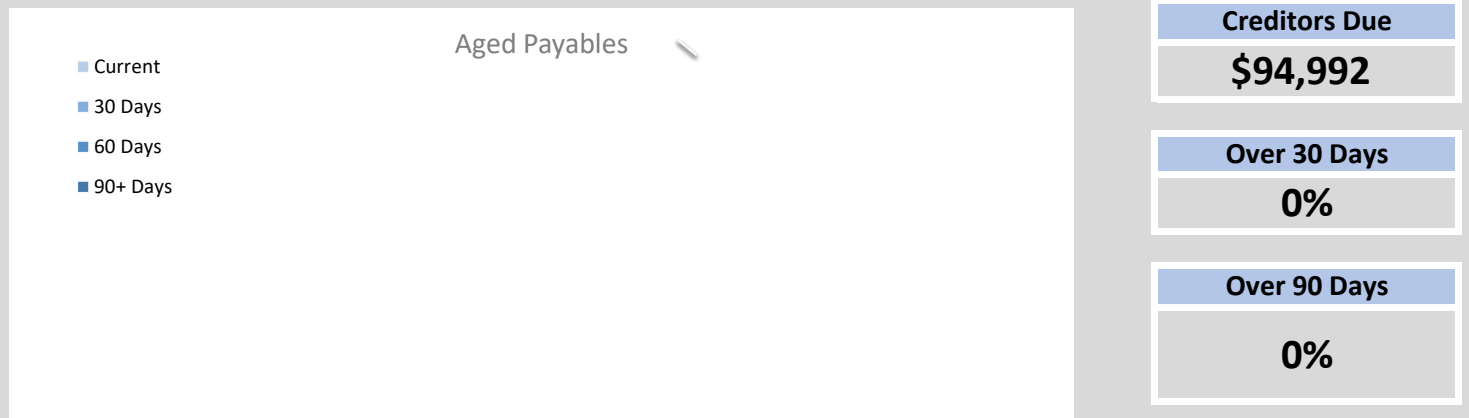
<b>Debtors Due</b>
<b>\$95,451</b>
<b>Over 30 Days</b>
<b>0%</b>
<b>Over 90 Days</b>
<b>5.3%</b>

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per Trial Balance</b>						
ATO liabilities						47,326
Receipts in Advance						445
Other payables - Bonds Held						17,733
Other payables						29,488
<b>Total Payables General Outstanding</b>						<b>94,992</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



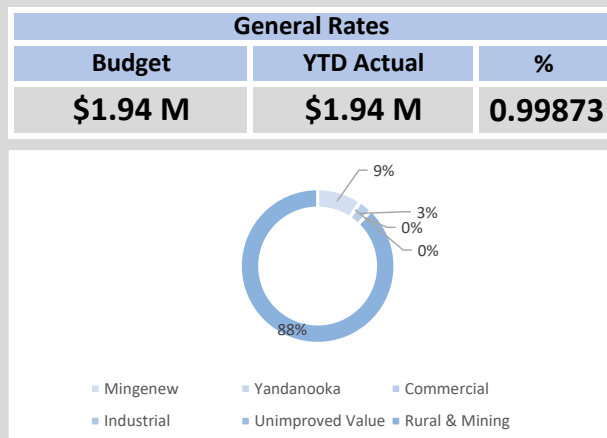
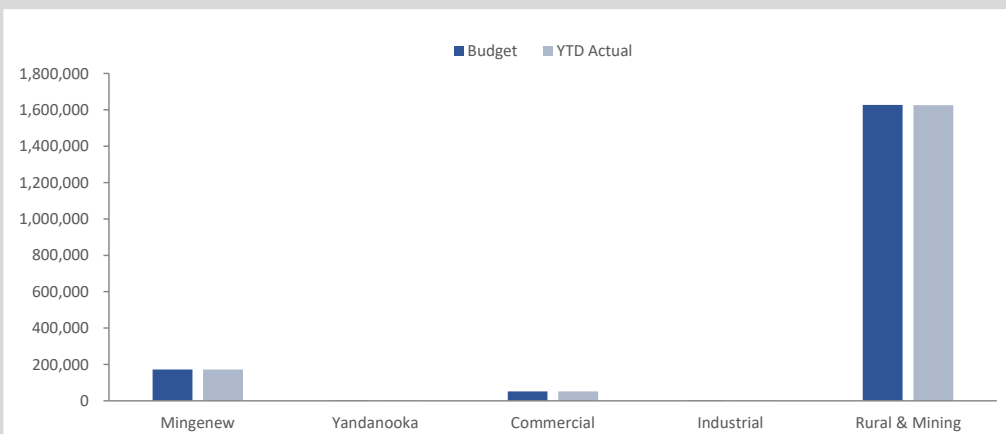
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
<b>Gross Rental Value</b>											
Mingenev	0.150280	129	1,144,624	172,014	750	0	172,764	172,010	0	0	172,010
Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
Commercial	0.150280	14	346,632	52,092	0	0	52,092	52,091	0	0	52,091
Industrial	0.150280	3	12,480	1,875	0	0	1,875	1,875	0	0	1,875
<b>Unimproved Value</b>											
Rural & Mining	0.012920	112	125,918,500	1,626,867	0	0	1,626,867	1,626,238	0	0	1,626,238
<b>Sub-Total</b>		260	127,436,120	1,854,934	750	0	1,855,684	1,854,300	0	0	1,854,300
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Value</b>											
Mingenev	707	59	24,721	41,713	0	0	41,713	41,713	0	0	41,713
Yandanooka	707	0	0	0	0	0	0	0	0	0	0
Commercial	707	9	6,209	6,363	0	0	6,363	6,363	0	0	6,363
Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
<b>Unimproved Value</b>											
Rural & Mining	1,061	31	773,297	32,891	0	0	32,891	31,815	0	0	31,815
<b>Sub-Total</b>		102	807,013	83,088	0	0	83,088	82,012	0	0	82,012
Concession							(1,045)				(1,043)
<b>Amount from General Rates</b>							1,937,727				1,935,269
Ex-Gratia Rates							38,264				38,264
<b>Total General Rates</b>							1,975,991				1,973,533

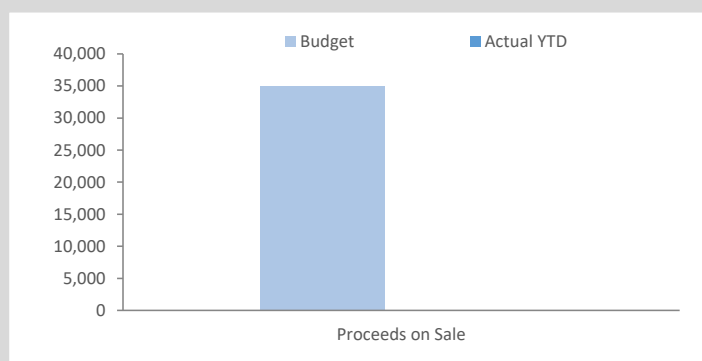
KEY INFORMATION

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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Crew cab - MI029	8,000	10,000	2,000	0	0	0	0	0
	Water truck	16,500	10,000	0	(6,500)	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	0	0	0	0
		<b>56,100</b>	<b>35,000</b>	<b>2,000</b>	<b>(23,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
<b>\$35,000</b>	<b>\$0</b>	<b>0%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

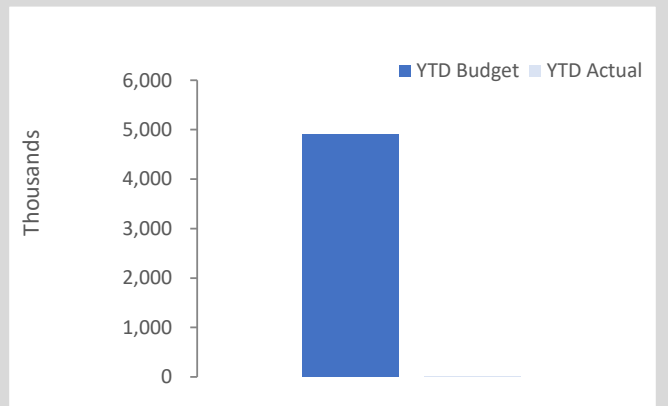
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	300,500	0	0	0
Buildings - specialised	299,500	0	0	0
Plant and equipment	340,000	0	0	0
Infrastructure - Roads	1,406,774	23,604	364	(23,240)
Infrastructure - bridges	2,266,404	0	0	0
Infrastructure - parks & ovals	200,000	0	4,285	4,285
Infrastructure - other	102,500	0	0	0
<b>Capital Expenditure Totals</b>	<b>4,915,678</b>	<b>23,604</b>	<b>4,649</b>	<b>(18,955)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,990,490	266,000	0	(266,000)
Other (Disposals & C/Fwd)	35,000	0	0	0
Contribution - operations	1,890,188	(242,396)	4,649	247,045
<b>Capital Funding Total</b>	<b>4,915,678</b>	<b>23,604</b>	<b>4,649</b>	<b>(18,955)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

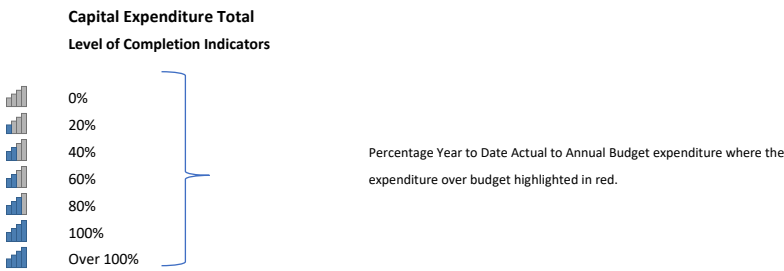
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current 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**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.92 M</b>	<b>\$. M</b>	<b>0%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.99 M</b>	<b>\$. M</b>	<b>0%</b>





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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
<b>Buildings - non-specialised</b>					
BC083	21 Victoria Road (Lot 83) - Chambers - Building (Capital)	13,000	0	0	0
BC076	76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	150,000	0	0	0
BC033	33 Victoria Road (Lot 89) - Residence - Building (Capital)	40,000	0	0	0
BC121	12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)	3,125	0	0	0
BC122	12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)	3,125	0	0	0
BC123	12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)	3,125	0	0	0
BC124	12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)	3,125	0	0	0
BC047	47 Linthorne Street (Lot 114) - Depot - Building (Capital)	25,000	0	0	0
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	20,000	0	0	0
BC050	50 Midlands Road (Lot 73) - Post Office - Building (Capital)	20,000	0	0	0
BC021	21 Victoria Road (Lot 83) - Administration Office - Building (Capital)	20,000	0	0	0
<b>Buildings - non-specialised Total</b>		<b>300,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Buildings - specialised</b>					
BC023	23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	0	0	0
BC098	Recreation Centre - Building (Capital)	25,500	0	0	0
BC598	Recreation Centre - Water infrastructure upgrade (capital)	51,000	0	0	0
BC016	16 Midlands Road - Railway Station - Building (Capital)	216,000	0	0	0
<b>Buildings - specialised Total</b>		<b>299,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant and equipment</b>					
PE029	Crew Cab Truck - MI029 - Capital	80,000	0	0	0
PE255	Water Truck - MI255 - Capital	90,000	0	0	0
PE262	Backhoe - MI262 - Capital	170,000	0	0	0
<b>Plant and equipment Total</b>		<b>340,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Roads</b>					
RC045	Phillip Street (Capital)	100,000	0	0	0
RC087	Parking Bay South of Midland Road (Capital)	30,000	0	0	0
RC000	Road Construction General (Budgeting Only)	283,273	23,604	0	(23,604)
RRG080	Mingenew - Mullewa Road (RRG)	439,500	0	364	364
RRG024	Milo Road (RRG)	258,000	0	0	0
BS002	Yandanooka North East Road (BS)	296,000	0	0	0
<b>Infrastructure - roads Total</b>		<b>1,406,774</b>	<b>23,604</b>	<b>364</b>	<b>(23,240)</b>
<b>Infrastructure - bridges</b>					
BR0833	Yarragadee - Mingenev - Mullewa Road - Bridge (Capital)	47,000	0	0	0
BR3019	Lockier River - Coalseam Road - Bridge (Capital)	2,219,404	0	0	0
<b>Infrastructure - bridges Total</b>		<b>2,266,404</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - parks &amp; ovals</b>					
PC011	Skate Park - (Capital)	200,000	0	4,285	4,285
<b>Infrastructure - parks &amp; ovals Total</b>		<b>200,000</b>	<b>0</b>	<b>4,285</b>	<b>4,285</b>
<b>Infrastructure - other</b>					
OC006	Transfer Station - Infrastructure - Capital	30,000	0	0	0
OC002	Mingenew Hill Walk Trail - Capital	32,000	0	0	0
OC007	Astrotourism Project	18,000	0	0	0
OC008	Remote Tourism Cameras	7,500	0	0	0
OC009	Communications tower upgrade	15,000	0	0	0
<b>Infrastructure - other Total</b>		<b>102,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>		<b>4,915,678</b>	<b>23,604</b>	<b>4,649</b>	<b>(18,955)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

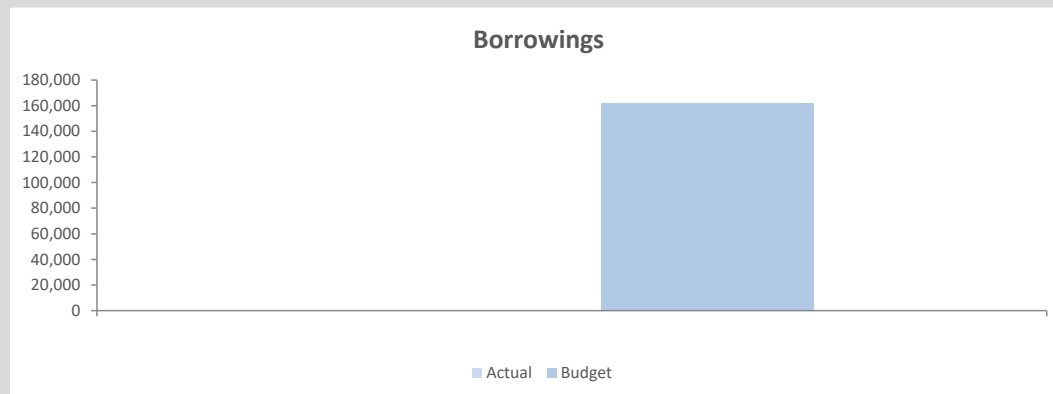
Repayments - Borrowings

Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>									
Loan 137 - Senior Citizens Building	44,961	0	0	0	22,210	44,961	22,751	185	1,136
<b>Housing</b>									
Loan 133 - Triplex	28,647	0	0	0	14,151	28,647	14,496	118	724
Loan 134 - Phillip Street	21,823	0	0	0	10,780	21,823	11,043	90	551
Loan 136 - Moore Street	54,423	0	0	0	26,884	54,423	27,539	224	1,375
Loan 142 - Field Street	25,107	0	0	0	12,415	25,107	12,692	103	635
<b>Recreation and culture</b>									
Loan 138 - Pavilion Fitout	43,163	0	0	0	21,321	43,163	21,842	178	1,091
<b>Transport</b>									
Loan 139 - Roller	10,580	0	0	0	5,227	10,580	5,354	44	267
Loan 141 - Grader	36,738	0	0	0	18,148	36,738	18,590	151	928
Loan 144 - Side Tipper	25,132	0	0	0	12,415	25,132	12,717	103	635
Loan 145 - Drum Roller	37,338	0	0	0	18,444	37,338	18,894	154	943
	<u>327,912</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>161,995</u>	<u>327,912</u>	<u>165,917</u>	<u>1,350</u>	<u>8,286</u>
<b>Total</b>	<b>327,912</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>161,995</b>	<b>327,912</b>	<b>165,917</b>	<b>1,350</b>	<b>8,286</b>
Current borrowings	161,995					161,996			
Non-current borrowings	165,917					165,916			
	<u>327,912</u>					<u>327,912</u>			

All debenture repayments were financed by general purpose revenue.

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.



<b>Principal Repayments</b>	
<b>\$0</b>	
<b>Interest Earned</b>	<b>Interest Expense</b>
<b>\$280</b>	<b>\$1,350</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$.43 M</b>	<b>\$.33 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

FINANCING ACTIVITIES  
NOTE 9  
LEASES

Repayments - Lease

Information on Borrowings Particulars	Institution	1 July 2020	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Other property and services</b>										
Photocopier	De Lage Landon	10,400	0	0	251	3,732	10,149	6,668	74	960
IT equipment	Finrent	10,318	0	0	487	5,599	9,831	4,719	109	1,440
<b>Total</b>		20,718	0	0	738	9,331	19,980	11,387	183	2,400
Current lease		9,331					8,593			
Non-current lease		11,387					11,387			
		20,718					19,980			

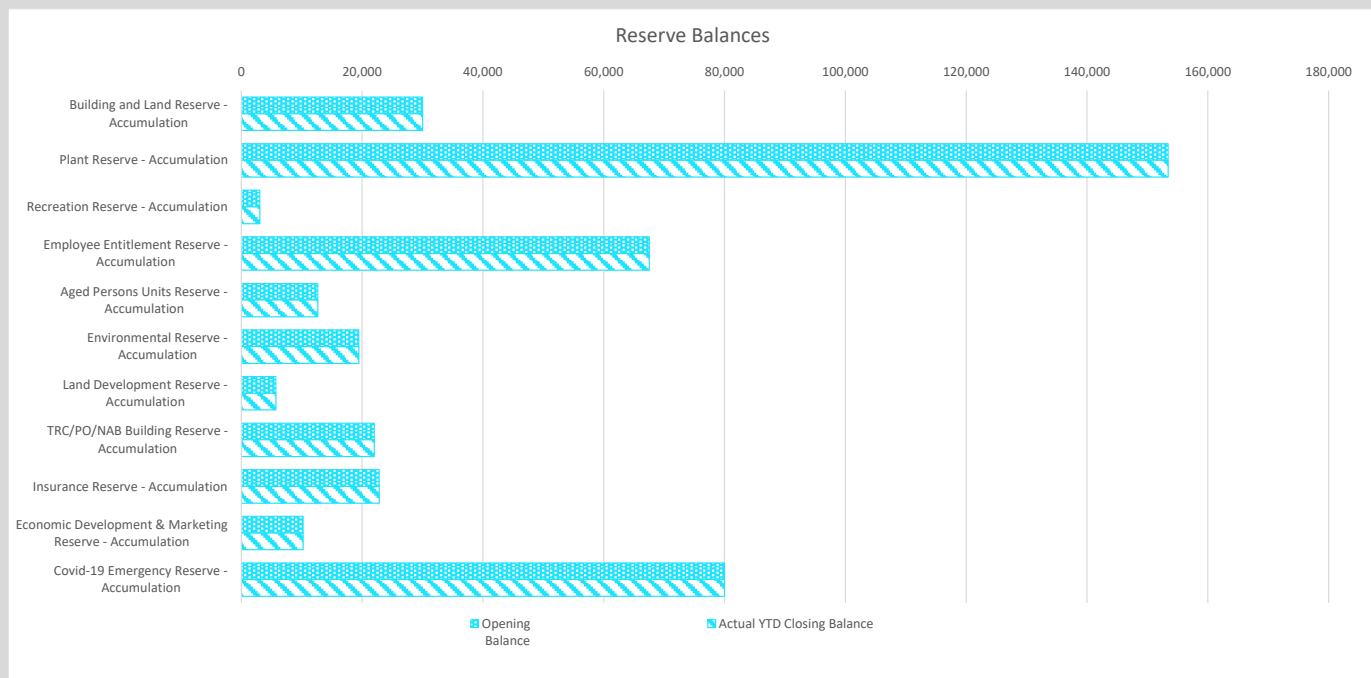
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Building and Land Reserve - Accumulation	\$ 30,035	\$ 286	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,321	\$ 30,035
Plant Reserve - Accumulation	153,439	1,425	0	39,840	0	0	0	194,704	153,439
Recreation Reserve - Accumulation	3,068	38	0	0	0	0	0	3,106	3,068
Employee Entitlement Reserve - Accumulatic	67,534	844	0	0	0	0	0	68,378	67,534
Aged Persons Units Reserve - Accumulation	12,670	158	0	0	0	0	0	12,828	12,670
Environmental Reserve - Accumulation	19,444	118	0	0	0	0	0	19,562	19,444
Land Development Reserve - Accumulation	5,724	72	0	0	0	0	0	5,796	5,724
TRC/PO/NAB Building Reserve - Accumulatio	22,023	150	0	0	0	0	0	22,173	22,023
Insurance Reserve - Accumulation	22,842	285	0	0	0	0	0	23,127	22,842
Economic Development & Marketing Reservv	10,232	2	0	0	0	0	0	10,234	10,232
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	0	0	0	0	0	81,003	80,000
	<b>427,011</b>	<b>4,381</b>	<b>0</b>	<b>39,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471,232</b>	<b>427,011</b>

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 July 2020
		\$	\$	\$	\$
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements		170,866	266,000	0	436,866
Lease liability		9,331	0	(738)	8,593
<b>Provisions</b>					
Annual leave		91,767	0	0	91,767
Long service leave		44,363	0	0	44,363
<b>Total Provisions</b>					136,130
<b>Total Other Current assets</b>					<b>581,589</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12(a) and 12(b)

#### KEY INFORMATION

##### PROVISIONS

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

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

##### EMPLOYEE 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 calculation of net current assets.

###### Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - General						154,000	0	154,000		154,000	0
Grants Commission - Roads						150,000	0	150,000		150,000	0
DCP, BBRF, LRCI						851,000	0	851,000		851,000	0
<b>Law, order, public safety</b>											
DFES - LGGS Operating Grant						18,200	0	18,200		18,200	59
<b>Transport</b>											
MRWA - Direct Grant						78,000	78,000	78,000		78,000	79,640
	0	0	0	0	0	1,251,200	78,000	1,251,200	0	1,251,200	79,699
<b>Operating Contributions</b>											
<b>Law, order, public safety</b>											
DFES - Administration contribution						4,000	0	4,000		4,000	0
<b>Transport</b>											
Street Lighting Subsidy						2,400	0	2,400		2,400	0
<b>Other property and services</b>											
Reimbursements - PWO						3,500	291	3,500		3,500	0
Fuel Tax Credit Scheme						45,000	3,750	45,000		45,000	0
	0	0	0	0	0	54,900	4,041	54,900	0	54,900	0
<b>TOTALS</b>	0	0	0	0	0	1,306,100	82,041	1,306,100	0	1,306,100	79,699

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 31-Jul	Current Liability 31-Jul	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666					0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000					0	0
<b>Recreation and culture</b>											
DLGSCI - North Midlands Trail Masterplan	24,200	0	0	24,200	24,200					0	0
<b>Transport</b>											
Regional Road Group	0	186,000	0	186,000	186,000	465,000	186,000	465,000		465,000	0
Roads to Recovery	0	0	0			2,325,490	0	2,325,490		2,325,490	0
Black Spot	0	80,000	0	80,000	80,000	200,000	80,000	200,000		200,000	0
	<b>170,866</b>	<b>266,000</b>	<b>0</b>	<b>436,866</b>	<b>436,866</b>	<b>2,990,490</b>	<b>266,000</b>	<b>2,990,490</b>	<b>0</b>	<b>2,990,490</b>	<b>0</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>170,866</b>	<b>266,000</b>	<b>0</b>	<b>436,866</b>	<b>436,866</b>	<b>2,990,490</b>	<b>266,000</b>	<b>2,990,490</b>	<b>0</b>	<b>2,990,490</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 13  
BONDS & DEPOSITS**

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 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Jul 2020
	\$	\$	\$	\$
BCITF Levy	1,339	0	0	1,339
BRB Levy	57	0	0	57
Autumn Committee	974	0	0	974
Community Bus	1,775	0	(348)	1,427
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mingenew Cemetery Group	4,314	0	0	4,314
Cool Room Bond	140	0	0	140
Other Bonds	200	0	0	200
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	0	6
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
NBN Rental	1,240	0	0	1,240
Railway Station Project	4,372	0	0	4,372
	<b>18,081</b>	<b>0</b>	<b>(348)</b>	<b>17,732</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	5,335	478.48%	▲	Timing	Received half of the insurance rebate earlier than anticipated
General Purpose Funding - Other	(1,911)	(82.16%)	▼	Permanent	Changes to valuations prior to rates billing
Law, Order and Public Safety	31	24.22%	▲	Timing	Timing of dog infringement
Health	(12)	(100.00%)	▼	Timing	Timing of health licences
Education and Welfare	12	36.36%	▲	Timing	Timing of Autumn Centre hire
Housing	958	12.71%	▲	Timing	Timing of rental revenue
Recreation and Culture	(27,696)	(100.00%)	▼	Timing	Anticipated annual sporting groups leases to be charged
Economic Services	2,460	86.99%	▲	Timing	Timing of commercial property lease and community bus hire
Other Property and Services	3,255	64.58%	▲	Timing	Private works completed earlier than anticipated; Reimbursed workers compensation claim
<b>Expenditure from operating activities</b>					
General Purpose Funding	(953)	(17.92%)	▲	Timing	Additional administration costs allocated
Law, Order and Public Safety	(6,592)	(102.15%)	▲	Permanent	Additional insurance costs than budgeted
Health	1,168	17.50%	▼	Timing	Doctor visited less than anticipated
Education and Welfare	1,946	19.24%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year
Housing	19,872	67.09%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Additional staff housing costs reallocated than budgeted for
Community Amenities	9,830	46.05%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Timing of processing contract services for refuse collection
Recreation and Culture	42,717	46.97%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Anticipated Community Grants Scheme payment; Timing of contracts and materials at parks, gardens and ovals
Transport	31,862	23.85%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year
Economic Services	4,214	15.43%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year
Other Property and Services	10,874	12.68%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year;
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(266,000)	(100.00%)	▼	Timing	Regulation changes, revenue will be allocated once projects are completed
Capital Acquisitions	18,955	80.31%	▼	Timing	Timing of capital roadworks

## 12.2 LIST OF PAYMENTS FOR THE PERIOD 1 JULY 2020 TO 31 JULY 2020

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Attachment/s:** List of Payments – July 2020  
**Disclosure of Interest:** Nil  
**Date:** 10 August 2020  
**Author:** Jeremy Clapham, Finance & Administration Manager  
**Voting Requirement:** Simple Majority

### Summary

This report recommends that Council receive the list of payments for period 1 July 2020 to 31 July 2020 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **OFFICER RECOMMENDATION AND COUNCIL RESOLUTION- Resolution 19082011**

**Moved: Cr H Newton**                      **Seconded: Cr A Smyth**

That Council receive the attached list of payments for the period of 1 July 2020 to 31 July 2020 as follows:

\$263.57	Municipal Cheques
\$253,230.53	Municipal EFT's;
\$46,508.60	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$78,726.02	Municipal Direct Debit Other;
\$1,380.65	Municipal Other Charges;
\$90,831.74	Net Salaries

Totalling \$470,941.11 as per attached list of payments.

**VOTING DETAILS:**

**CARRIED 7/0**

### Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

### Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

### Consultation

Nil

### Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

### Policy Implications

Payments have been made under delegation.

### Financial Implications

Funds available to meet expenditure.

### Strategic Implications

Nil

Shire of Mingenew - List of Payments - July 2020

Chq/EFT	Date	Name	Description	Amount	Totals
8658	08/07/2020	CITY OF GREATER GERALDTON	Building Certification Services for April to June 2020: Assessing Building Applications, Phone Correspondence and Email Correspondence	-\$263.57	
					-\$263.57
BPAY0720	31/07/2020	NAB	BPay Fees - July 2020	-\$12.69	
BUS1300	15/07/2020	BUSINESS 1300	Live Answering Service July 2020	-\$100.93	
FEES0720	31/07/2020	NAB	NAB Bank Fees - July 2020	-\$22.20	
IT0720	27/07/2020	FINRENT	IT Equipment Lease July 2020	-\$656.57	
LSF0720	31/07/2020	NAB	LSF Fees - July 2020	-\$50.00	
MER0720-1	31/07/2020	NAB	Merchant Fees - July 2020	-\$85.51	
MERCH0720	01/07/2020	NAB	Merchant Fees July 2020	-\$42.71	
NAB0720	30/07/2020	NAB	NAB CONNECT FEE JULY 2020	-\$53.24	
PRINT0720	07/07/2020	DE LAGE LANDEN	Photocopier Lease - July 2020	-\$356.80	-\$1,380.65
DD9345.1	01/07/2020	INSTITUTE OF PUBLIC ACCOUNTANTS	Membership Fee for 2020/21	-\$725.00	
DD9350.1	05/07/2020	WA Super	Payroll deductions	-\$2,266.87	
DD9350.2	05/07/2020	Australian Super	Superannuation contributions	-\$1,237.86	
DD9350.3	05/07/2020	Sun Super	Superannuation contributions	-\$1,138.14	
DD9350.4	05/07/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9350.5	05/07/2020	ANZ Smart Choice Super	Superannuation contributions	-\$79.69	
DD9350.6	05/07/2020	BT Super For Life	Superannuation contributions	-\$209.16	
DD9350.7	05/07/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$124.85	
DD9350.8	05/07/2020	Prime Super	Superannuation contributions	-\$279.40	
DD9353.1	01/07/2020	NAB BUSINESS VISA	DWER - Clearing Permit Mullewa-Mingenew Road	-\$1,396.38	
DD9358.1	15/07/2020	SYNERGY	Rec Centre, Hall and Street Lights for the period of 22/4/20 to 7/7/20	-\$2,854.60	
DD9358.2	15/07/2020	WATER CORPORATION	Water service for 35 King Street for the period of 1/3/20 to 31/8/20	-\$133.64	
DD9358.3	15/07/2020	Australian Taxation Office	BAS June 2020	-\$56,576.00	
DD9361.1	20/07/2020	BP Australia Pty Ltd	Fuel June 2020	-\$433.00	
DD9365.1	19/07/2020	WA Super	Payroll deductions	-\$2,256.39	
DD9365.2	19/07/2020	Australian Super	Superannuation contributions	-\$1,196.18	
DD9365.3	19/07/2020	Sun Super	Superannuation contributions	-\$1,149.08	
DD9365.4	19/07/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$374.24	
DD9365.5	19/07/2020	ANZ Smart Choice Super	Superannuation contributions	-\$79.69	-\$78,726.02
DD9365.6	19/07/2020	BT Super For Life	Superannuation contributions	-\$209.16	
DD9365.7	19/07/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$140.91	
DD9365.8	19/07/2020	Prime Super	Superannuation contributions	-\$274.04	
DD9369.1	23/07/2020	Western Australian Treasury Corporation	Moore Street House	-\$1,349.97	
DD9373.1	30/07/2020	SYNERGY	Lot 217 Railway St, Yandanooka - Power for the period of 17/4/20 to 17/6/20	-\$114.26	
DD9379.1	06/07/2020	Motorpass	Administration Charge	-\$25.00	
DD9383.1	30/07/2020	NAB BUSINESS VISA	Various	-\$3,731.58	
DOT010720	03/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 01/07/2020	-\$271.30	
DOT020720	06/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/07/2020	-\$2,735.15	
DOT060720	08/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/07/2020	-\$310.40	
DOT070720	09/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 07/07/2020	-\$67.40	
DOT080720	10/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 08/07/2020	-\$443.00	
DOT090720	13/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/07/2020	-\$1,245.80	
DOT100720	14/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/07/2020	-\$937.05	
DOT130720	15/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 13/07/2020	-\$1,515.25	
DOT140720	16/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 14/07/2020	-\$30,741.75	
DOT150720	17/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 15/07/2020	-\$1,344.05	
DOT160720	20/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/07/2020	-\$100.20	
DOT170720	21/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/07/2020	-\$645.65	
DOT210720	23/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/07/2020	-\$303.90	
DOT220720	24/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/07/2020	-\$1,169.15	-\$46,508.60
DOT230720	27/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/07/2020	-\$583.25	
DOT240720	28/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/07/2020	-\$1,876.85	
DOT270720	29/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/07/2020	-\$595.10	
DOT280720	30/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 28/07/2020	-\$341.50	
DOT290620	01/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/06/2020	-\$347.45	
DOT290720	31/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/07/2020	-\$310.55	
DOT300620	02/07/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/06/2020	-\$623.85	
EFT13660	08/07/2020	Afgr Equipment	Purchase Various Items: Bushing for John Deere Mower	-\$56.10	
EFT13661	08/07/2020	BUNNINGS Group Limited	Various Items Purchased: Zenith Galvanised Coach Screw	-\$6.46	
EFT13662	08/07/2020	BOC GASES	Depot Maintenance - Oxygen, Dissolved Acetylene, Argoshield Universal and Cellamix	-\$46.98	
EFT13663	08/07/2020	CLEANAWAY	Waste Collection Commercial/Industrial, Domestic and Rubbish Site Maintenance for 30/06/2020	-\$3,928.09	
EFT13664	08/07/2020	GREENFIELD TECHNICAL SERVICES	Engineering Consultancy and Professional Management Fees: SMI Pedestrian Crossing Railway Station Preliminary Scoping	-\$6,765.00	
EFT13665	08/07/2020	SHIRE OF IRWIN	Consultant Services - EHO Services for June 2020	-\$1,117.75	
EFT13666	08/07/2020	INFINITUM TECHNOLOGIES	IT Service Maintenance: Service Adjustment for Microsoft 365 Business Basic - Monthly (Prorated - 17/06/2020 to 06/07/2020)	-\$5.06	
EFT13667	08/07/2020	MARKETFORCE	Advertising Fees: Public Notices for Midwest Times (24.06.2020) - Ward Boundary & Representation Review	-\$335.25	
EFT13668	08/07/2020	Mach 1 Auto One	Wesfil Filter Kit for 2012 Mitsubishi Triton 4 x 2 Single Cab 2.4 Petrol Ute (MI 283)	-\$300.00	
EFT13669	08/07/2020	MINGENEW TYRE SERVICES PTY LTD	Puncture Repair to JCB CX3 Contractor APC Backhoe Loader inc Bucket Forks (MI 262)	-\$87.84	

EFT13670	08/07/2020	Officeworks	Various Stationery Items: Water, Artline 210 and Artline 70, Spirax Notebooks, Whiteboard Cleaner	-\$278.79
EFT13671	08/07/2020	STATEWIDE BEARINGS	Oil Filter, Filter, Air Element and Air Filter Element	-\$173.35
EFT13672	08/07/2020	VELPIC	Monthly Velpic Fees for June 2020 - Contractor Induction Part A/Employee Induction Part A	-\$407.00
EFT13673	16/07/2020	Five Star Business & Communications	Kyocera 7052CI - Billing Period for July 2020	-\$236.48
EFT13674	16/07/2020	AUSTRALIA POST	Postage Fees - June 2020 and Pallet of 200 Reams of Paper	-\$1,022.36
EFT13675	16/07/2020	AIT SPECIALISTS PTY LTD	Professional Services Provided for the Completion of the Review of Records and Determination for Fuel Tax Credits - June 2020	-\$309.98
EFT13676	16/07/2020	Australian Institute Of Management	Staff Training - Frontline Management New Supervisor Course 23/07/2020 tp 24/07/2020	-\$1,290.00
EFT13677	16/07/2020	BUNNINGS Group Limited	Various Items Purchased: Bathroom Toilet Roll Holder and Calcium Lime Rust Remover	-\$57.13
EFT13678	16/07/2020	Bedrock Electrical Services	Reconnect Lighting Fixtures after Ceiling Replacement, Install new Exhaust Fan in Bathroom for 5 Field Street, Mingenev	-\$888.58
EFT13679	16/07/2020	BULLIVANTS PTY LTD	Onsite inspection of lifting and tagging equipment on various plant	-\$695.75
EFT13680	16/07/2020	CUTTING EDGES PTY LTD	8 Inch Grader Blades	-\$1,888.15
EFT13681	16/07/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21
EFT13682	16/07/2020	LANDGATE	Rural UV Interim Schedule - R2020/2 - Valuation Chargeable for 18/01/2020 to 12/06/2020	-\$83.76
EFT13683	16/07/2020	DONGARA CEILINGS	Replacement of Bathroom and Laundry Ceiling at 5 Field Street, Mingenev	-\$2,533.00
EFT13684	16/07/2020	IT Vision	Renew Synergy Soft and Universe Annual Licence Fees: 01/07/2020 to 30/06/2020	-\$40,997.00
EFT13685	16/07/2020	IRWIN PLUMBING SERVICES	Supply Materials and Labour to 15 Field Street to complete gas service	-\$965.25
EFT13686	16/07/2020	LGRCEU	Payroll deductions	-\$20.50
EFT13687	16/07/2020	Shire Of Mingenev	Payroll deductions	-\$100.00
EFT13688	16/07/2020	Northern Country Zone Of Walga	Annual Subscription to Northern Country Zone of WALGA - 1/07/2020 to 30/06/2021	-\$1,000.00
EFT13689	16/07/2020	OILTECH FUEL	Fuel Purchase for Palm Roadhouse: 27/06/2020 to 15/07/2020	-\$5,988.54
EFT13690	16/07/2020	PEST A KILL WA	Renewal of Seventh Year Exterra Termite Inspections - MIG Office and Visitors Centre - 22/07/2020 to 22/07/2021	-\$770.00
EFT13691	16/07/2020	Verity Ryan	Reimbursement - Police Clearance for Trelis Training	-\$52.00
EFT13692	16/07/2020	STATEWIDE BEARINGS	Bearing Kit for Parkland Mower	-\$24.20
EFT13693	16/07/2020	Telstra Corporation	Telstra Account - Office Telstra Account, Councillors Ipad, Fire Officer Mobile, Gardening Mobile	-\$1,103.27
EFT13694	16/07/2020	T-QUIP	Supply of Flail H/D 17mm Hole	-\$637.20
EFT13695	16/07/2020	TUTT BRYANT EQUIPMENT	Purchase of Various Items: Rubber Gasket/Washer, Disc, Bolt Lever, Safety Nut, Cap Plastic, Screw, Wheel Nut for Bomag BW24R Roller	-\$533.90
EFT13696	16/07/2020	TOTAL UNIFORMS	Purchase of Uniforms - Shirts, Jackets, Pants and Shire Emblem	-\$824.68
EFT13697	16/07/2020	WESTRAC PTY LTD	Purchase of Filter and Element for 2011 Caterpillar CT610A On-Highway Truck - MI028	-\$1,437.43
EFT13698	16/07/2020	Wilson Machinery	Purchase of Bolts, Blades and Bushes for Pakland Mower	-\$316.36
EFT13699	30/07/2020	ALL DECOR	Supply and Installation of Carpet at 34 William Street, Mingenev	-\$6,188.00
EFT13700	30/07/2020	ATOM SUPPLY	Purchase Various Items: Dispenser Roll Paper Towel	-\$278.92
EFT13701	30/07/2020	ACUMENTIS (WA) PTY TLD	Full Valuation Report for 38 King Street, 39 Oliver Street and 4 Queen Street	-\$990.00
EFT13702	30/07/2020	BUNNINGS Group Limited	Various Items Purchased: Broom outdoor, Broom indoor and Plastic Leaf Rake	-\$36.18
EFT13703	30/07/2020	BINGO AUSTRALIA PTY LTD	Bingo Supplies: Books and Daubers	-\$240.92
EFT13704	30/07/2020	BATAVIA COAST BLINDS & SAILS	Repair Shade Sails: Rec Centre Playground and Cecil Newton Park	-\$495.00
EFT13705	30/07/2020	BREEZE CONNECT PTY LTD	Phone System Charges for 1/06/2020 to 30/06/2020, Trunk ID: 8346092, Main Line, Unlimited 4 Lines (4 Channels, 5 DID's, Included)	-\$232.00
EFT13706	30/07/2020	Toll Transport Pty Ltd	Freight Charges from Sunny Sign (Malaga) WA	-\$126.67
EFT13707	30/07/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21
EFT13708	30/07/2020	Combined Metal Industries	Building Materials: Patio Tube, Duragal Flat Bar, Fencing Infill Sheet and Colour Flash	-\$304.22
EFT13709	30/07/2020	DELTA CLEANING SERVICES GERALDTON	Cleaning of Shire Office Building for the Month of July 2020	-\$1,230.90
EFT13710	30/07/2020	ELDERS LIMITED	Purchase of Eco Hose Reel for Fuso Canter	-\$440.00
EFT13711	30/07/2020	ECOSCAPE AUSTRALIA PTY LTD	Create a Concept Plan and Site Investigations for the Skatepark/Playground Project	-\$4,713.50
EFT13712	30/07/2020	Five Gums Family Medical Practice	Employment Medical	-\$210.00
EFT13713	30/07/2020	GERALDTON AG SERVICES	Purchase of Air Compressor - Puma with Honda GX200	-\$2,399.02
EFT13714	30/07/2020	IRWIN PLUMBING SERVICES	Supply Labour and Materials to excavate septic tanks, remove lids, pump out at clean and reinstall at Triplex	-\$2,843.50
EFT13715	30/07/2020	INFINITUM TECHNOLOGIES	Service Monthly Maintenance: July 2020 - Service Agreement, Offsite Backup, Citrix Virtual Apps Licence, Disk Cached, Disk Pure Cached, High Memory and Standard, Microsoft Windows Server Licence, Public Internet Data Transit, Public IP Addresses, Veeam License, Office 365 Business Essentials, Office 365 Enterprise and Azure PBX Hosting	-\$3,997.73
EFT13716	30/07/2020	JOHN PHILLIPS CONSULTING	Professional Services - CEO Annual Review July 2020	-\$2,200.00

EFT13717	30/07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical Services for ABS Population July 2019	-\$198.00	
EFT13718	30/07/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13719	30/07/2020	Shire Of Mingenew	Payroll deductions	-\$100.00	
EFT13720	30/07/2020	LGIS	Marine Cargo Insurance for the period 30/06/2020 to 30/06/2021	-\$660.00	
EFT13721	30/07/2020	LGIS	Motor Fleet Insurance for the period 30/06/2020 to 30/06/2021	-\$99,317.58	
EFT13722	30/07/2020	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Visting Doctor Fees - Dr Rosie Stroud for June 2020	-\$1,500.00	
EFT13723	30/07/2020	MINGENEW SPRING CARAVAN PARK	Accommodation for employee whilst flooring installed	-\$214.00	
EFT13724	30/07/2020	Mach 1 Auto One	5 D/Mt Ped Monitor for Fuso Canter"	-\$219.00	
EFT13725	30/07/2020	Mingenew Hotel Motel	Refreshments for July 2020 Council Meeting	-\$98.00	
EFT13726	30/07/2020	MINGENEW TYRE SERVICES PTY LTD	Bias Smooth, Tube and Rust Band fitted to Bomag BW24R Roller	-\$5,140.83	
EFT13727	30/07/2020	Ocean Air	Decommission and remove existing 8kW wall mounted split air conditioner at 5 Field Street and replace with new	-\$3,996.80	
EFT13728	30/07/2020	ONEMUSIC AUSTRALIA	Music Licence for 1/7/2020 to 30/6/2021	-\$350.00	
EFT13729	30/07/2020	OILTECH FUEL	Fuel Purchase for Palm Roadhouse: 15/07/2020 to 29/07/2020	-\$3,320.80	
EFT13730	30/07/2020	Purcher International	Purchase of Parts: Airconditioner Filter for Case IH JX60 Tractor	-\$65.53	
EFT13731	30/07/2020	PEMCO DIESEL PTY LTD	Supply of 2 x LED Bull Bar Lamp Indicator/Park Parts	-\$64.68	
EFT13732	30/07/2020	RAMM SOFTWARE PTY LIMITED	Annual Support and Maintenance Fee for 1/07/2020 to 30/06/2021	-\$6,611.45	
EFT13733	30/07/2020	Strike Energy Limited	Refund of Bond for Bus Hire	-\$348.10	
EFT13734	30/07/2020	Telstra Corporation	Telstra Account (T311) - Satellite Phone Account	-\$45.00	-\$253,230.53
EFT13735	30/07/2020	T-QUIP	Supply of LH and RH Bracket Roller	-\$703.70	
EFT13736	30/07/2020	TOTAL UNIFORMS	Purchase of Uniforms: Blouse and Knit Top	-\$409.27	
EFT13737	30/07/2020	Walga	WALGA Subscriptions for 1/07/2020 to 30/06/2021	-\$17,299.12	
EFT13738	30/07/2020	THE IT VISION USER GROUP	IT Vision User Group Membership and Subscription for 2020/2021	-\$748.00	
EFT13739	30/07/2020	MINGENEW FABRICATORS	Maintenance to 2012 TS1V11 Tri Semi Side Tipping Trailer - MI 422	-\$1,287.00	
EFT13740	30/07/2020	WILDFLOWER COUNRY INC.	Annual Membership Contribution for 2020/2021 Financial Year	-\$4,950.00	
EFT13741	30/07/2020	LGIS	Corporate Travel Insurance for the Period 30/06/2020 to 30/06/2021	-\$825.00	
		Net salaries		-\$90,831.74	-\$90,831.74
				-\$470,941.11	-\$470,941.11

**13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING**

Nil

**14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil

**15.0 CONFIDENTIAL ITEMS**

Nil

**16.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 16 September 2020 commencing at 4.30pm.

**17.0 CLOSURE**

Meeting Closed 5.03pm.

**These minutes were confirmed at an Ordinary Council meeting on 16 September 2020.**

Signed \_\_\_\_\_  
Presiding Officer

Date: \_\_\_\_\_



2020 – 2025

**WATER USE AGREEMENT  
FOR RESERVE 18110**

(NLM201403)

Between  
**SHIRE OF MINGENEW**

**AND**

**LEONARD JOHN WARD COCKING**

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## WATER USE AGREEMENT

DEED dated ..... 2020

BETWEEN: SHIRE OF MINGENEW of PO Box 120 Mingenew 6522 Western Australia ('the Grantor')

AND: LEONARD JOHN WARD COCKING of PO Box 162, Mingenew 6522 Western Australia ('the Grantee')

### RECITALS

- A. By a vesting order gazetted on 17<sup>th</sup> February 1938, the Reserve was vested in the Grantor's predecessor in title, the Mingenew Road Board, for the purpose of water supply.
- B. On the Reserve is the Spring.
- C. The Grantee is the registered proprietor of the Neighbouring Land.
- D. Water from the Spring is supplied to the Grantee by a piped water reticulation system as shown on the Plan.
- E. The Grantor has agreed to grant the Grantee the right to draw water from the Spring upon the terms and conditions contained in or implied by this Agreement.

### OPERATIVE PART

#### 1. DEFINITIONS AND INTERPRETATION

##### 1.1 Definitions

In this Agreement unless inconsistent with the context or the subject matter the following terms have the following meanings:

'Acts' - includes all acts and statutes (state or federal) for the time being enacted and all modifications, regulations, by-laws, requisitions or orders made to or under any act from time to time by any statutory, public or other competent authority;

'Commencement Date' - means the commencement date of this Agreement specified in Item 1 of the Schedule;

'Engine' - means the engine and all ancillary fittings located at or near the Spring and used to pump water from the Spring to the Neighbouring Land;

'Grantee's Covenants' - means the terms covenants and conditions expressed or implied in this Agreement and on the part of the Grantee to be observed and performed;

'Grantee's pipes' - means all the Grantee's pipes within the Reserve for the conveyance pumping or storage of water drawn from the Spring;

'Neighbouring Land' - means the land specified in Item 3 of the Schedule;

'Reserve' - means Reserve 18110;

'Schedule' - means the schedule to this Deed;

'Term' - means the term specified in Item 2 of the Schedule;

'Windmill' - means the windmill located at or near the Spring used to pump water from the Spring to the Neighbouring Land.

## 1.2 INTERPRETATION

In this Deed, unless the contrary intention appears:

- a) a reference to this Deed, the Agreement or any other instrument includes:
  - i. both express and implied terms, covenants and conditions of those documents; and
  - ii. all variations, additions and deletions to the terms, covenants and conditions contained in those documents whenever effected;
- b) a reference to a person includes a reference to the person's personal representative, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporation's successors and assigns;
- c) a reference to any person if that person ceases to exist is reconstituted, renamed or replaced or its powers or functions are transferred to any other person, refers respectively to the person established or constituted in its place or succeeding to its powers or functions;
- d) an obligation, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally;
- e) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- f) a reference to any thing includes the whole or any part of that thing and a reference to a group of things or persons includes each thing or person in that group;
- g) a reference to a clause or the schedule is a reference to a clause in or the schedule to this Deed; and
- h) the index and all headings have been included for ease of reference only and they are not to be used to construe or interpret any part of this Deed.

2. **GRANT OF USE AGREEMENT**

- 2.1 In consideration of the Grantee's covenants the Grantor grants to the Grantee for the Term the right to draw water from the Spring and the non-exclusive right to use those parts of the Reserve in common with others required for the purpose of drawing water from the Spring.
- 2.2 This grant by the Grantor to the Grantee for the Term is subject to the Grantee obeying and performing the Grantee's Covenants.

3. **WATER SUPPLY**

- 3.1 Subject to Clause 3.2, the Grantor will from the Commencement Date allow sufficient quantity of water from the Spring to be pumped to the Grantee's pipes to provide a substantial and continuous flow of water in the Grantee's pipes.
- 3.2 The Grantee will be entitled to use the quantity of water from the Spring it requires but if there is a natural diminution in the quantity of water available for distribution from the Spring the Grantor may acting reasonably impose a quota on the amount of water that the Grantee can draw from the Spring.

3.3 The Grantor and Grantee agree that should natural diminution of the quantity of water available from the Reserve occur, usage will be limited based on the "Last On, First Off" concept.:-

<u>Priority Status</u>	<u>Grantee</u>
<u>1- First on</u>	<u>D &amp; M Bagley</u>
<u>2- Second on</u>	<u>Ikewa Trading Company</u>
<u>3- Third on</u>	<u>Beattie Peta SMSF Pty Ltd</u>
<u>4- Last on</u>	<u>J. Cocking</u>

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3.4 The Bundanoon area and Yandanooka townsite have priority for water use over the agreement holders.

3.3 The Grantor and Grantee agree that the following schedule of priorities be adhered to in the event of any natural diminution in the quantity of water available from the Reserve:-

- Bundanoon
- Yandanooka Townsite
- Cocking/Bagley/Ikewa Grazing bore
- Beattie Peta SMSF Pty Ltd bore

Any future applications to obtain water from this Reserve will be upon approval of the Grantor and under the conditions that in the event of any natural diminution in the quantity of water available, then the "Last-On, First-Off" concept will be implemented.

4. **NO WARRANTY AS TO SUPPLY**

4.1 The Grantor does not warrant or guarantee the supply or quality of water from the Spring and will not be liable to the Grantee for any loss or damage arising as a result of diminution in the quantity of water or quality of the water from the Spring for any reason.

5. **GRANTEE TO COMPLY WITH ACTS**

5.1 The Grantee must at its expense carry out any tests of the water drawn from the Spring that are required by any Acts and including without limitation the Australian Drinking Water Guidelines.

5.2 The Grantee must duly and punctually comply with and observe and indemnify the Grantor in respect of all Acts which relate or apply in any way to this Agreement and the Grantee's use and occupation of the Reserve.

5.3 The Grantee is to ensure full compliance with any requirement imposed upon the Grantor by the Water & Rivers Commission

6. **USE OF WATER**

6.1 ~~The Grantee may use the water from the Spring for domestic purposes (including to water a garden up to 0.2 ha), to water livestock and/or for firefighting purposes.~~

6.2 ~~Application for alternative purposes may be made in writing to the Grantor, which may require an amendment to the Grantor's water licence. Approval will be subject to the Grantee agreeing to comply with any conditions outlined by the Grantor in writing, to ensure the requirements of the water licence can be met.~~

6.1 ~~The Grantee may use the water from the Spring to water livestock, and for domestic, and commercial purposes.~~

7. **EQUIPMENT INSTALLED ON THE RESERVE**

7.1 The Grantee must at its expense maintain and repair in good working order and condition the Grantee's pipes, the Windmill (if any) and any other equipment installed or erected on the Reserve by the Grantee with the Grantor's prior approval.

7.2 The Grantee acknowledges and agrees with the Grantor that any equipment to be installed on the Reserve must receive the prior approval of the Grantor and that any equipment installed on the Reserve by the Grantee is at the Grantee's risk in all respects and the Grantee releases and indemnifies the Grantor from all costs claims, actions, proceedings, demands, expenses, judgements, damages or losses of any kind attributable or relating to loss of life, personal injury or damages to any property and equipment wherever occurring.

8. **ASSIGNMENT AND SUBGRANTING AND SALE OF THE GRANTEE'S PROPERTY**

8.1 The Grantee shall not assign or transfer the rights of the Grantee pursuant to this Agreement without the prior written consent of the Grantor.

8.2 The Grantee shall not subgrant any person to draw water from the Spring.

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8.3 If the Grantee sells or otherwise disposes of the Neighbouring Land and the purchaser or assignee of the Neighbouring Land desires to draw water from the Spring then the Grantee will not sell or dispose of the Neighbouring Land without first obtaining the execution of such purchaser or assignee of an agreement with the Grantor at the cost of the Grantee in the same terms and conditions as are contained in this Deed or otherwise in such forms as the Grantor and its Solicitors shall approve.

## 9. TERMINATION OF USE AGREEMENT

9.1 If:

- a) the Grantee breaches or fails to observe or perform any other of the Grantee's Covenants and that breach non-observance or non-performance continues after the expiration of 14 days of written notice to the Grantee to remedy the same; or
- b) in the reasonable opinion of the Grantor and due to circumstances beyond the control of the Grantor the Spring no longer supports the Grantee drawing water from it, or the quality of the water is not suitable for the use specified in clause 5,

the Grantor may at any time and without any notice or demand immediately terminate this Agreement by written notice but without affecting any right of the Grantor under the Agreement.

9.2 At the expiration or sooner determination of the Term, the Grantee must: -

- a) deliver up possession of the Reserve in good and substantial order and condition;
- b) remove from the Reserve all items which have been erected or installed by the Grantee; and
- c) make good to the satisfaction of the Grantor any damage caused to the Reserve by the removal of items erected or installed on the Reserve by the Grantee.

## 10. INDEMNITY

10.1 The Grantee indemnifies the Grantor against any claim made or expenses incurred by the Grantor arising from anything which may occur in the Reserve or arising from the existence of the Grantee's pipes, damage to or destruction of the Grantee's pipes or the flow of water from the Grantee's pipes.

## 11. RESERVE MANAGEMENT

The Grantees are collectively responsible for the management of Reserve No. 18110 which will incorporate areas such as: -

F10.1 Firebreaks - It is the responsibility of the Grantees to collectively ensure that all Firebreaks along the boundaries of this Reserve are installed in accordance with the requirements of the Shire of Mingenew Local Laws relating to Fire Control Orders unless otherwise determined by Council to exempt this particular land from boundary firebreaks.

P40 Public Access - no access is allowed to this Reserve unless prior authorisation is received from the Shire of Mingenew and/or the Grantees of this Reserve.

R10 Rare and Endangered Species Control - The Grantees are collectively responsible to comply with the requirements of the Wildlife Conservation Act relevant to the protection of rare flora and fauna.

V20 Vermin (Feral Animals) Control - The Grantees are collectively responsible for the control, containment or eradication of all vermin (feral animals) if and when identified by the Agriculture Board of WA.

W20 Noxious Weed Control - The Grantees are collectively responsible for the control, containment or eradication of all declared weeds as identified by the Agriculture Protection Board of WA.

12. SIGNATORIES

EXECUTED by the parties:

SHIRE OF MINGENEW

The Common Seal of the Shire of Mingenew was hereto affixed

on the ..... day of ..... 2020

in the presence of:

\_\_\_\_\_  
GJ COSGROVE  
SHIRE PRESIDENT

\_\_\_\_\_  
NILS HAY  
CHIEF EXECUTIVE OFFICER

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

GRANTEE

Signature \_\_\_\_\_ LEONARD JOHN WARD COCKING

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

SCHEDULE FORMING PART OF THE WATER USE AGREEMENT

1. This Agreement shall operate from 1<sup>st</sup> July 2020
2. The period of the Agreement shall be for five years
3. The Agreement is approved for the following land parcels considered to be neighbouring land
  - (a) Lot 18, Victoria Location 1929
  - (b) Lot 19, Victoria Location 1929





2020 – 2025

**WATER USE AGREEMENT  
FOR RESERVE 18110**  
(NLM201401)

Between  
**SHIRE OF MINGENEW**

**AND**

**DAVID AND MICHELLE BAGLEY**

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## WATER USE AGREEMENT

DEED dated ..... 2020

BETWEEN: SHIRE OF MINGENEW of PO Box 120 Mingenew 6522 Western Australia ('the Grantor')

AND: DAVID RUSSELL BAGLEY and MICHELLE ANNE BAGLEY of Beatonsfield Yandanooka via Mingenew 6522 Western Australia ('the Grantee')

### RECITALS

- A. By a vesting order gazetted on 17<sup>th</sup> February 1938, the Reserve was vested in the Grantor's predecessor in title, the Mingenew Road Board, for the purpose of water supply.
- B. On the Reserve is the Spring.
- C. The Grantee is the registered proprietor of the Neighbouring Land.
- D. Water from the Spring is supplied to the Grantee by a piped water reticulation system as shown on the Plan.
- E. The Grantor has agreed to grant the Grantee the right to draw water from the Spring upon the terms and conditions contained in or implied by this Agreement.

### OPERATIVE PART

#### 1. DEFINITIONS AND INTERPRETATION

##### 1.1 Definitions

In this Agreement unless inconsistent with the context or the subject matter the following terms have the following meanings:

'Acts' - includes all acts and statutes (state or federal) for the time being enacted and all modifications, regulations, by-laws, requisitions or orders made to or under any act from time to time by any statutory, public or other competent authority;

'Commencement Date' - means the commencement date of this Agreement specified in Item 1 of the Schedule;

'Engine' - means the engine and all ancillary fittings located at or near the Spring and used to pump water from the Spring to the Neighbouring Land;

'Grantee's Covenants' - means the terms covenants and conditions expressed or implied in this Agreement and on the part of the Grantee to be observed and performed;

'Grantee's pipes' - means all the Grantee's pipes within the Reserve for the conveyance pumping or storage of water drawn from the Spring;

'Neighbouring Land' - means the land specified in Item 3 of the Schedule;

'Reserve' - means Reserve 18110;

'Schedule' - means the schedule to this Deed;

'Term' - means the term specified in Item 2 of the Schedule;

'Windmill' - means the windmill located at or near the Spring used to pump water from the Spring to the Neighbouring Land.

## 1.2 INTERPRETATION

In this Deed, unless the contrary intention appears:

- a) a reference to this Deed, the Agreement or any other instrument includes:
  - i. both express and implied terms, covenants and conditions of those documents; and
  - ii. all variations, additions and deletions to the terms, covenants and conditions contained in those documents whenever effected;
- b) a reference to a person includes a reference to the person's personal representative, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporation's successors and assigns;
- c) a reference to any person if that person ceases to exist is reconstituted, renamed or replaced or its powers or functions are transferred to any other person, refers respectively to the person established or constituted in its place or succeeding to its powers or functions;
- d) an obligation, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally;
- e) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- f) a reference to any thing includes the whole or any part of that thing and a reference to a group of things or persons includes each thing or person in that group;
- g) a reference to a clause or the schedule is a reference to a clause in or the schedule to this Deed; and
- h) the index and all headings have been included for ease of reference only and they are not to be used to construe or interpret any part of this Deed.

2. **GRANT OF USE AGREEMENT**

- 2.1 In consideration of the Grantee's covenants the Grantor grants to the Grantee for the Term the right to draw water from the Spring and the non-exclusive right to use those parts of the Reserve in common with others required for the purpose of drawing water from the Spring.
- 2.2 This grant by the Grantor to the Grantee for the Term is subject to the Grantee obeying and performing the Grantee's Covenants.

3. **WATER SUPPLY**

- 3.1 Subject to Clause 3.2, the Grantor will from the Commencement Date allow sufficient quantity of water from the Spring to be pumped to the Grantee's pipes to provide a substantial and continuous flow of water in the Grantee's pipes.
- 3.2 The Grantee will be entitled to use the quantity of water from the Spring it requires but if there is a natural diminution in the quantity of water available for distribution from the Spring the Grantor may acting reasonably impose a quota on the amount of water that the Grantee can draw from the Spring.
- 3.3 The Grantor and Grantee agree that should natural diminution of the quantity of water available from the Reserve occur, usage will be limited based on the "Last On, First Off" concept: -

Priority Status	Grantee
1- First on	D & M Bagley
2- Second on	Ikewa Trading Company
3- Third on	Beattie Peta SMSF Pty Ltd
4- Last on	J. Cocking

- 3.4 The Bundanoon area and Yandanooka townsite have priority for water use over the agreement holders.

4. **NO WARRANTY AS TO SUPPLY**

- 4.1 The Grantor does not warrant or guarantee the supply or quality of water from the Spring and will not be liable to the Grantee for any loss or damage arising as a result of diminution in the quantity of water or quality of the water from the Spring for any reason.

5. **GRANTEE TO COMPLY WITH ACTS**

- 5.1 The Grantee must at its expense carry out any tests of the water drawn from the Spring that are required by any Acts and including without limitation the Australian Drinking Water Guidelines.
- 5.2 The Grantee must duly and punctually comply with and observe and indemnify the Grantor in respect of all Acts which relate or apply in any way to this Agreement and the Grantee's use and occupation of the Reserve.

5.3 The Grantee is to ensure full compliance with any requirement imposed upon the Grantor by the Water & Rivers Commission

## 6. USE OF WATER

6.1 The Grantee may use the water from the Spring for domestic purposes (including to water a garden up to 0.2 ha), to water livestock and/or for firefighting purposes.

6.2 Application for alternative purposes may be made in writing to the Grantor, which may require an amendment to the Grantor's water licence. Approval will be subject to the Grantee agreeing to comply with any conditions outlined by the Grantor in writing, to ensure the requirements of the water licence can be met.

## 7. EQUIPMENT INSTALLED ON THE RESERVE

7.1 The Grantee must at its expense maintain and repair in good working order and condition the Grantee's pipes, the Windmill (if any) and any other equipment installed or erected on the Reserve by the Grantee with the Grantor's prior approval.

7.2 The Grantee acknowledges and agrees with the Grantor that any equipment to be installed on the Reserve must receive the prior approval of the Grantor and that any equipment installed on the Reserve by the Grantee is at the Grantee's risk in all respects and the Grantee releases and indemnifies the Grantor from all costs claims, actions, proceedings, demands, expenses, judgements, damages or losses of any kind attributable or relating to loss of life, personal injury or damages to any property and equipment wherever occurring.

## 8. ASSIGNMENT AND SUBGRANTING AND SALE OF THE GRANTEE'S PROPERTY

8.1 The Grantee shall not assign or transfer the rights of the Grantee pursuant to this Agreement without the prior written consent of the Grantor.

8.2 The Grantee shall not subgrant any person to draw water from the Spring.

8.3 If the Grantee sells or otherwise disposes of the Neighbouring Land and the purchaser or assignee of the Neighbouring Land desires to draw water from the Spring then the Grantee will not sell or dispose of the Neighbouring Land without first obtaining the execution of such purchaser or assignee of an agreement with the Grantor at the cost of the Grantee in the same terms and conditions as are contained in this Deed or otherwise in such forms as the Grantor and its Solicitors shall approve.

## 9. TERMINATION OF USE AGREEMENT

9.1 If:

- a) the Grantee breaches or fails to observe or perform any other of the Grantee's Covenants and that breach non-observance or non-performance continues after the expiration of 14 days of written notice to the Grantee to remedy the same; or

- b) in the reasonable opinion of the Grantor and due to circumstances beyond the control of the Grantor the Spring no longer supports the Grantee drawing water from it, or the quality of the water is not suitable for the use specified in clause 5,

the Grantor may at any time and without any notice or demand immediately terminate this Agreement by written notice but without affecting any right of the Grantor under the Agreement.

9.2 At the expiration or sooner determination of the Term, the Grantee must: -

- a) deliver up possession of the Reserve in good and substantial order and condition;
- b) remove from the Reserve all items which have been erected or installed by the Grantee; and
- c) make good to the satisfaction of the Grantor any damage caused to the Reserve by the removal of items erected or installed on the Reserve by the Grantee.

## 10. INDEMNITY

10.1 The Grantee indemnifies the Grantor against any claim made or expenses incurred by the Grantor arising from anything which may occur in the Reserve or arising from the existence of the Grantee's pipes, damage to or destruction of the Grantee's pipes or the flow of water from the Grantee's pipes.

## 11. RESERVE MANAGEMENT

The Grantees are collectively responsible for the management of Reserve No. 18110 which will incorporate areas such as: -

F10.1 Firebreaks - It is the responsibility of the Grantees to collectively ensure that all Firebreaks along the boundaries of this Reserve are installed in accordance with the requirements of the Shire of Mingenew Local Laws relating to Fire Control Orders unless otherwise determined by Council to exempt this particular land from boundary firebreaks.

P40 Public Access - no access is allowed to this Reserve unless prior authorisation is received from the Shire of Mingenew and/or the Grantees of this Reserve.

R10 Rare and Endangered Species Control - The Grantees are collectively responsible to comply with the requirements of the Wildlife Conservation Act relevant to the protection of rare flora and fauna.

V20 Vermin (Feral Animals) Control - The Grantees are collectively responsible for the control, containment or eradication of all vermin (feral animals) if and when identified by the Agriculture Board of WA.

W20 Noxious Weed Control - The Grantees are collectively responsible for the control, containment or eradication of all declared weeds as identified by the Agriculture Protection Board of WA.

12. SIGNATORIES

EXECUTED by the parties:

SHIRE OF MINGENEW

The Common Seal of the Shire of Mingenew was hereto affixed

on the ..... day of ..... 2020

in the presence of:

\_\_\_\_\_  
GJ COSGROVE  
SHIRE PRESIDENT

\_\_\_\_\_  
NILS HAY  
CHIEF EXECUTIVE OFFICER

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

GRANTEE

Signature \_\_\_\_\_ DAVID RUSSELL BAGLEY

Signature \_\_\_\_\_ MICHELLE ANNE BAGLEY

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020



SCHEDULE FORMING PART OF THE WATER USE AGREEMENT

1. This Agreement shall operate from 1<sup>st</sup> July 2020
2. The period of the Agreement shall be for five years
3. The Agreement is approved for the following land parcels considered to be neighbouring land
  - (a) Victoria Location 9995
  - (b) Victoria Location 9996
  - (c) Victoria Location 9997
  - (d) Victoria Location 9998



2020 – 2025

**WATER USE AGREEMENT  
FOR RESERVE 18110**  
(NLM201404)

Between  
**SHIRE OF MINGENEW**

**AND**

**IKEWA GRAZING COMPANY PTY LTD**

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## WATER USE AGREEMENT

DEED dated ..... 2020

BETWEEN: SHIRE OF MINGENEW of PO Box 120 Mingenew 6522 Western Australia ('the Grantor')

AND: IKEWA GRAZING COMPANY PTY LTD of PO Box 92, Mingenew 6522 Western Australia ('the Grantee')

### RECITALS

- A. By a vesting order gazetted on 17<sup>th</sup> February 1938, the Reserve was vested in the Grantor's predecessor in title, the Mingenew Road Board, for the purpose of water supply.
- B. On the Reserve is the Spring.
- C. The Grantee is the registered proprietor of the Neighbouring Land.
- D. Water from the Spring is supplied to the Grantee by a piped water reticulation system as shown on the Plan.
- E. The Grantor has agreed to grant the Grantee the right to draw water from the Spring upon the terms and conditions contained in or implied by this Agreement.

### OPERATIVE PART

#### 1. DEFINITIONS AND INTERPRETATION

##### 1.1 Definitions

In this Agreement unless inconsistent with the context or the subject matter the following terms have the following meanings:

'Acts' - includes all acts and statutes (state or federal) for the time being enacted and all modifications, regulations, by-laws, requisitions or orders made to or under any act from time to time by any statutory, public or other competent authority;

'Commencement Date' - means the commencement date of this Agreement specified in Item 1 of the Schedule;

'Engine' - means the engine and all ancillary fittings located at or near the Spring and used to pump water from the Spring to the Neighbouring Land;

'Grantee's Covenants' - means the terms covenants and conditions expressed or implied in this Agreement and on the part of the Grantee to be observed and performed;

'Grantee's pipes' - means all the Grantee's pipes within the Reserve for the conveyance pumping or storage of water drawn from the Spring;

'Neighbouring Land' - means the land specified in Item 3 of the Schedule;

'Reserve' - means Reserve 18110;

'Schedule' - means the schedule to this Deed;

'Term' - means the term specified in Item 2 of the Schedule;

'Windmill' - means the windmill located at or near the Spring used to pump water from the Spring to the Neighbouring Land.

## 1.2 INTERPRETATION

In this Deed, unless the contrary intention appears:

- a) a reference to this Deed, the Agreement or any other instrument includes:
  - i. both express and implied terms, covenants and conditions of those documents; and
  - ii. all variations, additions and deletions to the terms, covenants and conditions contained in those documents whenever effected;
- b) a reference to a person includes a reference to the person's personal representative, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporation's successors and assigns;
- c) a reference to any person if that person ceases to exist is reconstituted, renamed or replaced or its powers or functions are transferred to any other person, refers respectively to the person established or constituted in its place or succeeding to its powers or functions;
- d) an obligation, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally;
- e) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- f) a reference to any thing includes the whole or any part of that thing and a reference to a group of things or persons includes each thing or person in that group;
- g) a reference to a clause or the schedule is a reference to a clause in or the schedule to this Deed; and
- h) the index and all headings have been included for ease of reference only and they are not to be used to construe or interpret any part of this Deed.

2. **GRANT OF USE AGREEMENT**

- 2.1 In consideration of the Grantee's covenants the Grantor grants to the Grantee for the Term the right to draw water from the Spring and the non-exclusive right to use those parts of the Reserve in common with others required for the purpose of drawing water from the Spring.
- 2.2 This grant by the Grantor to the Grantee for the Term is subject to the Grantee obeying and performing the Grantee's Covenants.

3. **WATER SUPPLY**

- 3.1 Subject to Clause 3.2, the Grantor will from the Commencement Date allow sufficient quantity of water from the Spring to be pumped to the Grantee's pipes to provide a substantial and continuous flow of water in the Grantee's pipes.
- 3.2 The Grantee will be entitled to use the quantity of water from the Spring it requires but if there is a natural diminution in the quantity of water available for distribution from the Spring the Grantor may acting reasonably impose a quota on the amount of water that the Grantee can draw from the Spring.
- 3.3 The Grantor and Grantee agree that should natural diminution of the quantity of water available from the Reserve occur, usage will be limited based on the "Last On, First Off" concept: -

Priority Status	Grantee
1- First on	D & M Bagley
2- Second on	Ikewa Trading Company
3- Third on	Beattie Peta SMSF Pty Ltd
4- Last on	J. Cocking

- 3.4 The Bundanoon area and Yandanooka townsite have priority for water use over the agreement holders.

4. **NO WARRANTY AS TO SUPPLY**

- 4.1 The Grantor does not warrant or guarantee the supply or quality of water from the Spring and will not be liable to the Grantee for any loss or damage arising as a result of diminution in the quantity of water or quality of the water from the Spring for any reason.

5. **GRANTEE TO COMPLY WITH ACTS**

- 5.1 The Grantee must at its expense carry out any tests of the water drawn from the Spring that are required by any Acts and including without limitation the Australian Drinking Water Guidelines.
- 5.2 The Grantee must duly and punctually comply with and observe and indemnify the Grantor in respect of all Acts which relate or apply in any way to this Agreement and the Grantee's use and occupation of the Reserve.

5.3 The Grantee is to ensure full compliance with any requirement imposed upon the Grantor by the Water & Rivers Commission

## 6. USE OF WATER

6.1 The Grantee may use the water from the Spring for domestic purposes (including to water a garden up to 0.2 ha), to water livestock and/or for firefighting purposes.

6.2 Application for alternative purposes may be made in writing to the Grantor, which may require an amendment to the Grantor's water licence. Approval will be subject to the Grantee agreeing to comply with any conditions outlined by the Grantor in writing, to ensure the requirements of the water licence can be met.

## 7. EQUIPMENT INSTALLED ON THE RESERVE

7.1 The Grantee must at its expense maintain and repair in good working order and condition the Grantee's pipes, the Windmill (if any) and any other equipment installed or erected on the Reserve by the Grantee with the Grantor's prior approval.

7.2 The Grantee acknowledges and agrees with the Grantor that any equipment to be installed on the Reserve must receive the prior approval of the Grantor and that any equipment installed on the Reserve by the Grantee is at the Grantee's risk in all respects and the Grantee releases and indemnifies the Grantor from all costs claims, actions, proceedings, demands, expenses, judgements, damages or losses of any kind attributable or relating to loss of life, personal injury or damages to any property and equipment wherever occurring.

## 8. ASSIGNMENT AND SUBGRANTING AND SALE OF THE GRANTEE'S PROPERTY

8.1 The Grantee shall not assign or transfer the rights of the Grantee pursuant to this Agreement without the prior written consent of the Grantor.

8.2 The Grantee shall not subgrant any person to draw water from the Spring.

8.3 If the Grantee sells or otherwise disposes of the Neighbouring Land and the purchaser or assignee of the Neighbouring Land desires to draw water from the Spring then the Grantee will not sell or dispose of the Neighbouring Land without first obtaining the execution of such purchaser or assignee of an agreement with the Grantor at the cost of the Grantee in the same terms and conditions as are contained in this Deed or otherwise in such forms as the Grantor and its Solicitors shall approve.

## 9. TERMINATION OF USE AGREEMENT

9.1 If:

- a) the Grantee breaches or fails to observe or perform any other of the Grantee's Covenants and that breach non-observance or non-performance continues after the expiration of 14 days of written notice to the Grantee to remedy the same; or

- b) in the reasonable opinion of the Grantor and due to circumstances beyond the control of the Grantor the Spring no longer supports the Grantee drawing water from it, or the quality of the water is not suitable for the use specified in clause 5,

the Grantor may at any time and without any notice or demand immediately terminate this Agreement by written notice but without affecting any right of the Grantor under the Agreement.

9.2 At the expiration or sooner determination of the Term, the Grantee must: -

- a) deliver up possession of the Reserve in good and substantial order and condition;
- b) remove from the Reserve all items which have been erected or installed by the Grantee; and
- c) make good to the satisfaction of the Grantor any damage caused to the Reserve by the removal of items erected or installed on the Reserve by the Grantee.

## 10. INDEMNITY

10.1 The Grantee indemnifies the Grantor against any claim made or expenses incurred by the Grantor arising from anything which may occur in the Reserve or arising from the existence of the Grantee's pipes, damage to or destruction of the Grantee's pipes or the flow of water from the Grantee's pipes.

## 11. RESERVE MANAGEMENT

The Grantees are collectively responsible for the management of Reserve No. 18110 which will incorporate areas such as: -

F10.1 Firebreaks - It is the responsibility of the Grantees to collectively ensure that all Firebreaks along the boundaries of this Reserve are installed in accordance with the requirements of the Shire of Mingenew Local Laws relating to Fire Control Orders unless otherwise determined by Council to exempt this particular land from boundary firebreaks.

P40 Public Access - no access is allowed to this Reserve unless prior authorisation is received from the Shire of Mingenew and/or the Grantees of this Reserve.

R10 Rare and Endangered Species Control - The Grantees are collectively responsible to comply with the requirements of the Wildlife Conservation Act relevant to the protection of rare flora and fauna.

V20 Vermin (Feral Animals) Control - The Grantees are collectively responsible for the control, containment or eradication of all vermin (feral animals) if and when identified by the Agriculture Board of WA.

W20 Noxious Weed Control - The Grantees are collectively responsible for the control, containment or eradication of all declared weeds as identified by the Agriculture Protection Board of WA.



12. SIGNATORIES

EXECUTED by the parties:

SHIRE OF MINGENEW

The Common Seal of the Shire of Mingenew was hereto affixed

on the ..... day of ..... 2020

in the presence of:

\_\_\_\_\_  
GJ COSGROVE  
SHIRE PRESIDENT

\_\_\_\_\_  
NILS HAY  
CHIEF EXECUTIVE OFFICER

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

GRANTEE

Signature \_\_\_\_\_ IKEWA GRAZING COMPANY PTY LTD

Signature \_\_\_\_\_ IKEWA GRAZING COMPANY PTY LTD

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

SCHEDULE FORMING PART OF THE WATER USE AGREEMENT

1. This Agreement shall operate from 1<sup>st</sup> July 2020
2. The period of the Agreement shall be for five years
3. The Agreement is approved for the following land parcels considered to be neighbouring land
  - (a) Lot 104 Yandanooka North East Road
  - (b) Lot 107 Yandanooka North East Road
  - (c) Lot 16, Victoria Location 1929
  - (d) Lot 17, Victoria Location 1929



2020 – 2025

**WATER USE AGREEMENT  
FOR RESERVE 18110**  
(NLM201402)

Between  
**SHIRE OF MINGENEW**

**AND**

**BEATTIE PETA SMSF PTY LTD**

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## WATER USE AGREEMENT

DEED dated ..... 2020

BETWEEN: SHIRE OF MINGENEW of PO Box 120 Mingenew 6522 Western Australia ('the Grantor')

AND: BEATTIE PETA SMSF PTY LTD of PO Box 144, Mingenew 6522 Western Australia ('the Grantee')

### RECITALS

- A. By a vesting order gazetted on 17<sup>th</sup> February 1938, the Reserve was vested in the Grantor's predecessor in title, the Mingenew Road Board, for the purpose of water supply.
- B. On the Reserve is the Spring.
- C. The Grantee is the registered proprietor of the Neighbouring Land.
- D. Water from the Spring is supplied to the Grantee by a piped water reticulation system as shown on the Plan.
- E. The Grantor has agreed to grant the Grantee the right to draw water from the Spring upon the terms and conditions contained in or implied by this Agreement.

### OPERATIVE PART

#### 1. DEFINITIONS AND INTERPRETATION

##### 1.1 Definitions

In this Agreement unless inconsistent with the context or the subject matter the following terms have the following meanings:

'Acts' - includes all acts and statutes (state or federal) for the time being enacted and all modifications, regulations, by-laws, requisitions or orders made to or under any act from time to time by any statutory, public or other competent authority;

'Commencement Date' - means the commencement date of this Agreement specified in Item 1 of the Schedule;

'Engine' - means the engine and all ancillary fittings located at or near the Spring and used to pump water from the Spring to the Neighbouring Land;

'Grantee's Covenants' - means the terms covenants and conditions expressed or implied in this Agreement and on the part of the Grantee to be observed and performed;

'Grantee's pipes' - means all the Grantee's pipes within the Reserve for the conveyance pumping or storage of water drawn from the Spring;

'Neighbouring Land' - means the land specified in Item 3 of the Schedule;

'Reserve' - means Reserve 18110;

'Schedule' - means the schedule to this Deed;

'Term' - means the term specified in Item 2 of the Schedule;

'Windmill' - means the windmill located at or near the Spring used to pump water from the Spring to the Neighbouring Land.

## 1.2 INTERPRETATION

In this Deed, unless the contrary intention appears:

- a) a reference to this Deed, the Agreement or any other instrument includes:
  - i. both express and implied terms, covenants and conditions of those documents; and
  - ii. all variations, additions and deletions to the terms, covenants and conditions contained in those documents whenever effected;
- b) a reference to a person includes a reference to the person's personal representative, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporation's successors and assigns;
- c) a reference to any person if that person ceases to exist is reconstituted, renamed or replaced or its powers or functions are transferred to any other person, refers respectively to the person established or constituted in its place or succeeding to its powers or functions;
- d) an obligation, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally;
- e) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- f) a reference to any thing includes the whole or any part of that thing and a reference to a group of things or persons includes each thing or person in that group;
- g) a reference to a clause or the schedule is a reference to a clause in or the schedule to this Deed; and
- h) the index and all headings have been included for ease of reference only and they are not to be used to construe or interpret any part of this Deed.

2. **GRANT OF USE AGREEMENT**

- 2.1 In consideration of the Grantee's covenants the Grantor grants to the Grantee for the Term the right to draw water from the Spring and the non-exclusive right to use those parts of the Reserve in common with others required for the purpose of drawing water from the Spring.
- 2.2 This grant by the Grantor to the Grantee for the Term is subject to the Grantee obeying and performing the Grantee's Covenants.

3. **WATER SUPPLY**

- 3.1 Subject to Clause 3.2, the Grantor will from the Commencement Date allow sufficient quantity of water from the Spring to be pumped to the Grantee's pipes to provide a substantial and continuous flow of water in the Grantee's pipes.
- 3.2 The Grantee will be entitled to use the quantity of water from the Spring it requires but if there is a natural diminution in the quantity of water available for distribution from the Spring the Grantor may acting reasonably impose a quota on the amount of water that the Grantee can draw from the Spring.
- 3.3 The Grantor and Grantee agree that should natural diminution of the quantity of water available from the Reserve occur, usage will be limited based on the "Last On, First Off" concept: -

Priority Status	Grantee
1- First on	D & M Bagley
2- Second on	Ikewa Trading Company
3- Third on	Beattie Peta SMSF Pty Ltd
4- Last on	J. Cocking

- 3.4 The Bundanoon area and Yandanooka townsite have priority for water use over the agreement holders.

4. **NO WARRANTY AS TO SUPPLY**

- 4.1 The Grantor does not warrant or guarantee the supply or quality of water from the Spring and will not be liable to the Grantee for any loss or damage arising as a result of diminution in the quantity of water or quality of the water from the Spring for any reason.

5. **GRANTEE TO COMPLY WITH ACTS**

- 5.1 The Grantee must at its expense carry out any tests of the water drawn from the Spring that are required by any Acts and including without limitation the Australian Drinking Water Guidelines.
- 5.2 The Grantee must duly and punctually comply with and observe and indemnify the Grantor in respect of all Acts which relate or apply in any way to this Agreement and the Grantee's use and occupation of the Reserve.

5.3 The Grantee is to ensure full compliance with any requirement imposed upon the Grantor by the Water & Rivers Commission

6. **USE OF WATER**

6.1 The Grantee may use the water from the Spring for domestic purposes (including to water a garden up to 0.2 ha), to water livestock and/or for firefighting purposes.

6.2 Application for alternative purposes may be made in writing to the Grantor, which may require an amendment to the Grantor's water licence. Approval will be subject to the Grantee agreeing to comply with any conditions outlined by the Grantor in writing, to ensure the requirements of the water licence can be met.

7. **EQUIPMENT INSTALLED ON THE RESERVE**

7.1 The Grantee must at its expense maintain and repair in good working order and condition the Grantee's pipes, the Windmill (if any) and any other equipment installed or erected on the Reserve by the Grantee with the Grantor's prior approval.

7.2 The Grantee acknowledges and agrees with the Grantor that any equipment to be installed on the Reserve must receive the prior approval of the Grantor and that any equipment installed on the Reserve by the Grantee is at the Grantee's risk in all respects and the Grantee releases and indemnifies the Grantor from all costs claims, actions, proceedings, demands, expenses, judgements, damages or losses of any kind attributable or relating to loss of life, personal injury or damages to any property and equipment wherever occurring.

8. **ASSIGNMENT AND SUBGRANTING AND SALE OF THE GRANTEE'S PROPERTY**

8.1 The Grantee shall not assign or transfer the rights of the Grantee pursuant to this Agreement without the prior written consent of the Grantor.

8.2 The Grantee shall not subgrant any person to draw water from the Spring.

8.3 If the Grantee sells or otherwise disposes of the Neighbouring Land and the purchaser or assignee of the Neighbouring Land desires to draw water from the Spring then the Grantee will not sell or dispose of the Neighbouring Land without first obtaining the execution of such purchaser or assignee of an agreement with the Grantor at the cost of the Grantee in the same terms and conditions as are contained in this Deed or otherwise in such forms as the Grantor and its Solicitors shall approve.

9. **TERMINATION OF USE AGREEMENT**

9.1 If:

- a) the Grantee breaches or fails to observe or perform any other of the Grantee's Covenants and that breach non-observance or non-performance continues after the expiration of 14 days of written notice to the Grantee to remedy the same; or



- b) in the reasonable opinion of the Grantor and due to circumstances beyond the control of the Grantor the Spring no longer supports the Grantee drawing water from it, or the quality of the water is not suitable for the use specified in clause 5,

the Grantor may at any time and without any notice or demand immediately terminate this Agreement by written notice but without affecting any right of the Grantor under the Agreement.

9.2 At the expiration or sooner determination of the Term, the Grantee must: -

- a) deliver up possession of the Reserve in good and substantial order and condition;
- b) remove from the Reserve all items which have been erected or installed by the Grantee; and
- c) make good to the satisfaction of the Grantor any damage caused to the Reserve by the removal of items erected or installed on the Reserve by the Grantee.

## 10. INDEMNITY

10.1 The Grantee indemnifies the Grantor against any claim made or expenses incurred by the Grantor arising from anything which may occur in the Reserve or arising from the existence of the Grantee's pipes, damage to or destruction of the Grantee's pipes or the flow of water from the Grantee's pipes.

## 11. RESERVE MANAGEMENT

The Grantees are collectively responsible for the management of Reserve No. 18110 which will incorporate areas such as: -

F10.1 Firebreaks - It is the responsibility of the Grantees to collectively ensure that all Firebreaks along the boundaries of this Reserve are installed in accordance with the requirements of the Shire of Mingenew Local Laws relating to Fire Control Orders unless otherwise determined by Council to exempt this particular land from boundary firebreaks.

P40 Public Access - no access is allowed to this Reserve unless prior authorisation is received from the Shire of Mingenew and/or the Grantees of this Reserve.

R10 Rare and Endangered Species Control - The Grantees are collectively responsible to comply with the requirements of the Wildlife Conservation Act relevant to the protection of rare flora and fauna.

V20 Vermin (Feral Animals) Control - The Grantees are collectively responsible for the control, containment or eradication of all vermin (feral animals) if and when identified by the Agriculture Board of WA.

W20 Noxious Weed Control - The Grantees are collectively responsible for the control, containment or eradication of all declared weeds as identified by the Agriculture Protection Board of WA.

12. SIGNATORIES

EXECUTED by the parties:

SHIRE OF MINGENEW

The Common Seal of the Shire of Mingenew was hereto affixed

on the ..... day of ..... 2020

in the presence of:

\_\_\_\_\_  
GJ COSGROVE  
SHIRE PRESIDENT

\_\_\_\_\_  
NILS HAY  
CHIEF EXECUTIVE OFFICER

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

GRANTEE

Signature \_\_\_\_\_ BEATTIE PETA SMSF PTY LTD

Signature \_\_\_\_\_ BEATTIE PETA SMSF PTY LTD

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

SCHEDULE FORMING PART OF THE WATER USE AGREEMENT

1. This Agreement shall operate from 1<sup>st</sup> July 2020
2. The period of the Agreement shall be for five years
3. The Agreement is approved for the following land parcels considered to be neighbouring land
  - (a) Lot 61, Victoria Location 1910



# **AGENDA**

## **Annual General Meeting**

**Friday, 25 September 2020**

**Crown Perth**

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# **AGENDA**

**WALGA**

## **Annual General Meeting**

**To be held at**

**Crown Perth, Grand Ballroom**

**Friday 25 September 2020**

**at 1:30pm**

## Meeting Program

- 1:30pm** Welcome address by WALGA President, followed by Welcome to Country and the National Anthem
- 2:05pm** Address from Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts
- 2:15pm** Address from Hon Bill Marmion MLA – Shadow Minister for Mines; Petroleum; Local Government; Science
- 2:25pm** ALGA President Address – Mayor David O’Loughlin (TBC)
- 2:35pm** LGIS Report to AGM – Peter Forbes, Chair LGIS
- 2:40pm** Presentation of the *Jacqui Dodd Scholarships* for the Diploma in Local Government
- 2:45pm** Announcement of Local Government Honours for:
- Long and Loyal Service Award
  - Merit Award
  - Local Government Distinguished Officer Award
- 2:50pm** On-Stage Presentation of Local Government Honours for:
- Eminent Service Award
  - Local Government Medal
- 3:10pm** Afternoon Refreshments
- 3:40pm** AGM Business Session Commences:
- Attendance, Apologies and Announcements;
  - Confirmation of Minutes from last AGM (Attachment 2);
  - Adoption of Annual Report;
  - Consideration of 2019/2020 Financial Statements; and
  - Consideration of Executive and Member Motions
- 5:30pm** Close of Annual General Meeting and Sundowner

## **1 Annual General Meeting – Order of Proceedings**

### **1.1 Record of Apologies**

- Cr Brett McGuinness Shire of Quairading

### **Announcements**

### **1.2 Adoption of Standing Orders**

#### **DRAFT MOTION**

**That the AGM Association Standing Orders be adopted.**

### **1.3 Confirmation of Minutes**

Minutes of the 2019 WALGA Annual General Meeting are contained within this AGM Agenda.

#### **DRAFT MOTION:**

**That the Minutes of the 2019 Annual General Meeting be confirmed as a true and correct record of proceedings.**

### **2.0 Adoption of Annual Report**

Annual Report including audited Financial Statements distributed to members separately.

#### **DRAFT MOTION:**

**That the 2020 Annual Report including the 2019/20 Audited Financial Statements be received.**

### **3.0 Consideration of Executive and Member Motions**

As per motions listed.

### **4.0 Closure**



## 3. Consideration of Executive and Member Motions

### 3.1 Drought in Western Australia

*Shire of Dundas Delegate to move*

#### MOTION

**That WALGA:**

- 1. Requests assistance from the Federal Minister for Agriculture, Water and Environment, to reconsider the Federal Government's approach when determining the criteria on what areas are eligible and the whole of the Pastoral Range Lands be reconsidered for inclusion; and,**
- 2. Requests the State Minister for Agriculture and Food, to reconsider the State Government approach of not assisting with the drought situation, and if the State cannot help under their Water Deficiency Program that is implemented to cart water, then an alternative assistance package be considered.**

#### ***IN BRIEF***

The Australian Government has released a drought response, resilience and preparedness plan.

The plan is focused on three themes:

- Immediate action for those in drought.
- Support for the wider communities affected by drought.
- Long-term resilience and preparedness.

Read the detail in the:

[Australian Government's Drought Response, Resilience and Preparedness Plan.](#)

Most regions in WA did not form part of the Drought Program

#### MEMBER COMMENT

In relation to the above the Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management announced on 1 July 2020 that the Australian Government was investing \$3.9 billion (growing to \$5 billion) in the Future Drought Fund.

This long-term, sustainable investment will make \$100 million available each year to help farmers and communities become more prepared for, and resilient to, the impacts of drought. The first of the Future Drought Funds Programs were announced and began to roll out from July 2020, funding farm business planning, greater access to information for decision-making, adoption of research and technologies, and building the drought resilience of natural resources such as soil and vegetation in agricultural landscapes.

Communities will also benefit through improved regional planning, strengthening networks, leadership and community capabilities and small-scale infrastructure projects.

The eight programs, totalling \$89.5 million, are:

1. The \$20m Farm Business Resilience program will provide farm businesses with training to strengthen their strategic business management skills and develop a farm business plan to build risk management capacity and drought resilience.
2. The \$10m Climate Services for Agriculture program will fund the development and delivery of interactive digital 'climate information services' for the agriculture sector to assist farmers to make real-time decisions.

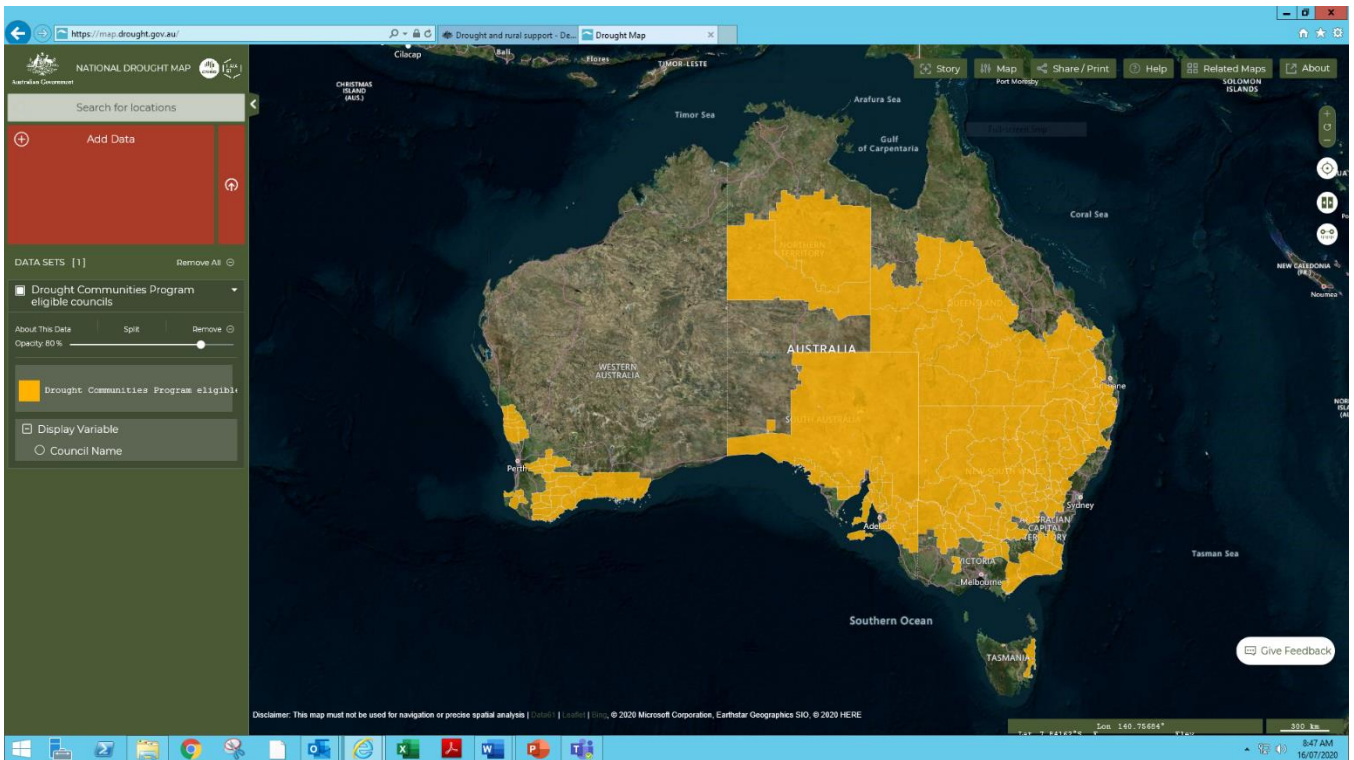
3. The \$3m Drought Resilience Self-Assessment Tool will provide an online self-assessment tool for farmers to self-identify drought risks based on a range of social, economic and environmental indicators, and take action to build the drought resilience of their farm business.
4. The \$20.3m Drought Resilience Research and Adoption program will establish two regionally located Drought Resilience Adoption and Innovation Hubs, and Innovation Grants will become available to research organisations, private sector, industry, not-for-profit organisations and community groups.
5. The \$15m Natural Resource Management (NRM) Drought Resilience program will fund regional NRM bodies to undertake projects to build drought resilience of natural resources on agricultural landscapes, and there will also be grants available to organisations, farmer groups and individuals to undertake NRM projects to build the drought resilience of natural resources on small scales.
6. The \$3.75m Networks for Building Drought Resilience program will support community-driven projects that enhance drought resilience and strengthen networks, including small-scale infrastructure projects to make community facilities drought resilient.
7. The \$7.45m Drought Resilience Leaders program will develop leadership capability in communities and include a mentoring component to foster uptake of innovative practices to build drought resilience of farmers and their businesses.
8. The \$10m Regional Drought Resilience Planning will provide funding to consortia of local councils or equivalent entities to develop Regional Drought Resilience Plans for agriculture and allied industries.

In response to the above announcements on the 1 July 2020, the Western Australian Government was critical of these as they had bypassed critical WA projects that had been presented in a WA Government submission. WA's submission included research and development projects to regenerate degraded and dehydrated lands, projects to prove and promote on-farm desalination, a boost to Strategic Community Water Supplies in the grainbelt and support for horticulture on the Gnangara Mound. While any Federal drought funding is welcomed by the State Government, they felt that this program represents a lost opportunity for WA farmers in need of long-term drought support.

Despite its disappointment with the outcome, the McGowan Government stated it will work with the Federal Government to deliver programs in WA and will continue to push for projects to deal with systemic dry conditions in WA.

Recently the State Government has also declared a water deficiency in another area of the Goldfields Esperance Region in the Shire of Esperance - Cascade area. This is the 12<sup>th</sup> declaration since May 2019. A declaration is made as a last resort, after continued dry conditions due to climate change have depleted on-farm and State Government managed community water supplies.

<https://map.drought.gov.au/>



The above map identifies the Shires or Regions eligible for this funding. Unfortunately most areas in WA are excluded from any assistance for these programs, and it is important to highlight the Western Australian position as severely impacted with a lack of understanding or support from both Federal and State Governments.

## SECRETARIAT COMMENT

The motion is in keeping with the State Council resolution of March 2020, requesting 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. RESOLUTION 37.1/2020

## 3.2 State Owned Unallocated Crown Land (UCL) House Blocks

*Shire of Dundas Delegate to move*

### MOTION

**That WALGA request the Minister for Local Government, Hon. David Templeman to consider a review into the justification and fairness of the State Government not paying rates on Unallocated Crown Land (UCL).**

### MEMBER COMMENT

The Shire of Dundas is concerned that the State Government does not pay rates on Unallocated Crown Land. What is not considered is the roads in front of these properties still need to be sealed every ten years, the drains need repairs and verges need to be mowed, not to mention the portion of rates that contribute to the landfill, footy grounds, town-hall, public amenities, swimming pool and the general beautification of the Town.

The Shire of Dundas has 679 Town-site Properties.

The Shire of Dundas has 352 lots of Crown Land within the Town Boundary not paying rates or not vested to anyone to pay rates.

This is just over 50% of blocks in our community that does not pay rates while the infrastructure in-front of these blocks of land has to be maintained by the rest of our community. This equates to \$158,400.00 per year that the community has to find to maintain the infrastructure in front of these properties, which is 16% of the Shire's rates revenue.

The Shire of Dundas believes that the State should review the rate exemption provisions into the justification and fairness of the State Government not paying rates on Unallocated Crown Land (UCL).

An alternative may be for the State to pay a minimum annual maintenance charge on each block to Local Governments to mitigate fire risk and asset management costs for roads, footpaths, drainage etc.

### SECRETARIAT COMMENT

The above motion is consistent with WALGA's current policy of requesting for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act. This would include the current exemption for State Government Unallocated Crown Land (UCL).

It is also worth noting that the Local Government Review Panel have recommended that "*The Economic Regulation Authority (ERA) should be asked to undertake a review of the rating system, including a thorough examination of the case for the current wide range of exemptions*".

### **IN BRIEF**

Local Governments impose rates to raise revenue to fund the services and facilities.

The State Government do not pay rates on unallocated crown land.

Request a review into the justification and fairness of the State not paying rates on UCL land.

## Attachment 1: AGM Association Standing Orders

1. **INTERPRETATIONS**  
For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:
    - 1.1 **"Absolute Majority"** means:  
a majority of delegates of the Association whether present and voting or not.
    - 1.2 **"Association"** means:  
all or any part of the Western Australian Local Government Association.
    - 1.3 **"Delegate or Deputy Delegate"** means:  
those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
    - 1.4 **"Deputy President"** means:  
the Deputy President for the time being of the Association.
    - 1.5 **"Meeting"** means:  
an Annual or Special General Meeting of the Association.
    - 1.6 **"Member Local Government"** means:  
a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
    - 1.7 **"President"** means:  
the President for the time being of the Association.
    - 1.8 **"Simple Majority"** means:  
a majority of the delegates from the Association that are present and voting.
  2. **CONDUCT OF MEETINGS**  
The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.
  3. **NOTICE OF MEETING**
    - 3.1 **Annual General Meeting**  
The Chief Executive Officer of the Association shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.
    - 3.2 **Special General Meeting**  
A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.
    - 3.3 Notice shall be given at the destinations appearing in the records of the Association.
  4. **QUORUM**
    - 4.1 The Association shall not conduct business at a meeting unless a quorum is present.
    - 4.2 At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.
    - 4.3 The Association is not to transact business at a meeting unless a quorum is present.
    - 4.4 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –
      - (a) by the President or if the President is not present at the meeting, by the Deputy President;
      - (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
      - (c) if only one delegate is present, by that delegate; or
      - (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.
    - 4.5 If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.
    - 4.6 Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.
  5. **MEETINGS OPEN TO THE PUBLIC**  
The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.
  6. **ORDER OF BUSINESS**  
Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:
    - (a) Record of attendance and apologies;
    - (b) Announcements;
    - (c) Confirmation of minutes of previous meetings;
    - (d) President's report;
    - (e) Financial report for the financial year; and
    - (f) Consideration of Executive and Member Motions.
- Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.

**7. VOTING ENTITLEMENTS**

- 7.1 Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2 Only eligible and registered delegates may vote.
- 7.3 A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4 A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5 A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.

**8. SPECIAL URGENT BUSINESS**

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.

**9. PRESIDENT**

In the construction of these Standing Orders unless the context requires otherwise, the word "President" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.

**10. DELEGATE AND DEPUTY DELEGATE**

- 10.1 In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.
- 10.2 A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.

**11. PRESIDENT TO PRESIDE**

- 11.1 The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.

- 11.2 In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.

**12. SPEAKING PROTOCOL**

- 12.1 Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.
- 12.2 The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.
- 12.3 Speakers are to use the microphones supplied.
- 12.4 When addressing a meeting, speakers are to:
  - (a) rise and remain standing unless unable to do so by reason of sickness or disability;
  - (b) address the meeting through the person presiding;
  - (c) state their name and Local Government before otherwise speaking;
  - (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
  - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.

- 12.5 Mobile phones shall not be switched on while the meeting is in session.

**13. DEBATE PROCEDURES**

- 13.1 A delegate moving a substantive motion may speak for –
  - (a) 5 minutes in his or her opening address; and
  - (b) 3 minutes in exercising the right of reply.
- 13.2 Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
- 13.3 No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 13.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 13.5 No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
- 13.6 The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.

- 13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.
- 13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.
- Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.
- 14. QUESTIONS**  
Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.
- 15. POINT OF ORDER**  
A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.
- 16. MOTION - SUBSTANCE TO BE STATED**  
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.
- 17. PRIORITY OF SPEAKERS**  
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 18. PRESIDENT TO BE HEARD**  
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.
- 19. WITHDRAWAL OF MOTION**  
A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 20. PRESIDENT MAY CALL TO ORDER**  
The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.
- 21. RULING BY PRESIDENT**  
The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.
- 22. RESOLUTIONS**
- 22.1** Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.
- 22.2** Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.
- 23. NO DISCUSSION**  
Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.
- 24. PERMISSIBLE MOTIONS DURING DEBATE**
- 24.1** When a motion is under debate, no further motion shall be moved except the following:
- (a) that the motion be amended;
  - (b) that the meeting be adjourned;
  - (c) that the debate be adjourned;
  - (d) that the question be now put;
  - (e) that the meeting proceed with the next item of business; or
  - (f) that the meeting sits behind closed doors.
- 24.2** Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3** When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).

- 25. RESCISSION OF RESOLUTION**
- 25.1 At the same meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.
- 25.2 At a Future Meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:
- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
  - (b) by absolute majority, in any other case.
- 26. METHOD OF TAKING VOTES**  
The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.
- 27. DIVISION**  
The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.
- 28. ALL DELEGATES TO VOTE**
- 28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.
- 28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.
- 29. PRESIDENT'S RIGHT TO VOTE**  
The President shall have a casting vote only.
- 30. SUSPENSION OF STANDING ORDERS**
- 30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.
- 30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.
- 31. NO ADVERSE REFLECTION ON ASSOCIATION**  
A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.
- 32. NO ADVERSE REFLECTION ON DELEGATE**  
A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.
- 33. MINUTES**
- 33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.
- 33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.
- 33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.





# Minutes

## WALGA Annual General Meeting

Wednesday, 7 August 2019

Perth Convention and Exhibition Centre Perth

# Minutes

**WALGA**

## **Annual General Meeting**

**held at the  
Perth Convention and Exhibition Centre  
21 Mounts Bay Road, Perth  
Riverside Theatre (Level 2)**

**Wednesday 7 August 2019  
at 1.30 pm**

## **1 Annual General Meeting – Order of Proceedings**

### **1.1 Record of Apologies**

- Cr Kelly Holzknacht, Shire of Broomehill Tambellup
- Mr John Giorgi, Town of Cambridge
- Cr /Anthony Farrell, Shire of Chapman Valley
- Cr Peter Osborne, Shire of Chittering
- Cr Tracey Rathbone, Shire of Coolgardie
- Mayor Philip Angers, Town of Cottesloe
- Cr Lorraine Young, Town of Cottesloe
- Shire of Denmark
- Cr Alison Harris, Shire of Cunderdin
- Cr Doug Thompson, City of Fremantle
- Cr Bryn Jones, City of Fremantle
- President Malcolm Edwards, Shire of Halls Creek
- Cr Brooke O'Donnell, City of Kalamunda
- Cr Suzie Williams, City of Kalgoorlie Boulder
- Shire of Menzies
- Cr Justin Bagley, Shire of Mingenew
- Shire of Ngaanyatjarraku
- Cr Michael Ryan, Shire of Northam
- Commissioner Eric Lumsden, City of Perth
- Cr Ian Goldfinch, Shire of Ravensthorpe
- Cr Vicki McQuie, Shire of Sandstone
- Cr David Lagan, City of Stirling
- President Melanie Brown, Shire of Trayning
- Cr Ian Turton, Shire of Wandering
- Cr Stephen Gamble, Shire of Wyalkatchem

### **1.2 Adoption of Standing Orders**

#### **RESOLUTION:**

**Moved** Cr Jan Court, Shire of Gingin  
**Seconded** Cr Julie Brown, City of Gosnells

**That the AGM Association Standing Orders be adopted.**

### **1.3 Confirmation of Minutes**

Minutes of the 2018 WALGA Annual General Meeting.

#### **RESOLUTION:**

**Moved** Cr Jenna Ledgerwood, Town of Mosman Park  
**Seconded** Cr Frank Johnson, Shire of Gingin

**That the Minutes of the 2018 Annual General Meeting be confirmed as a true and correct record of proceedings.**

### **2.0 Adoption of Annual Report**

#### **RESOLUTION:**

**Moved** Cr Frank Johnson, Shire of Gingin  
**Seconded** Cr Jan Court, Shire of Gingin

**That:**

- 1. The 2019 Annual Report be received; and,**
- 2. The 2018/19 Financial Statements be received.**

### **3.0 Consideration of Executive and Member Motions**

As per motions listed.

### **4.0 Closure**

There being no further business the Chair declared the meeting closed at 6:05pm.

## 3. Consideration of Executive and Member Motions

### 3.1 Coastal Erosion

#### MOTION

Moved Cr Jan Court, Shire of Gingin  
Seconded Cr Tim Barling, City of Melville

That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:

1. Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.
2. Allocation of State Funding Grants to properly investigate the causes of coastal erosion and to provide options to address the negative impacts and assist in funding the required works to stabilise the coastal areas and communities against coastal hazards where appropriate
3. Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.
4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.
5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaption Research Facility or establishment of a similar body, and continuing support for *CoastAdapt*. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.

#### IN BRIEF

- WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards.
- Intergovernmental Agreement to develop a coordinated national approach to Coastal

**CARRIED**

#### MEMBER COMMENT

Many Western Australian Local Governments attended the Australian Coastal Councils Conference in NSW earlier this year. From this conference it was clear that other State Governments are working more closely with Local Governments to provide guidance, advice and funding to help manage coastal hazards, including storm erosion, shoreline recession and coastal inundation.

This conference also clearly outlined the fact that there is no coordinated Federal, State and Local Government Policy outlining clear responsibilities, which essentially leaves Councils in a very uncertain situation with respect to how to deal with the coastal issues that they face.

The estimated cost of coastal hazards is unprecedented and yet there is no clear direction at the Commonwealth level as to responsibilities or action plans. In nearly all instances it is being advised/proposed that retreat is the preferred method of dealing with coastal hazards, yet the financial cost of this option eclipses the cost of performing minor works to alleviate the issue for the short to medium term.

Without entering into a debate about sea-levels rising, we all acknowledge that the climate is changing and all coastal Councils in WA are being affected in some way or another that is directly impacting their residents and ratepayers. It should be noted that this matter will not only affect coastal Councils but other Council that will be affected by the ingress of water such as those located on coastal estuaries.

As such, it is requested that WALGA, whilst continuing to work in this space, has a strong focus on the recommendation above which will provide coastal Councils with the necessary support, tools, advice, resources and financial backing to work through these issues in a coordinated manner.

### **WALGA SECRETARIAT COMMENT**

In 2013 the Western Australian Planning Commission (WAPC) adopted a significantly revised *State Planning Policy 2.6: State Coastal Planning Policy*. This policy was revised largely in response to a growing scientific consensus that increasing sea levels and storm intensities will cause more frequent coastal inundation, storm erosion and shoreline recession in coastal areas. A recent report published by the [Climate Council](#) emphasises these challenges.

In particular, the revised state coastal policy introduced new policy measures which require Local Governments to:

- a) Show due regard to coastal hazards when assessing new development proposals, or making or amending a new planning scheme
- b) Prepare strategies (Coastal Hazard Risk Management and Adaptation Plans) to preserve public interests in coastal areas, and
- c) Inform landholders of coastal hazard risks.

WALGA has been working with its members for a number of years to help Local Governments meet these responsibilities. Key activities include:

- Preparation of *Local Government and Coastal Land Use Planning: Discussion Paper* (2014)
- Preparation of *Disclosing Hazard Information: The Legal Issues* (2017)
- Establishment of the Local Government Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) forum, which meets every three months to discuss common issues with member officers and progress key actions
- Submissions to the Department of Planning Lands and Heritage on the Draft Planned and Managed Retreat Guidelines (2017) and CHRMAP Guidelines (2019), and
- Preparation of *Local Government Coastal Hazard Planning Issues Paper* (in draft).

It is the secretariat's view that the requested advocacy activities, outlined in this motion, generally align with and are complementary to, the direction being pursued by members through the Local Government CHRMAP forum to seek additional resources and pursue collaborative approaches with other levels of government to manage coastal hazard risk.

The motion also aligns with:

1. Recommendations made by a [Commonwealth Government parliamentary inquiry](#) in 2009
2. Advocacy being pursued by the [Australian Coastal Councils Alliance](#)
3. WALGA's climate change advocacy, outlined in WALGA's [Policy Statement on Climate Change](#), adopted by WALGA State Council in 2018, and
4. The State Government's intent to formulate a new [climate change policy](#)

## 3.2 Department of Housing Leasing Residential Property to Charitable Organisations

### MOTION

Moved Mayor Carol Adams, City of Kwinana  
Seconded Cr Julie Mathison, City of Subiaco

WALGA advocate to the Minister for Housing to:

1. Cease the policy of the Department of Housing leasing their housing assets to charitable/not for profit organisations who are then eligible for charitable Local Government rate exemptions; or
2. Provide Local Governments with a rate equivalent payment annually as compensation for the loss of rates income; or
3. Include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

#### ***IN BRIEF***

- Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

### AMENDMENT

Moved Cr Giorgia Johnson, City of Bayswater  
Seconded President Tony Dean, Shire of Nannup

That points 1 and 3 be deleted from the original motion.

LOST

### AMENDMENT

Moved Cr Cliff Collinson, Town of East Fremantle  
Seconded Mayor Brett Pollock, Town of Mosman Park

That points 1 and 2 be deleted from the original motion.

THE AMENDMENT WAS PUT AND CARRIED

### THE MOTION AS AMENDED NOW READS:

That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

CARRIED

### MEMBER COMMENT

The Department of Housing contribute to Local Government rates and do not receive the charitable rate exemption outlined in the *Local Government Act 1995*. It should be noted however that land that is held by the Crown and used for public purposes, is not rateable in accordance with section 6.26(2)(a)(i) of the *Local Government Act 1995*.

The Department of Housing own a large residential housing portfolio in Kwinana and have been paying local government rates for the tenants to access services (such as Library, crèche services, Zone Youth Space, roads and footpaths, parks and reserves) and programs (through the Community Centres, Zone, Library, free events). The standard of services and programs that the City offer is in line with community expectations. A reduction in rate revenue, which is predominantly the revenue source that funds these services, will increase the cost burden onto the remaining ratepayers to pay for these services and programs or result in a reduced standard of service to the community.

Prior to May 2019, the Department of Housing had 13 properties that were exempt from rates due to the Department of Housing leasing these properties to charitable/not for profit organisations, which is estimated to cost the City around \$20,000 annually in lost rate revenue. At the 8 May 2019 Ordinary Council Meeting, Council approved rate exemptions for another 31 Department of Housing properties as a result of these being leased to charitable/not for profit organisations, which is estimated to result in approximately an additional \$85,000 annually in lost rate revenue.

City Officers have undertaken a preliminary review of the types of properties that the Department of Housing own and has estimated that there are 338 residential properties that could be leased to charitable/not for profit organisations. If the Department of Housing entered into an agreement with a charitable organisation to manage these 338 properties and they applied for a rate exemption, the estimated annual loss of rate revenue is \$585,000.

Overall, the potential annual loss of rates revenue from the Department of Housing continuing with this business practice could be up to \$690,000. If the City maintained the same level of service, programs and capital schedule, the shortfall from the annual loss of rates revenue would equate to a 1.85% rate increase for the remaining ratepayers. A loss of this amount would be a major risk under the City's risk assessment framework.

The properties that have been granted charitable rate exemptions are still using the services and accessing programs that are being delivered, however they are not contributing towards this through rates. Each charitable rate exemption reduces the base for rates income and therefore increases the burden on other ratepayers to fund the services provided to the community by a local government. It is recommended that WALGA advocate to the Minister for Housing the negative financial impact that this current Department of Housing policy is having on Local Governments; that exempting these residential properties from rates is increasing the burden on other ratepayers; and that users of local government services should contribute towards the cost of these, including the State Government.

The City does not receive information from the Department of Housing in regards to the plans for leasing their properties until such time that a lease is entered into. The trend over recent years is that the Department of Housing owned properties are leased to charitable and/or not-for-profit organisations without any rate equivalent payment being made for the local government's loss of rates revenue.

Every Western Australian Local Government is required to apply the provisions of the *Local Government Act 1995* regarding exempt properties, including those for charitable rates exemptions and are potentially facing the same issues with the Department of Housing as the City of Kwinana.

## **WALGA SECRETARIAT COMMENT**

The issue of rate exemptions has been a high priority for the sector in the current Local Government Act Review.

This item from the City of Kwinana is consistent with the current advocacy positions of the Association.

The sectors current policy positions are as follows:



### **Rating Exemptions – Section 6.26**

Position Statement: Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

### **Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)**

Position Statement: Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and either:

- amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or
- establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.

### **Rating Exemptions – Rate Equivalency Payments**

Position Statement: Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

### **Rating Restrictions – State Agreement Acts**

Position Statement: Resource projects covered by State Agreement Acts should be liable for Local Government rates.

### 3.3 Motorist Taxation Revenue and Spending in WA

#### MOTION

Moved Hon. President Cr Paul Omodei, Shire of Manjimup  
Seconded Cr Lynn Daubney, Shire of Manjimup

To support the independent position of the RAC, that WALGA call on the State and Federal Government to:

1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's \$845m road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and
2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.

#### **IN BRIEF**

- Fair distribution of funding from motorists to road maintenance, congestion and road safety is sought.
- An inquiry into road user pricing should be established.

#### AMENDMENT

Moved Cr Rod Bradley, Town of Cambridge  
Seconded Cr Tony Pratico, Shire of Bridgetown Greenbushes

That an additional point 3 be added that reads:

3. WALGA request RACWA to initiate a joint action in the High Court of Australia, based on SECTION 99 of the Australian Constitution, to claim an adjustment to the payment of Fuel Levies to Western Australia and for the Commonwealth to make a full and proper distribution of monies to enable Western Australia to properly build and maintain the road network needed in our vast State.

LOST

#### AMENDMENT

Moved Cr Sandra Lee, City of Kwinana  
Seconded Mayor Carol Adams, City of Kwinana

That the figure of \$845m be removed from point 1.

THE AMENDMENT WAS PUT AND CARRIED

## **THE MOTION AS AMENDED NOW READS:**

**To support the independent position of the RAC, that WALGA call on the State and Federal Government to:**

- 1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and**
- 2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.**

**CARRIED**

## **BACKGROUND**

A 2018 report by Acil Allen Consulting called "Motorist Taxation Revenue and Spending in WA" commissioned by the RAC reveals that over the past twelve years Western Australia has only received back on average 34 cents in every dollar of motoring taxation collected by successive Federal Governments.

Motoring taxation is collected by the Federal Government through:

- GST;
- Luxury Car Tax;
- Excise on petrol and diesel; and
- Passenger motor vehicles customs duty.

In 2016 the Western Australian Auditor General identified that Western Australia was facing an \$845M road infrastructure maintenance backlog and it is widely recognised that the condition of many metropolitan, regional and rural roads are not up to an appropriate standard. Partly supporting this position is that the Western Australian road fatality rate that is 33% higher than the national average, and that Infrastructure Australia is projecting that by 2031 Western Australia will have seven of the top ten most congested roads in Australia.

It is concerning that in 2021/22 the projection is that Western Australia motorists are expected to pay \$3.3b in motoring taxes however in the same year only \$562m is forecast to be returned to fund road and transport projects, a return of 17 cents in the dollar which is the lowest level since 2007/08.

## **WALGA SECRETARIAT COMMENT**

The \$845m road maintenance backlog identified by the Western Australian Auditor General in 2016 relates only to Main Roads WA controlled roads. Additionally there is consistently a shortfall in the amount that Local Governments are able to invest in road maintenance and renewal compared that required to maintain the asset in current condition.

Twenty percent of revenue collected by the State Government from Motor Vehicle Licencing is currently provided to Local Governments through the State Road Funds to Local Government Agreement. The balance of this revenue is hypothecated to Main Roads WA. Under earlier agreements between State and Local Governments up to 27% of motor vehicle licence fee revenue has been provided to Local Governments for the road network. This difference equates to \$67 million per year. Increased Federal funding for road infrastructure would not only result in higher levels of service from State roads but also create a more favourable environment for achieving higher levels of funding for Local Government roads.

Numerous inquiries into road user pricing and broad reform of motorist taxation have been completed including:

- Productivity Commission 2007 Road and Rail Freight Infrastructure Pricing
- Henry, K *et al* 2009 Australia's Future Tax System
- COAG Road Reform Plan 2013
- Heavy Vehicle Charging and Investment Reform 2014
- Harper, I. *et al* 2015 Competition Policy Review
- Infrastructure Australia 2016, Australian Infrastructure Plan

WALGA has actively contributed to these inquiries including formal submissions endorsed by State Council (for example 65.3/2011 and 249.4/2013).

Each of these inquiries conclude that the current way of funding road infrastructure is unsustainable and inefficient. Increasingly fuel efficient vehicles, and ultimately electric or hydrogen powered vehicles are undermining the revenue base from fuel excise. However, the Federal Government firmly asserts that there is no link or hypothecation of fuel excise revenue to road funding.

The Australian Government is continuing to investigate heavy vehicle road pricing reform through the Transport and Infrastructure Council, which comprises Transport, Infrastructure and Planning Ministers from all jurisdictions, Federal Ministers and the Australian Local Government Association. The current focus is on developing nationally consistent service level standards for roads to provide an evidence base for investment decisions. Studies are also underway looking at independent price regulation and establishing a forward-looking cost base.

If roads are to become a priced utility (like power or water networks) an important consideration would be sustainable funding for low traffic volume roads, all of which are the responsibility of Local Governments. There remains an important role for all levels of government to support the provision of basic road services to ensure social mobility, economic welfare, road safety and public security. Any reforms to road investment and charging arrangements must be mindful of how best to integrate roads as an economic service with roads as a community service obligation.

### 3.4 Biosecurity Groups (RBGs)

#### MOTION

**Moved** Cr Tony Pratico, Shire Bridgetown Greenbushes  
**Seconded** Cr Alan Wilson, Shire of Bridgetown Greenbushes

**That WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.**

**CARRIED**

#### MEMBER COMMENT

A component of WALGA's current policy position on 'biosecurity' is that:

*Local Government are not supportive of Recognised Biosecurity Groups (RBGs).*

With the establishment of the Biosecurity and Agriculture Management Regulations in 2013 the State Government communicated a new policy setting, being a community coordinated approach to managing biosecurity. In Western Australia Recognised Biosecurity Groups (RBGs) were introduced as the key mechanism to deliver a community coordinated approach, and to manage widespread and established pests in WA.

The Shire of Bridgetown-Greenbushes recognises that when RBGs were initially being established in Western Australia the sector's preference was that the State Government maintains responsibility for the management of pests including providing assistance to land managers and establishment of a biosecurity network. However with the significant establishment of RBGs since 2013 the Shire of Bridgetown-Greenbushes believes it is timely for WALGA to review its current policy position.

Currently there are 16 RBGs established in Western Australia with more being considered for establishment. The 16 current RBGs have a footprint across 61 local governments in Western Australia. As the RBGs are established it is therefore appropriate and at times necessary for the affected local governments to work with the RBG to ensure that the services provided by the RBG are coordinated and compatible with services, works, etc. that are provided by the local government. This working environment and partnership can be compromised by the existence of a sector-wide policy provision that states that Local Government isn't supportive of the existence of the RBG.

With 16 RBGs established and more likely to come it is unlikely that legislation is going to be amended to discontinue this approach to biosecurity management.

The Shire of Bridgetown-Greenbushes proposes that WALGA amend its current policy position by removing the specific part that states that the sector is not supportive of RBGs. Instead the decision on whether to support a RBG should rest with individual Local Governments.

The Blackwood Biosecurity Group (BBG) operates within the boundaries of the Shire of Bridgetown-Greenbushes. The Shire has chosen to recognise and respect the work being done by the BBG noting that the establishment of the BBG wasn't a Shire initiative.

#### **IN BRIEF**

- Current WALGA policy position is that local government isn't supportive of Recognised Biosecurity Groups (RBGs).
- Since development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.
- Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision.
- It is timely to review the current policy position.

The choice on whether to support the activities of the BBG was a decision that solely rested with the Shire of Bridgetown-Greenbushes. However this decision appears to have left the Shire open to criticism within the sector. In recent times, at various meetings where the subject of RBGs has been on the agenda, including those with WALGA representatives in attendance, there was a view expressed by some that by supporting the BBG the Shire of Bridgetown-Greenbushes is acting in contradiction of a sector policy provision, is therefore weakening the sector's position and could be seen to be encouraging the extension of RBGs or the establishment of more RBGs in Western Australia.

The Shire of Bridgetown-Greenbushes respects the rights of individual Local Governments to oppose the establishment of, or continuation of a RBG within their areas.

The WALGA policy position on biosecurity groups was determined before the growth in the number of RBGs in Western Australia and therefore it is timely to review that position. All other components of the WALGA policy position on 'biosecurity' can be retained.

## **SECRETARIAT COMMENT**

Correspondence received in May 2019 from the Minister for Agriculture has indicated that the review of the *Biosecurity and Agriculture Management Act (2007)* will occur in the second quarter of 2020.

It is envisaged that the current Policy Position will be reviewed in response to any proposed changes to the Act. The policy review will include the provision of a discussion paper on any potential changes to the Act, and a series of workshops for members across the State in order for members, the WALGA zones, and ultimately State Council, to make their respective determinations.

That said, the change proposed by the Shire of Bridgetown-Greenbushes asserts the primacy of each member to make its own decisions, in accordance with its community's desires and expectations.

## 3.5 WALGA Members Support for Waste to Energy

### MOTION

Moved Cr Peter Robinson, Shire of Dardanup  
Seconded Cr Bennett, Shire of Dardanup

That WALGA seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.

In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.

### IN BRIEF

- Seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members.
- To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

**CARRIED**

### ATTACHMENTS

**Attachment 1** – Waste Avoidance and Resource Recovery Strategy 2030

[http://www.wasteauthority.wa.gov.au/media/files/documents/Waste\\_Avoidance\\_and\\_Resource\\_Recovery\\_Strategy\\_2030.pdf](http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030.pdf)

**Attachment 2** – Waste Avoidance and Resource Recovery Strategy Action Plan 2030

[http://www.wasteauthority.wa.gov.au/media/files/documents/Waste\\_Avoidance\\_and\\_Resource\\_Recovery\\_Strategy\\_2030\\_Action\\_Plan.pdf](http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030_Action_Plan.pdf)

**Attachment 3** – Waste to Energy Position Statement

[https://www.wasteauthority.wa.gov.au/media/files/documents/W2E\\_Position\\_Statement.pdf](https://www.wasteauthority.wa.gov.au/media/files/documents/W2E_Position_Statement.pdf)

**Attachment 4** – WALGA Waste to Energy Discussion Paper for Local Government

<https://www.dropbox.com/s/7ihc97m8p056nk1/Attachment%20-%20-%20W2E%20Discussion%20Paper%20FINAL.pdf?dl=0>

### MEMBER COMMENT

- Currently the Strategy sets Targets for these outcomes but does not include a firm plan of how the State Government is going to actually implement and achieve these Targets. The Waste Avoidance and Resource Recovery Strategy Action Plan 2030 ([Attachment 2](#)) also does not provide clarity or concrete actions or incentives to address these targets.
- Building on and updating the first Western Australian Waste Strategy: Creating the Right Environment published in 2012, earlier this year (2019) the State Government released the West Australia's Waste Strategy (Waste Avoidance and Resource Recovery Strategy 2030). Previous State Government Targets have included goals of towards zero waste to landfill by 2020. This may no longer be achievable, however there has been positive trends in waste figures as included in Table 1 on page 9 of the Waste Strategy:

Table 1: Changes in waste generation and landfill in Western Australia, 2010–11 and 2014–15 (Hyder, 2013 & ASK Waste Management, 2017)

	2010–11	2014–15	Percentage change
Generation – total	6.53 million tonnes	6.23 million tonnes	↓5%
Generation – per capita	2,764 kilograms	2,437 kilograms	↓12%
Waste to landfill	4.49 million tonnes	3.61 million tonnes	↓20%
Resource recovery	2.04 million tonnes	2.62 million tonnes	↑28%

- Increases in FOGO and other recycling efforts have improved resource recovery significantly up 28%, whilst per capita generation is down 12%. The knock on effect is that there was a fifth (20%) less waste going to landfill in 2014/15 than in 2010/11. However, there have been questions raised regarding the accuracy of this data and the Department of Water and Environmental Regulation are going to require mandatory reporting by Local Government and industry to address this issue. Even given questions about the data, there is still more than 3.6 million tonnes of waste going to landfill every year.
- To reduce this the Waste Strategy 2030 sets out the following targets:

VISION	Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.		
OBJECTIVES	<b>Avoid</b> Western Australians generate less waste.	<b>Recover</b> Western Australians recover more value and resources from waste.	<b>Protect</b> Western Australians protect the environment by managing waste responsibly.
TARGETS	<ul style="list-style-type: none"> <li>2025 – 10% reduction in waste generation per capita</li> <li>2030 – 20% reduction in waste generation per capita</li> </ul>	<ul style="list-style-type: none"> <li>2025 – Increase material recovery to 70%</li> <li>2030 – Increase material recovery to 75%</li> <li>From 2020 – Recover energy only from residual waste</li> </ul>	<ul style="list-style-type: none"> <li>2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.</li> <li>2030 – All waste is managed and/or disposed to better practice facilities</li> </ul>

Source: Waste Avoidance and Resource Recovery Strategy 2030 page 6

- If these targets are achieved it would result in the following:
  - Total waste generated in 2030 reduced by 20% from 2014/15 figures to 4.98 million tonnes per annum.
  - Only 15% of total waste generated is landfilled (acknowledging that the target is only set for Perth and Peel), the total waste to landfill across the state will be 0.75 million tonnes.
  - Resource recovery is increased to 75%, resulting in 3.74 million tonnes being recovered.
  - That leaves 0.5 million tonnes potentially available for Waste to Energy – which the Strategy notes should only be generated from ‘residual waste’. The alternative is that waste to landfill will increase to 1.25million tonnes per annum.
- Whilst the targets are clear, the plan about how this will be implemented is yet to be developed and Local Government and industry will need long term certainty to invest to achieve these targets. The Shire of Dardanup is therefore asking WALGA members to support WALGA to advocate to the State Government for more specific and firm commitments to divert waste from landfill through local options for reprocessing, recycling and waste to energy.
- In this regard, the Waste Authority recognises the benefits in siting waste infrastructure close to the



source of waste generation. Benefits include reduced transport impacts from the movement of waste, such as greenhouse impacts, traffic congestion and community amenity (Waste Authority's Waste to Energy Position Statement, 2013 - [Attachment 3](#)). It is therefore important that **local options** for reprocessing, recycling and waste to energy are considered an essential component in achieving the Waste Strategy's targets. Not taking action and continuing with the status quo will mean waste is transported hundreds or even thousands of kilometres to be disposed of in the regions, rather than being dealt with at source. By considering smaller scale local options it would provide opportunities for reduction at source and also assist communities in the regions to reduce their waste to landfill.

- Considering the above, without Waste to Energy (WtE) and significant improvements in resource recovery, there would still be 25% or 1.25million tonnes state-wide of waste being sent to landfill. According to a 2013 discussion paper ([Attachment 4](#)) prepared for WALGA by the Municipal Waste Advisory Council (MWAC), a standing committee of the Association with delegated authority to represent the Association in all matters relating to solid waste management, WtE could reduce the weight of waste by 70-80% and the volume of waste by 90%.
- The Waste Authority considers best practice WtE processes to be a preferable option to landfill for the management of residual waste but not at the expense of reasonable efforts to avoid, reuse, reprocess or recycle waste. WtE has the potential to divert substantial volumes of waste from landfill (and thereby support the delivery of Waste Strategy targets) and produce a beneficial product (Waste Authority's Waste to Energy position Statement, 2013).
- To address this it is important that options for reduction in the amount of waste going to landfill also consider smaller waste to energy plants that could be located within regional areas to reduce reliance on landfill. Initial investigations indicate that current available technologies could provide opportunities for smaller plants to be established that would use about 500kg of Municipal Solid Waste per hour or about 4,400 tonnes per annum. Such facilities could be located across regional areas and reduce waste to landfill but also provide for energy generation.
- It is recommended that the alternative options outlined in this item be incorporated into the Waste Strategy's Action Plan 2030 with specific incentives put in place by the Government to ensure we reduce, and eventually eliminate, our reliance on landfill.

## SECRETARIAT COMMENT

The Shire of Dardanup should be commended for their initiative and identification of key issues such as the need to control the development of new landfills, to support the Strategy Targets, and to develop local solutions to divert material from landfill for material and energy recovery.

### 3.6 Membership of Development Assessment Panels

#### MOTION

**Moved** Cr Lynn Fisher, Shire of Mundaring  
**Seconded** Cr John Daw, Shire of Mundaring

**That WALGA advocate increasing Local Government membership in Development Assessment Panels.**

**CARRIED**

#### MEMBER COMMENT

At its meeting of 3 March 2018, the Shire of Mundaring Council resolved to:

*“Advise WALGA that it recommends WALGA investigate increasing local government membership in Development Assessment Panels, rather than advocate for the introduction of Third Party Appeal Rights.”*

The Shire will be reconsidering its position in relation to Third Party Appeal Rights at its meeting on the 11 June 2019; its position on seeking WALGA investigate increasing local members on DAP however remains unchanged.

The Department for Planning’s website states:

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Development Assessment Panels (DAPs) comprise three technical experts in planning (one of whom chairs the meeting) and two elected members from the local government in which the DAP applies. This is not a balance and there could be various membership options that WALGA could explore, with some likely to be more palatable to the State than others.

For example, an equal number of local elected members and planning professionals on a DAP would demonstrate respect for the expertise of local members in applying planning regulations to a proposed development. It would demonstrate that local elected members have views of equal importance to those of the other Panel members.

Equal numbers of members could result in a tied vote with the Chairperson having a deciding vote. That would not diminish the importance of a balanced number of local representatives and planning experts participating in the decision making process.

DAPs are public meetings. Community members attend to take the opportunity to briefly address the Panel and to listen to the reasons why the decision is made.

Appointing additional elected member/s to DAPs means community members would have local experts and three planning experts explain how the proposed development would impact on a local area and what conditions, if any, are justifiably imposed. This would be educative for the community, strengthen transparency and increase public respect for the DAP process.

#### ***IN BRIEF***

- DAP includes 3 experts and 2 elected members, which is considered by DoPLH as a balanced decision-making framework;
- There is a need to strengthen transparency and increase public respect for the DAP process;
- It is proposed that WALGA advocate for increasing local government membership on DAP.

## SECRETARIAT COMMENT

The Minister for Planning initiated several amendments to Development Assessment Panels (DAPs) to improve their efficiency and operation. The majority of the changes were “*primarily administrative to ensure the system remains flexible and responsive, while more clearly communicating DAP decisions to the public*” ([Changes-to-the-DAP-system-announced.aspx](#)), and did not include changes to DAP membership.

A previous 2016 AGM resolution was for WALGA to advocate for consideration of a series of reforms, in the event that DAPs remain in place, to ensure greater accountability, transparency and procedural fairness for ratepayers through the Panel's assessment and decision making processes. One of the reforms specifically sought a change that would require equal membership on the DAP between Local Government and Appointed Specialist members with an independent chair approved by both State and Local Governments.

At the same 2016 AGM, WALGA was also requested to advocate for an independent review of the decision making within the WA planning system, looking at the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process

In December 2016, two reports were presented to WALGA's State Council, one on the review of the entire planning system (Resolution 108.6/2016), followed by one on the possible improvements to the DAPs system (Resolution 109.6/2016). The report on the review of Decision Making within the WA Planning System also resolved to undertake research on third party appeals around Australia and further consult with members regarding its current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback during 2017.

At the May 2018 WALGA State Council meeting, it was resolved to amend the policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels (DAPs) (Resolution 37.2/2018). The following resolutions were made: -

1. Note the results of the additional consultation with members on the possible introduction of Third Party Appeal Rights into the Planning System;
2. Based on the feedback received, amend its current policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels;
3. Provide the State Government with the outcomes of this consultation and advocate for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels as part of the upcoming Independent Planning Reform process; and
4. Further consult with members to provide more clarity on the exact details of the criteria that would need to be established, before any system of Third Party Appeals for decisions made by Development Assessment Panels is implemented by the State Government.

At its May 2019 meeting (Resolution 44.4/2019), WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

The Shire of Mundaring proposal to have equal representation may achieve an actual balance between technical advice and local knowledge, as espoused as the objective of the DAP framework. This would

be a beneficial improvement to the DAP system, particularly in the event that the State is unwilling to pursue any introduction of Third Party Appeal Rights to DAP decisions. The Minister for Planning has advised that Third Party Appeal rights would not be considered by the Government as it would add unnecessary complexity and red tape to the planning framework, contrary to the intent of the current planning reform process.

### 3.7 Review of the *Mining Act 1978*

#### MOTION

Moved President Laurene Bonza, Shire of Dundas  
Seconded Cr Les Price, Shire of Cue

That:

1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the outdated *Mining Act 1978* and that the revision address FIFO and DIDO, and its impact on local communities; and
2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.

#### IN BRIEF

- FIFO and DIDO to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld [https://www.legislation.qld.gov.au/view/whole/pdf/info\\_rce/current/act-2017-028](https://www.legislation.qld.gov.au/view/whole/pdf/info_rce/current/act-2017-028)
- That an MOU with Councils is addressed as a compulsory part of the mining application process
- That the MOU forms part of the Audit process of the relevant Local Government

#### AMENDMENT

Moved Cr Sandra Lee, City of Kwinana  
Seconded Mayor Carol Adams, City of Kwinana

That point 1 be amended to read:

WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the *Mining Act 1978* with a view to maximising the benefits to local communities and its impact on local communities; and

**THE AMENDMENT WAS PUT AND CARRIED**

#### THE MOTION AS AMENDED NOW READS:

That:

1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the *Mining Act 1978* with a view to maximising the benefits to local communities and its impact on local communities; and
2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.

**CARRIED**

#### MEMBER COMMENT

As a Local Government we have felt and seen the impact of mine closures and factors out of our control and how this can devastate a small community; This has significant flow on effects from lack of volunteers to support fighting bush fires in our 95,000 square kilometres of currently unmanaged, UCL land, lack of volunteers to support St Johns Ambulance services, to reducing the capacity of our school

through a steady decline in numbers. Businesses have closed, as have Government Departments as the population declines.

We are not advocating a total elimination of FIFO and DIDO as this would be an unrealistic approach.

We seek the Minister's support as a matter of urgency to make our small communities sustainable.

## **SECRETARIAT COMMENT**

The Association provided an interim submission to the Education and Health Standing Committee Inquiry into mental health impacts of FIFO work in October 2014. This inquiry was in response to the suicides of nine FIFO lives in the Pilbara region of WA.

The submission reinforced support for the implementation of the key recommendations of the 2013 House of Representatives Standing Committee Senate Inquiry report, *Cancer of the bush or salvation for our cities*. That Inquiry recommended research to be undertaken by the Commonwealth Government to determine the socio economic impact of FIFO work practices, accurate measurement of the impact of FIFO on existing on infrastructure and services, and strategies to address current inequities in infrastructure and sustainability of regional medical services health service delivery.

## 3.8 Financial Assistance Grant

### MOTION

**Moved** Cr Laurene Bonza, Shire of Dundas  
**Seconded** Cr Tony Pratico, Shire of Bridgetown  
Greenbushes

**That WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to Lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth Taxation Revenue.**

**CARRIED**

### MEMBER COMMENT

The Shire of Dundas feels the current funding arrangements for Local Government are no longer fit for purpose.

The roles and responsibilities of Local Government has grown significantly. The main funding available from the Australian Government (the Financial Assistance Grants) has consistently declined from a level equal to 1% of Commonwealth Taxation Revenue (CTR) in 1996 to just 0.55% of CTR today.

The Australian Government collects approximately 82% of Australia's tax revenue and is responsible for just one tenth of Australia's public infrastructure assets.

Local councils raise 3.6% of taxes and are responsible for 33% of public infrastructure, including 75% of Australia's roads

3.6% of the tax take is not adequate funding to unlock the potential of our communities. The decline in the Financial Assistance Grants funding has left local councils worse off struggling to meet increasing demand on local infrastructure and services and impacting their ability to build and maintain essential infrastructure to the higher standard required today.

The result is increased pressure on rates and council budgets, making it harder to maintain community services and infrastructure.

There is a current infrastructure backlog of \$30+ billion dollars. The requirement to upgrade and renew infrastructure built during the 'baby boom' and rapid growth periods in the 60s and 70s is becoming a major problem. New infrastructure is also required to meet the needs of the growing population and to meet productivity and safety requirements.

There are also increasing community expectations related to the type and standards of services available to local communities. This is placing pressure on local governments particularly when they are required to provide services previously provided by the other spheres of government. This is particularly the case in thin markets such as rural and regional areas where, if federal or state governments withdraw services, local government must step in or no one will, as we have seen in recent years.

### IN BRIEF

- Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure;
- Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth Taxation Revenue in 1996 to a current figure of around 0.55%.; and
- Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1 % of Commonwealth Taxation revenue and therefore to provide a Fairer Share of Federal funding for our local communities.

## **SECRETARIAT COMMENT**

WALGA supports the need for a review of the Financial Assistance Grants (FAGs) system, from the perspective of growing the overall size of the pool.

WALGA has consistently supported advocacy, through ALGA and other channels, for increases in funding from the Commonwealth Government to Local Government through Financial Assistance Grants. WALGA continues to work with ALGA to advocate to increase FAGS funding to 1% of taxation revenue.

ALGA's number one priority in their Federal Election advocacy strategy was to restore Financial Assistance Grant funding to one percent of Commonwealth taxation revenue. This remains an ongoing area of advocacy for ALGA.



## 3.9 Third Party Appeal Rights

### MOTION

**Moved** Cr Giorgia Johnson, City of Bayswater  
**Seconded** Cr Julie Mathison, City of Subiaco

#### IN BRIEF

- Further amendments proposed to the Preferred Model for Third Party Appeals Process

1. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.
2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

**CARRIED**

### MEMBER COMMENT

The Council has taken a particularly strong stand on this important issue and it is requested that this matter be given further consideration.

### SECRETARIAT COMMENT

At its May 2019 meeting, WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

(Resolution 44.4/2019)

The above resolution was sent to the Minister for Transport: Planning with a copy of the proposed model (as attached).

The May 2019 Agenda item sought to finalise a 'Preferred Model' for appeals on Development Assessment Panel decisions. WALGA's State Council considered several alternative WALGA Zone resolutions, as several Zones proposed alternative 'Preferred Models' for decisions made by DAPs, preferred types of Third Party Appeals and one Zone indicated its opposition to any Third Party Appeals model being introduced, as follows: -

### SOUTH METROPOLITAN ZONE

That the Position Statement be referred back to WALGA officers to provide an evidence case to support the need for change, the expected benefits, and an analysis of the implications of change in terms of cost, resource and timeframes by utilising the experience of other States where third party appeals exist and applying that to the system proposed.

### GREAT SOUTHERN COUNTRY ZONE

That the Zone opposes Third Party Appeals in relation to Item 5.2 in the May 2019 WALGA State Council Agenda.

### EAST METROPOLITAN ZONE

That there be an amendment to the Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

### CENTRAL METROPOLITAN ZONE

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the original December 2018 'Preferred Model' as the third party appeals process for decisions made by the Development Assessment Panels with the following amendments:
  - a. DOT POINT 1 "which could possibly be expanded later if it proves to be beneficial" to be removed
  - b. DOT POINT 4 to be replaced with "Other affected parties would be able to appeal a DAP decision"

Based on the formal resolutions received and members discussions at Zone meetings, there were a range of options available for State Council to consider at its meeting in May: -

1. Not adopt a Preferred Model until more information on cost and resource implications is provided;
2. Adopt the Preferred Model as presented in the May 2019 Agenda;
3. Adopt the Preferred Model as presented in the May 2019 Agenda, with the amendments suggested by the East Metropolitan Zone, ie ability to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels;
4. Adopt the Preferred Model as circulated to members in December 2018;
5. Adopt the Preferred Model as circulated to members in December 2018, with the amendments suggested by the Central Metropolitan Zone;
6. Adopt the Preferred Model with different amendments (any amendments discussed by State Council);
7. Not adopt any Preferred Model but still advocate for Third Party Appeal Rights for DAPs decisions
8. Adopt a different Third Party Appeal model (ie wider than just for DAPs);
9. Consult the sector again on what model of Third Party Appeal rights is considered acceptable given the wide range of views;
10. Return to the pre-May 2018 position, where any Third Party Appeal rights are not supported

The preferred approach by State Council was to adopt the Preferred Model as presented in the May 2019 Agenda, as it would provide the starting point for discussion with the State Government about the introduction of Third Party Appeals for Development Assessment Panel decisions.

WALGA provided this position to the Minister for Transport; Planning and the Minister's response was as follows:

*I note WALGA's State Council endorsed Preferred Model on this matter, however I maintain concerns regarding the unnecessary complexity and red tape third party appeal rights would add to the*

*planning system, which is contrary to the objectives of the Government's commitment to planning reform.*

*The Department of Planning, Lands and Heritage received 254 submissions in response to the Green Paper, including many which confirmed the issues and views identified in the Green Paper regarding the current DAP system.*

*An Action Plan for planning reform which contains a program of initiatives to address the concerns identified by the Green Paper and submissions is currently being finalised by the Department for consideration by Government.*

*I will make announcements regarding the content of the Action Plan and reform initiatives in the near future.*

# Preferred Model

## Third Party Appeal Rights for decisions made by Development Assessment Panels

### Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- Only Local Governments will be able to challenge and seek review of DAP decisions that are made contrary to the recommendations of the Responsible Authority Report (RAR) or Council position.
- In future, possible consideration to a broadening of Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.
  
- Would allow for an appeal to be made on the conditions of approval or refusal
  - i) that may have been removed from a RAR; or
  - ii) added to the decision, particularly where no liaison has occurred with the Local Government for clearing or enforcing the condition; or
  - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
  
- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the Local Government being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.

## Appellants in a Third Party Appeal

Should be for

- A Local Government where DAP has gone against the position of Council itself; or
- A Local Government where DAP has gone against the Responsible Authority Report (RAR)

## Local Government makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- The existing Directions Hearing process could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Directions Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).
- 
- *\*\* Will need to discuss with SAT the definition of 'valid planning grounds' to determine whether the submission has reasonable grounds for appeal\*\**

## What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million - \$20 million; or
- DAP applications seeking amendments to approvals *i.e.* Form 2 applications proposing a change to the development application, and including applications for an extension of time

## Timeframe to lodge an appeal

- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

## Costs

- Any Local Government would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.

## Appeals Process



**Attachment 3: Action Taken on Resolutions of the 2019 AGM**

**Action Taken on Resolutions of the  
2019 Annual General Meeting**

**Action Taken on Resolutions of the  
2019 Annual General Meeting**

**3.1 Coastal Erosion**

That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:

1. Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.
2. Allocation of State Funding Grants to properly investigate the causes of coastal erosion and to provide options to address the negative impacts and assist in funding the required works to stabilise the coastal areas and communities against coastal hazards where appropriate
3. Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.
4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.
5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaption Research Facility or establishment of a similar body, and continuing support for *CoastAdapt*. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.

In July 2019, the WALGA President publically raised the issue of coastal erosion and its impacts on Local Governments and their communities on the ABC TV news.

In August 2019, the State Government released the Coastal Erosion Hotspots in Western Australia report, commissioned to gain a better understanding of where coastal erosion is expected to have a significant impact on public and private property or infrastructure over the next 25 years. It identifies 55 locations across Western Australia – 15 metropolitan and 40 regional – that have varying levels of risk that will need collaborative solutions. An additional 31 locations have been placed on a watch-list for future monitoring. The estimated cost for managing the 55 locations could be up to \$110 million over the next five years, with additional funding required in the long term.

In October 2019, the President raised the issue of coastal erosion and inundation with the Premier, Treasurer and Ministers for the Environment and Local Government at the State Local Government Partnership Agreement Leaders Meeting, and also placed it firmly on the ALGA agenda. The issue was subsequently addressed at the national level through the Meeting of Environment Ministers in Adelaide on 8 November 2019, where coastal erosion and inundation was acknowledged as a risk that requires a collaborative approach from all levels of government. With ALGA in attendance, Ministers agreed to establish an intergovernmental working group to collate existing information on coastal erosion and inundation hazard risk management, and propose a collaborative approach to coastal erosion for consideration through a future meeting of Environment Ministers.

Western Australia is the lead jurisdiction on the intergovernmental working group, which is currently being developed. ALGA has representation on this through WALGA (Dr Garry Middle). Concurrently, WALGA continues to advocate to the State Government through its State Pre-Budget Submission, seeking \$55m over four years to support the sector in managing the impacts of coastal erosion, and via the WALGA submission to the State Climate Change Issues Paper, with a strong focus on related

## Action Taken on Resolutions of the 2019 Annual General Meeting

	<p>legal liability, land use planning and risk management issues.</p> <p>The Intergovernmental Working Group has met three times this year and has been working on two key projects. The first is to get an accurate estimate of the current and predicted costs of managing coastal erosion and inundation to both State and Local Governments, and providing a submission to Infrastructure Australia (IA). IA identified coastal inundation as a priority area for infrastructure spending, and the Working Group's submission argued that coastal erosion is also a significant issue it should address and that options for infrastructure spending should include other adaptation options other than building protection infrastructure, and should include managed retreat spending.</p>
<p><b>3.2 Department of Housing Leasing Residential Property to Charitable Organisations</b></p> <p>That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.</p>	<p>The WALGA President, wrote to the Minister for Housing, Hon Peter Tinley AM MLA in September 2019 in relation to the issue addressed by the motion. The Minister's reply noted the Local Government sector's concerns but did not provide any undertaking to reform the system to require community housing providers to pay Local Government rates.</p> <p>WALGA has also actively advocated on this issue (and broader related issues of rate exemptions) during the current review of the <i>Local Government Act 1995</i>. The recent Local Government Act Review Panel report recommended "The Economic Regulation Authority (ERA) to undertake a review on the rating system, including a thorough examination of the case for the current wide range of exemptions". WALGA will continue to strongly advocate on this issue.</p>
<p><b>3.3 Motorist Taxation Revenue and Spending in WA</b></p> <p>To support the independent position of the RAC, that WALGA call on the State and Federal Government to:</p> <ol style="list-style-type: none"> <li>1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and</li> <li>2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.</li> </ol>	<ol style="list-style-type: none"> <li>1. WALGA is developing estimates of the taxes paid by Western Australian motorists and expenditure on developing and maintaining road infrastructure in the State. These estimates will inform the advocacy strategy and approach. Early stage discussions have been held with organisations that share concerns regarding funding road infrastructure in WA with the view to a combined advocacy approach if considered most effective. Consolidation of existing road condition survey data coupled with a specific survey in the Mid West region will provide additional supporting evidence of the size, location and scale of the road maintenance backlog. Detailed analysis of road trauma has been prepared for each Local Government area and region.</li> </ol>



## Action Taken on Resolutions of the 2019 Annual General Meeting

	<p>2. WALGA is providing input into the national Heavy Vehicle Road Reform process, being overseen by the Transport and Infrastructure Council (Commonwealth and State Ministers with responsibility for transport and infrastructure). This process will consider how best to set heavy vehicle charges, and options for hypothecating heavy vehicles charging revenue to road maintenance and upgrade.</p>
<p><b>3.4 Biosecurity Groups (RBGs)</b></p> <p>That WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.</p>	<p>On 22 August, at the WALGA Forum on Pest Animal Biosecurity Management, the Minister for Agriculture committed to a review of the <i>Biosecurity and Agriculture Management Act 2007</i> in this term of government. The Terms of Reference for the review have yet to be released. In the interim, WALGA participates on the Biosecurity Senior Officers Group, and seeks to ensure that the terms of reference for the review of the Act enable full consultation. The item is being considered at the March meeting of the Environment Policy Team.</p> <p>The Department of Primary Industries and Regional Development (DPIRD) chair the Biosecurity Senior Officers Group, and at the June 2020 meeting officers of DPIRD advised that a draft Terms of Reference for the review of the Act has been prepared as is with the Minister, who has yet to release a final version. Given that a State Election is due early in 2021, it is unlikely that a review panel will be established until after the election.</p>
<p><b>3.5 WALGA Members Support for Waste to Energy</b></p> <p>That WALGA seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.</p> <p>In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.</p>	<p>WALGA supports the intent of the Motion and will continue to advocate for action from the State Government regarding the implementation of the Waste Avoidance and Resource Recovery Strategy 2030. WALGA commends the motion and its identification of key issues such as the need to control the development of new landfills, to support the Strategy Targets, and to develop local solutions to divert material from landfill for material and energy recovery.</p> <p>MWAC will continue to advocate for funding from the State Government regarding the implementation of the Waste Avoidance and Resource Recovery Strategy 2030. WALGA included in the Submission on the Environmental Protection Act review a specific recommendation in relation to reducing the proliferation of landfills, and will continue to advocate for this outcome through the waste reform process.</p>
<p><b>3.6 Membership of Development Assessment Panels</b></p>	<p>A report on the change to membership of Development Assessment Panels was presented to the December 2019 State Council Meeting, where it was resolved:</p>

## Action Taken on Resolutions of the 2019 Annual General Meeting

That WALGA advocate increasing Local Government membership in Development Assessment Panels.

*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.*

Correspondence has been sent to the Minister for Planning in accordance with the resolution above the following response has been received:

*“As you are aware the recently released Action Plan for Planning Reform proposes several reforms and improvements to DAP systems and processes. These will provide a consistent robust DAP process reducing potential conflicts of interest and promote consistency of decision making, thereby addressing many of the perceived issues with the current system.*

*As you have noted, the composition of Local Government representation is not being considered as part of the current planning reform process, however, a number of other significant reforms are proposed. The most notable being a reduced number of DAPs to no more than three and the engagement of specialist members on a full time basis. This will be supported by the establishment of a pool of non-voting subject matter experts to provide DAPs with independent, expert advice as required.*

*It is my intention that these reforms will enhance the decision making process by providing greater consistency and transparency. The reduced number of DAPs and the engagement of full time specialist members will also allow specialist members to gain a greater level of local expertise therefore further enhancing the process.*

*Thank you for raising this with me and I encourage WALGA and the local government industry to remain an active participant in the planning reform process.”*

These proposed changes to the DAPs systems and processes, will require amendment to the DAP Regulations, therefore, the matter of Local Government equal representation will be raised again as part of the public comment period.

The Department of Planning Lands and Heritage have advised that the amendments to the DAP regulations must be gazetted before April 2021, as the appointment of new Panel Members will be required

## Action Taken on Resolutions of the 2019 Annual General Meeting

	<p>at this time. It is therefore anticipated that the draft Regulations will be released at the end of 2020 or beginning of 2021 for public comment.</p>
<p><b>3.7 Review of the <i>Mining Act 1978</i></b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the <i>Mining Act 1978</i> with a view to maximising the benefits to local communities and its impact on local communities; and</li> <li>2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.</li> </ol>	<p>This item was referred to the Mining Communities Policy Forum for action in December 2019.</p> <p>Following the Forum’s deliberations, it was recommended that WALGA:</p> <ol style="list-style-type: none"> <li>1. Prepare a State Council agenda item advocating to the Minister for Mines and Petroleum, highlighting members concerns with the current Mining Act 1978 and requesting that the Minister initiate a review of the Mining Act 1978.</li> <li>2. Establish a forum where the sector can be provided with information on the current rating provisions and the tools needed to more appropriately rate mining tenements and infrastructure located in their communities.</li> </ol> <p>Given the onset of COVID-19 and the State Government’s primary focus on the COVID-19 recovery, advocacy relating to a review of the Mining Act has been reprioritised and placed on hold until a more appropriate time.</p> <p>WALGA is currently looking to facilitate opportunities for Local Governments to hear from others about how they can achieve positive community outcomes within the current provisions of the Act.</p>
<p><b>3.8 Financial Assistance Grant</b></p> <p>That WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to Lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth Taxation Revenue.</p>	<p>This item was considered by the Governance and Organisational Services Policy Team at their 4 March 2020 meeting.</p> <p>At the 4 March meeting, it was recommended that WALGA request ALGA to advocate for a national position on the need for a Financial Assistances Grants (FAGs) Review to be conducted by the Productivity Commission that addresses:</p> <ul style="list-style-type: none"> <li>• The current complex and confusing assessment and allocation methodology;</li> <li>• Clarification of how ‘disabilities’ are defined and administered within these methodologies;</li> <li>• The need for more money to be provided in the total funding pool; and</li> <li>• Support for the retention of minimum grant allocations.</li> </ul> <p>This advocacy has been placed on hold, given that the priority is to distribute greater amounts of funding to all councils through all existing mechanisms, including FAGs, in order to support local economies as they recover from COVID-19.</p>

## Action Taken on Resolutions of the 2019 Annual General Meeting

<p><b>3.9 Third Party Appeal Rights</b></p> <ol style="list-style-type: none"> <li>1. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.</li> <li>2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.</li> </ol>	<p>A letter relating to this issue was sent to every Local Government Chief Executive Officer in WA on 9 November 2019. The letter requested CEOs to advise whether their Council supports or does not support the motion to amend the Preferred Model. As several WALGA members have requested an extension to the original January deadline, the new closing date for feedback was 28 February 2020.</p> <p>An item was presented to the May 2020 State Council meeting for State Council's consideration. The following State Council resolution was made (Resolution 59.2/2020)</p> <ol style="list-style-type: none"> <li>1. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal on decisions made by Development Assessment Panels, is not supported, and</li> <li>2. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels, is not supported.</li> </ol>
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**WALGA**

WORKING FOR LOCAL GOVERNMENT

# Annual Report 2019-2020



# Strategic Plan

## Vision for WALGA

WALGA is respected for delivering on the aspirations of its members, as the Lead Association for Local Government.

## Mission

WALGA provides value to member Local Governments by:

- Enhancing the capacity of Local Governments to deliver services
- Building a positive profile for Local Government
- Providing effective leadership on behalf of the sector
- Ensuring representation for Local Government.

## Strategy Statement

The strategic focus for our organisation is:

**Greater than 80% member satisfaction with WALGA within three years.**

This strategy statement is built on our competitive advantage of being:

- Experienced:** We have a clear understanding of the business of Local Government.
- Integrated:** We are a reliable and effective aggregation that gives value, financial benefits and a united voice.
- Professional:** We provide expert services to meet member needs.

## Key Strategies

### Engagement with Members

- Deliver a broad range of benefits and services that enhance the capacity of member Local Governments
- Improve communication and build relationships at all levels of member Local Governments
- Provide ongoing professional development and interactive opportunities for Elected Members to contribute to debate on sector issues
- Build a strong sense of WALGA ownership and alignment.

### Sustainable Local Government

- Continue to build capacity to deliver sustainable Local Government
- Provide support to all members, according to need
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia
- Foster economic and regional development in Local Government.

### Enhanced Reputation and Relationships

- Communicate and market the profile and reputation of Local Government and WALGA
- Promote WALGA's advocacy successes with the sector and the wider community
- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government
- Develop simple and consistent messages that are effectively articulated
- Promote WALGA's supplier agreements to assist Local Governments.

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# CEO's Report



**Over the past 12 months, the Local Government sector has been tested in ways most of us couldn't have imagined.**

This year will be remembered for the way Local Government across our State adapted and responded to a succession of challenges that confronted our community.

It's this connection to community that separates Local Government from its State and Federal counterparts and it's why Local Government bears such a considerable responsibility to maintain services and support in even the most extraordinary of times.

This is where WALGA has a critical role in ensuring our Members have access to the services and support necessary to enable a flexible and responsive approach to supporting local communities – in good times and bad.

Advancing the interests of Members is an underlying principle that sits behind every decision we make, most notably this year in guiding the thinking behind the restructure of WALGA's administration.

The intent in reducing the number of business areas was to create efficiencies in service delivery; re-orientate each part of the organisation to ensure an outward looking, member-based focus; and to improve coordination and collaboration across the organisation.

This had the effect of reducing the size of the Executive Management team across four new portfolios, Strategy, Policy and Planning; Commercial and Communications; Governance and Organisational Services; and Roads and Infrastructure. Corporate services functions were consolidated within the Executive Office, delivering consistency in service and support across the organisation to better enable the new business areas to focus on delivering on the sector's strategic priorities.

An enhanced focus on Intergovernmental Relations and Risk has been given effect in the restructure, prioritising the development of engagement strategies across key State and Commonwealth portfolios to proactively further the interests of the Local Government sector. Ensuring these interests are heard by the other spheres of Government is a critical measure of WALGA's advocacy effectiveness.

Of course none of this is possible without careful financial management – particularly given the context COVID-19 has presented. The Association is in a sound financial position and well placed to support and advocate for the sector with a turnover of \$22.3 million including grant and non-grant programs. The Association has fully funded reserves for capital acquisition and staff leave liabilities along with carefully managed strategic and cash reserves. Consequently for the third consecutive year the Association has been able to implement a zero General Membership adjustment.

Earlier this year following the Local Government elections, a new State Council was appointed and the City of Wanneroo Mayor, Tracey Roberts, was elected to the WALGA Presidency by her peers. Cr Karen Chappel, Shire of Morawa President was elected as WALGA Deputy President with both appointments roundly acknowledged by the sector and external stakeholders alike. Both Tracey and Karen are staunch champions of Local Government and fearless in their advocacy on behalf of all WALGA Members.

On behalf of the WALGA administration, I'm grateful for the guidance and strength they both present in their roles and look forward to working with them on the challenges ahead in the next 12 months.

I'd also like to acknowledge the outgoing WALGA President, Cr Lynne Craigie. Lynne is a friend to many, as loyal as they come and a proud representative of the Local Government sector. Lynne's contribution to WALGA and all it stands for is immeasurable and I'm personally grateful to have had the opportunity to work closely with her and look forward to seeing what come next for one of our genuine champions.

It would be easy to be singularly distracted by the unprecedented events of recent times. COVID-19 has challenged us all but the day to day business of Local Government has had no respite. This report provides an outline of the activities of your Association throughout the year. It is comprehensive and demonstrates the amount of work that is being progressed by WALGA on behalf of our Members and under the guidance of our State Council.

I'd like to acknowledge the contribution each and every member of the WALGA team has made to the Association this past year and highlight the support that the Executive team has provided to me and State Council during a year of significant challenge and achievement.

To all WALGA Members – thank you for your support. I am privileged to be in a position to support and guide this organisation through the next chapter. The insights, counsel, feedback and challenges you provide are invaluable and I'm excited about working with you all on the tremendous opportunities that lie ahead.

**Nick Sloan**  
Chief Executive Officer



# President's Report



## Last year, my predecessor Cr Lynne Craigie spoke about the challenging fiscal climate faced by our State and nation.

This year, a greater and sudden challenge appeared in the form of a global pandemic, which has sent financial shockwaves beyond the country, and throughout the entire world. It is during this difficult period that Local Government has clearly demonstrated resilience and an ability to collaborate. Councils immediately prioritised the the most vulnerable members within the community. We saw neighbouring Local Governments rallying together to provide aid and support. Such strong community initiatives continue to ensure that no one in the community is isolated or left behind.

These are remarkable achievements in a time of tight fiscal environment and a sudden change of work arrangements. Each Local Government may be varied in scale and capacity – but the one thing in common is our resilience and ability to all work together.

WALGA has further enhanced the spirit of collaboration by spearheading various communication channels with other spheres of government. The weekly State Briefing to the Sector Webinars gave our Member Councils the opportunity to engage with the State Government, Police and other agencies. WALGA's COVID-19 response team took on the task of disseminating the latest information from the National Cabinet meetings of the Prime Minister and State Premiers, and studied the ever-changing State and Federal restrictions to provide clarity for the sector.

To foster a greater sense of cooperation and learning, WALGA initiated the Local Government Showcase Webinar series, featuring presentations from both regional and metropolitan Local Governments on their pandemic response.

The topics included staff redeployment, community initiatives and economic recovery.

To aid Councils in stimulating the local economy, WALGA underwrote access for Members to the VendorPanel Marketplace local supplier management platform. VendorPanel allowed Local Governments the ability to readily engage and source quotations from a local supplier market and showed support for local businesses by providing new opportunities to access contracts.

The Association also represented the sector across a significant number of agencies and committees, reflecting the scope of Local Government operations and its connectivity with the community.

WALGA is part of the State Health Incident Coordination Centre and the State Pandemic Coordination Centre, where we provide valuable input into arising operational issues and strategies as they relate to Local Government

Such extraordinary efforts in responding to the pandemic have proven to be effective – but it is not over. The focus has now shifted to recovery, in the immediate and long term. Health, safety and wellbeing will continue to be a priority.

To be at the forefront of recovery, WALGA has developed a key advocacy document titled Rebooting Local Economies. This document highlights the \$512 million in financial relief and direct economic support from Local Government sector – an astounding effort in the absence of the Federal Jobkeeper program. It also proposes the State Government support a capital and maintenance work worth \$514 million, including investment in shovel ready programs and projects across the State to provide immediate economic stimulus to support recovery.

The strategy has been provided to the State Government for consideration as it develops the State Recovery Plan and the State Budget in October 2020.

To provide further representation for the sector, I was invited to be part of the State Recovery Advisory Group to lead WA's recovery from the impact of the pandemic.

This year also saw a new organisational structure in WALGA, carefully considered by the CEO Nick Sloan.

Supported by the State Council, the CEO outlined and implemented the organisational restructure process in a staged approach to align with the 2020-21 budget. The process saw the reduction in business areas from six to four that will create efficiencies in service delivery, re-orientate each business area to ensure the Association continues to have a Member-based focus and improve coordination across the administration.

Looking forward, WALGA will continue to advocate and promote the sector's strengths through the next phase of recovery. This is especially timely with the upcoming State Elections next March.

Through what has been a very challenging year as a sector, we have clearly demonstrated our commitment, loyalty and support for our communities. This process already has shiny beginnings in the form of advocacy wins achieved by WALGA this year, in spite of the turbulent climate. We look back with pride and look forward with confidence, and I invite you to read the Annual Report, which contains details of our achievements due to the efforts of the Association and the sector.

**Tracey Roberts JP**  
President

# WALGA services to WA Local Governments



### COVID-19 Sector Update



Views during isolation period

**167,850**

### Supplier Contracts



Suppliers

**1052**



Value

**\$380m**

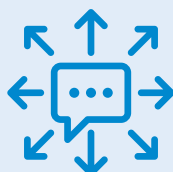
### Twitter



Impressions

**156,787**

### Media Articles



Number of Articles

**1294**

### YourEveryday Video Views



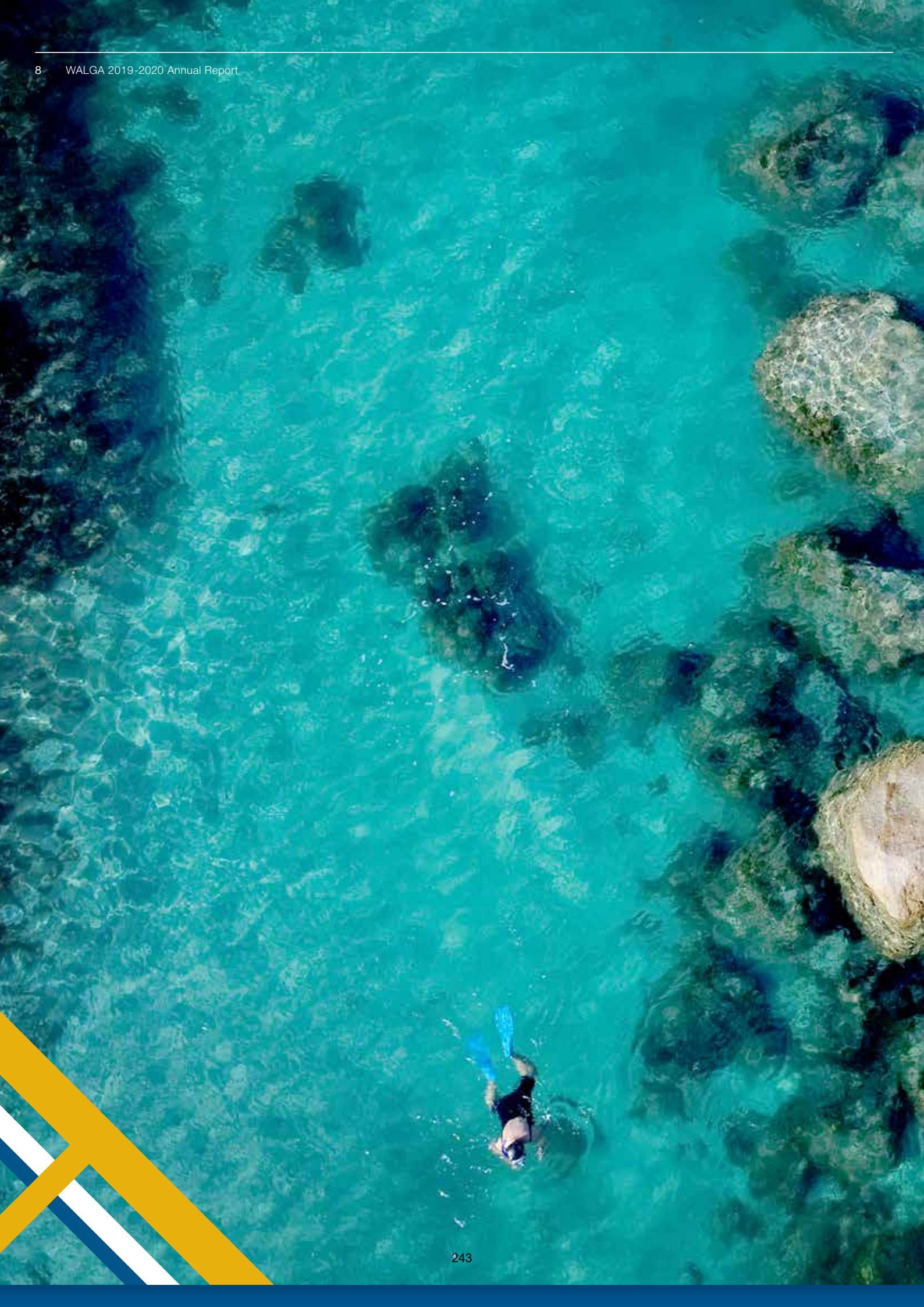
Facebook

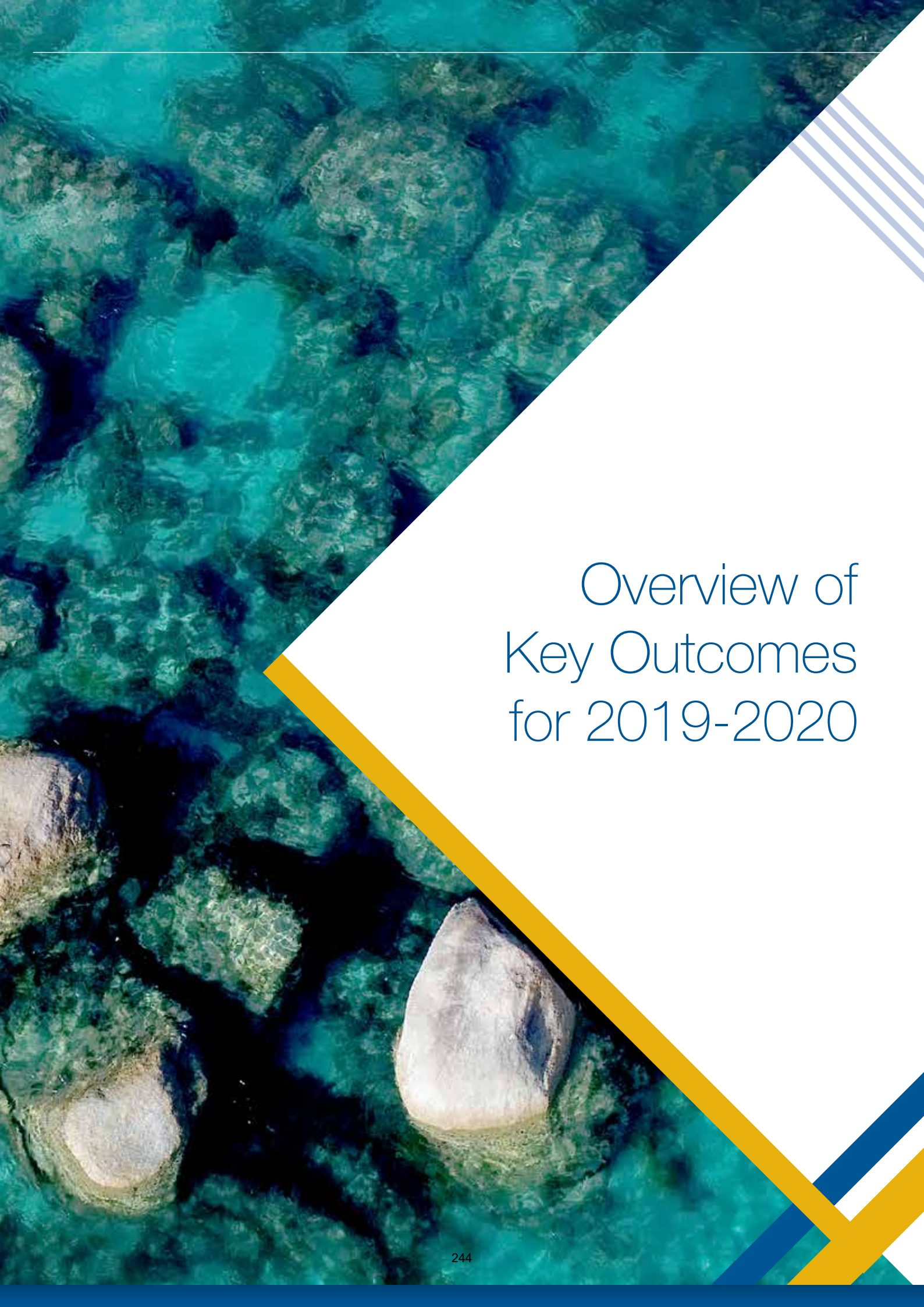
**164,669**



YouTube

**48,084**





Overview of  
Key Outcomes  
for 2019-2020

# Overview of Key Outcomes for 2019-2020

WALGA is committed to providing representation and services that deliver value to Member Local Governments.

It delivers these benefits by:

- Providing Strong Representation
- Providing Effective Leadership
- Building a Positive Profile
- Enhancing the Capacity of the Sector

## COVID-19 Response

Consideration of the significant achievements of the Association for the 2019/2020 financial year, should recognise that for the last quarter (March to May) WALGA shifted focus to responding to COVID-19 and representing and supporting the WA Local Government sector.

Ensuring the sector, including non-Members, received the most relevant and timely information and that issues and concerns were identified and raised with other levels of government quickly became the overwhelming priorities of the WALGA CEO and President.

To facilitate the liaison with government and flow of information to the sector, WALGA established a COVID-19 response team. Headed up by the Strategy, Policy and Planning unit, the team drew on expertise from the Commercial and Communications and Governance and Organisational Services business units.

Concurrently, as with all workplaces, WALGA was required to initiate work-from-home contingency for all staff, excluding the CEO and four Executive Managers. Many of the significant achievements listed in the following are a consequence of the Association's initiatives in response to COVID-19 and are identified as such.

# Strong Representation

## COVID-19 Representation

Throughout the COVID-19 emergency WALGA has represented the Local Government sector's interests in the development and implementation of restrictions and raised issues of concern via participation in the State Health Incident Coordination Centre and membership of the State Emergency Management Committee COVID-19 Coordination Group, State Welfare Emergency Committee and State Recovery Advisory Group.

## 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

In addition, WALGA appeared before the Committee in a private hearing.

## State Road Funds to Local Government

A review of the level of State funding for Local Government roads for the remaining three years of the current agreement was completed and presented to the Minister for Transport. There has been no Government decision as the State budget was delayed to October 2020.

WALGA together with Main Roads have comprehensively reviewed the State Road Funds to Local Government Procedures. This is a crucial document that governs the operational procedures for the allocation and acquittal of the more than \$200m of State funds provided to maintain and upgrade Local Government Roads.

## Local Government Act Review

The Minister for Local Government announced in November 2019, the formation of an expert panel to progress the next stage of the Act review process, which included carrying out work to prepare for a Draft Local Government Act (Green Bill) to be developed.

WALGA's position is that the State Government need to identify the key principles for the Act in the first instance and then develop supporting policies. The detail of the Act then follows after the principles and policies are established.

The Panel met between November 2019 and April 2020 and have presented a report to the Minister. At the time of writing this report the Minister had not released the Panel's findings.

WALGA's advocacy positions is underpinned by a theme of 'Principles over Prescription'.

With the key principles being;

- (a) Uphold the General Competence Principle currently embodied in the Local Government Act;
- (b) Provide for a flexible, principles-based legislative framework;
- (c) Promote a size and scale compliance regime;
- (d) Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community, taking into consideration the Local Government's role in creating a sustainable and resilient community through;
  - i. Economic Development
  - ii. Environmental Protection
  - iii. Social Advancement;
- (e) Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the *Local Government Act 1995*; and
- (f) The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

A full list of WALGA's advocacy positions can be found here:

[walga.asn.au/Policy-Advice-and-Advocacy/WALGA-Advocacy-Position-Statements](http://walga.asn.au/Policy-Advice-and-Advocacy/WALGA-Advocacy-Position-Statements)

## Strong Representation

### State Industrial Relations Review

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 was introduced into State Parliament. It is anticipated it will be debated in Parliament in August 2020.

### COVID-19 Rates – Penalty and Instalment Interest Charges

The Local Government sector and WALGA achieved a significant advocacy win in relation to the maximum interest rates payable on overdue rates and rates paid by instalment. The State Government had proposed to remove all penalty and instalment interest charges on rates as part of the State’s response to the COVID-19 pandemic.

The eventual outcome was superior to the original proposal which would have had a deleterious impact on Local Governments’ cash flow in the 2020/21 financial year. This cash flow challenge would be in addition to the constrained revenue environment in which Local Governments are likely to be operating in the 2020/21 financial year.

The Minister for Local Government listened to the sector’s concerns and implemented a Ministerial Order with the following key components:

- Penalty interest reduced from a maximum of 11% to 8%, which is in line with ATO penalty rates.
- Instalment interest to remain at 5.5% if a Local Government has a hardship policy, and to be a maximum of 3% if a Local Government does not have a hardship policy.
- For those that are in hardship and meet the Local Government hardship policy eligibility, then no penalty interest or instalment interest rate applies. Importantly, each Local Government decides on approving the application for hardship.

WALGA appreciates all Local Governments that rapidly responded to our survey on the impacts of the proposal; the weight of responses was instrumental in the advocacy effort.

### COVID-19 Procurement Amendments – Tender Threshold and Contract Extensions

The Functions and General Regulations have been amended to increase the tender threshold to \$250,000.

Removing the requirement to publicly invite tenders during a state of emergency for:

- The supply of goods or services associated with a state of emergency and;
- A contract renewal or extension of no more than 12 months when the original contract is to expire within three months.

These amendments, which represent another advocacy success, permit a wider range of procurement activities to be conducted under Purchasing Policies and assist Local Governments in their response and recovery activities.

### COVID-19 Electronic Council Meetings – Regulations Amendment

In relation to Council meetings, WALGA successfully advocated on the sector’s behalf for amendments to the Local Government Administration Regulations to allow Council meetings to be held electronically during the COVID-19 pandemic. These amendments were gazetted in late March 2020.

The amendments provide for Local Governments to convene Council and committee meetings with all participants remotely in attendance by instantaneous communications. The changes ensure that Council decision making necessary for responding to the COVID-19 Public Health Emergency and for continuing to administer the Local Government’s functions, can continue.





## COVID-19 Planning and Development Legislation

In response to the economic downturn from COVID-19, the State Government introduced the Planning and Development Bill 2020.

The Association undertook significant advocacy on behalf of the sector when the Bill was presented to Parliament in May 2020. During the debate, the Association provided Upper House members with a list of concerns, which successfully effected changes to the Bill.

The new assessment pathway allows the WA Planning Commission to assess and approve development applications over \$20 million (Perth Metro) and \$5 million (Regional) for the next 18 months. An additional proposal will see the establishment of a Special Matters DAP.

## National Redress

After 18 months of intensive consultation with Members, the State Government signed an agreement acknowledging that if a case should be made against a Local Government, State Government will absorb full financial and legal responsibility in line with Commonwealth Government legislation. This success can at least be in part attributed to 80% of Local Government members engaging in the process.

## LED Street Lighting

In response to calls from Local Governments for a wider range of street lighting choices, WALGA advocated for choice in colour temperature and investment models for street lighting upgrades. During the year, Western Power introduced the option of 3000K (warm white) LED street lighting for residential streets and new tariffs became available for situations where the Local Government provides the capital cost of new lights.

## National VET Advice – Local Government Training Package

At a national level, WALGA is a member of the Local Government Industry Reference Committee (LGIRC) which provides sector advice and is a conduit for industry feedback to government on the review, development and implementation of the Local Government Training Package.

WALGA has worked with the LGIRC, representing both WA and NT Local Governments, to produce a draft new Training Package. WALGA will be working with other National LGAs to ensure Members have the opportunity to be involved in the evaluation of the training package products.



## Strong Representation

### Long Service Leave Amendments

WALGA successfully advocated for amendments to the Long Service Leave Regulations during the COVID-19 pandemic to:

- Clarify that long service leave will continue to be accrued during any period of absence from duty due to the employer's response during a state of emergency
- Allow long service leave to be taken in two or more separate periods; and
- Allow employees to access long service leave during a state of emergency if they have completed at least seven years of continuous service.

### Inquiry into Remote Area Tax Concessions and Payments

WALGA's Submission to the Productivity Commission's Inquiry highlighted some of the challenges that make it difficult for regional and remote communities to secure sustained population and workforce growth, and on this basis, maintained that the rationale for retaining remote area tax concessions and payments of regional development still exists. Although the recommendations in the Productivity Commission's Final Report largely went against those of the Association, WALGA, together with LGANT and LGAQ, successfully lobbied the Commonwealth Government to commit to not implementing the Productivity Commission's recommendations.

### Environment Sector Position

During the year both the State and Commonwealth Governments released several new policy positions and proposed changes to environmental legislation which would have implications for Local Government. WALGA's submissions on these initiatives include:

- The State Government's Climate Change in Western Australia Issues Paper;
- The State Government's Native Vegetation in Western Australia Issues Paper;
- Proposed changes to the WA Environmental Protection Act; and
- An independent review of the Commonwealth's *Environment Protection and Biodiversity Conservation Act*.

A significant win for Local Government arising out of these submissions was the establishment of a special team within the Department of Environment and Water Regulation set up solely to manage all the clearing of native vegetation applications from Local Governments.

### Environment Policy Representation

In the Environment and Waste portfolio, WALGA represented the Local Government sector on key Government working groups and committees, including:

- Intergovernmental Coastal Hazard Working Group;
- Biosecurity Senior Officers' Group;
- Local Government Roadside Clearing Regulation Working Group; and
- EPA Stakeholder Reference Group

### Emergency Response Support

WALGA has been activated in line with prescribed legislative responsibilities for a number of emergencies in 2019/2020, including the Yanchep Bush Fire, Mt Success Bush Fire, Norseman Complex Fires, Tropical Cyclones Blake and Damien. This has included participation in All Hazards Liaison Group and State Emergency Coordination Group meetings.

### Regional Subsidiaries

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 2019/2020, 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.

### Stop Puppy Farming

The State Government released a Public 'Stop Puppy Farming' Consultation Paper in 2018, explaining its commitment to introduce laws to: stop puppy farming and the supply chains that support this industry; improve the health and welfare of dogs in Western Australia; and stop the overbreeding of dogs.

In March 2020 the State Government introduced Dog Amendment (Stop Puppy Farming) Bill.

WALGA's position is that the current legislation is not supported and that the State Government needs to more appropriately consult with the sector, traditional custodians and the wider community. In addition there needs to be further cost modelling work carried out on the financial impact on Local Government to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming.

# Effective Leadership

## COVID-19 Daily Update

With the advent of COVID-19, WALGA initiated a daily electronic bulletin to the sector to provide situational updates, communicate changing directions from authorities, and highlight opportunities and support for the sector. The bulletins were accessed almost 170,000 times during the isolation period with a peak open rate of 60% (percentage of recipients that opened document), and have now transitioned to be ad-hoc according to release of information relevant to the sector.

## COVID-19 Webpage

To assist Member Local Governments access relevant information regarding COVID-19 advice and support, WALGA created a new landing page for the WALGA website that provided the latest information and announcements and directed visitors to six key areas in: State Emergency Declarations; Intergovernmental Relations; Changing Business of Local Government; Business Continuity and Emergency Supply Services; Tools, Templates and Resources; and a Councils in the Community section that profiles measures and actions taken by Local Governments to redress the impacts of the pandemic.

## COVID-19 Recovery Advocacy

To champion the sector's role in COVID-19 recovery planning and funding opportunities, WALGA has developed the Rebooting Local Economies strategy which has been provided to the State Government for consideration as it develops the State's Recovery Plan. The strategy highlights the strong response of the sector, including \$512 million in financial relief and economic support provided to residents and business across WA. It also proposes the State Government support a capital and maintenance program and shovel ready projects across the State to provide immediate economic stimulus to support recovery.



## State Budget Submission

Each year, WALGA prepares a submission to the State Government outlining the sector's priorities for the upcoming budget. The following four strategic themes formed the basis of WALGA's Submission and highlight the key areas for which the sector sought funding or policy changes in the State Government's 2020/21 State Budget:

- Empowering Local Governments to contribute to the State's priorities
- Establishing a Strategic Approach to Economic Development in WA
- Investing in Important Local Government Infrastructure
- Ensuring a Sustainable Environment for our Communities

Across the identified four strategic themes, WALGA put forward 18 initiatives in its 2020/21 State Budget Submission that total \$287 million across the four year forward estimates period.

## Local Government Performance Monitoring Project

The third edition of the Local Government Performance Monitoring Project was completed with 26 Local Governments participating, to accurately reflect the in planning and building performance during the 2018/2019 financial year. The data provides a snapshot of the excellent performance of Members in planning and building functions over the 12 month period, and provides benchmarking data for participants and their performance over the last three years.

## COVID-19 CEO Liaison

For the initial phase of the WALGA response to COVID-19, WALGA engaged a highly experienced former senior Local Government CEO to liaise with each Local Government Chief Executive Officer to both ascertain their issues and operational responses and to provide professional support and advice if required. Every WA Local Government CEO was contacted at least twice during the early weeks of the restrictions by the CEO liaison.

The appointment of the CEO liaison role followed a series of round table meetings with a number of metropolitan and regional Local Government Chief Executive Officers to assist in developing the role for WALGA in supporting the sector.

## COVID-19 State Council Zone Video Updates

To assist WALGA Zones remain connected to the Association during the COVID-19 lockdown, WALGA produced a series of video messages from participating WALGA State Councillors to their respective Zones to share updates and insights as to the sector and individual Local Government responses to related issues and concerns.

## Review of State Council and Zone Structure and Processes

State Council formed a Working Group to undertake a comprehensive review of WALGA's State Council and Zone Structure and Processes in 2019-2020.

The Working Group considered previous review outcomes, structures utilised by other associations of Local Government, strengths and weaknesses of the current model, and options for change.

Key recommendations adopted by State Council include:

- Preparation of a prospectus outlining the role of WALGA, role of Zones, and the role of State Council to encourage nominations and participation in Zones and State Council
- Development of a new process for the consideration of submissions to government agencies outside of the regular Zone and State Council meeting cycle
- Continuing to offer secretariat services to Zones, and
- Changes to streamline the State Council agenda.

The recommendations of the review aim to strengthen the relevance of Zones and ensure State Council is able to respond proactively to government requests for submissions on key policy topics.

## Environment Policy Working Groups

WALGA has established several working groups to discuss a variety of issues in the implementation of Urban Forests, Coastal Hazard and car parking management. These working groups are progressing a series of actions to provide a range of tools, resources and guidance for Local Governments to access.

## Effective Leadership

### WALGA Sector Webinars

To assist Local Governments connect with political insights and operational priorities during the social distancing restrictions of COVID-19, WALGA offered a series of webinars. During the period covered by the WALGA Annual Report (2019/2020 financial year ending May 31), these were:

- **Mayors and Presidents COVID-19** – Local Government Minister David Templeman (16 March 20)
- **COVID19 - State Briefing to Sector** - Minister Templeman; Clinician, Revle Bangor-Jones; Dr Mike Lindsay, Director of Environmental Health, Department of Health (20 March 20)
- **COVID-19 - Business Continuity and Insurance Implications** - LG Pro and LGIS (26 March 20)
- **COVID-19 - Update for EHOs and EM Officers** – WALGA staff; Shaakya Dharmaratne and Karen Bateman, Incident Management Crisis Team, City of Canning; Andriena Ciric, Executive Manager Structures and Community Initiatives, Shire of Capel; Daniel High, City of Perth Relief and Rebound Package (27 March 20)
- **COVID-19 - Managing Employee Relations Implications of the COVID-19 pandemic**- WALGA staff (27 March 20)
- **COVID19 - State Briefing to Sector** – Minister Templeman; Premier Mark McGowan (27 March 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Gary Dreiberger, Deputy Police Commissioner (3 April 20)
- **COVID-19 - State Emergency Welfare Plan** -Michelle Andrews, Director General, Department of Communities; Jennifer McGrath, Mental Health Commissioner; Debra Zanella, President, WACOSS President (8 April 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Chris Dawson, Police Commissioner; Mike Rowe, Director General, Department of Water And Environmental Regulation (9 April 20)
- **Changes to Planning Legislation** - Kathy Bonus, Chief Planning Advisor, Department Planning, Lands and Heritage (16 April 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Dr Robyn Lawrence, State Health Incident Controller, Deputy Chief Health Officer, Clinical Services, Department of Health (17 April 20)
- **LG Showcase** - Local Governments Working with their Communities During COVID-19 -Shire of Bruce Rock; Shire of Denmark; City of Joondalup (22 April 20)
- **Waste Update** – What's Happening and Key Issues - WALGA staff (23 April 20)
- **COVID-19 - Employee Relations and Governance Issues Faced by Local Governments During COVID-19** – WALGA staff (24 April 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Emergency Services Minister Fran Logan; Sharyn O'Neill, State Recovery Controller (24 April 20)
- **LG Showcase** - City of Vincent; Shire of Augusta Margaret River; City of Albany (30 April 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Tourism Minister Paul Papalia (1 May 20)
- **COVID-19 – Marketplace: Local Supplier Registration Portal: provided for 12-month trial at no charge** – WALGA staff; VendorPanel (6 May 20)
- **Sustainability reporting frameworks for Local Government** - UN Association of Australia; City of Fremantle; City of Melville; City of Canning (7 May 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Regional Development and Agriculture Minister Alannah McTiernan (8 May 20)
- **COVID-19 – Marketplace: Supplier on-boarding to Platform** – WALGA staff, VendorPanel (13 May)
- **LG Showcase – Staff Redeployment: Approaches to Staff Redeployment in Response to COVID-19** - City of Armadale; City of Wanneroo; Shire of Harvey (14 May 20)
- **COVID-19 - Operation of Short Term Lending Facility** - Kaylene Gulich, WA Treasury Corporation CEO; Stephen Morhall, General Manager Client Services (15 May 20)
- **COVID-19 - State Briefing to Sector** - Deputy Premier Roger Cook; Dr Mike Lindsay, State Emergency Coordinator and Director of Environment Health, Department of Health (15 May 20)
- **COVID-19 - State Briefing to Sector** - Minister Templeman; Caroline Spencer, Auditor General (22 May 20)
- **LG Showcase – Economic Stimulus, Economic Update and Outlook, Local Economic Stimulus Projects** – WALGA staff; City of Karratha; Shire of East Pilbara (21 May 20)
- **COVID-19 - Cash Flow Forecast Requirements for Short Term Lending Facility** - WA Treasury Corporation (26 May 20)
- **Local Government Support for Aboriginal Language and Place Names** – City of South Perth; Shire of Katanning; Landgate; Main Roads WA; Badgebup Aboriginal Corporation; Community Arts Network; Professor Len Collard (28 May 20)
- **COVID-19 - State Briefing to Sector** - Sharyn O'Neill, State Recovery Controller (29 May 20)



# Enhancing Capacity

## Preferred Supplier Program

WALGA's Preferred Supplier program facilitated approximately \$380 million worth of access to goods, services and works to Members, recording 9% growth in turnover. Quantifiable savings to Members of \$30.8 million were measured, with additional savings in process and administration, contractual benefits and risk mitigation, and the support of WALGA's centralised contract management and due diligence. WALGA recorded more than 1500 engagements through its eQuotes platform during the year.

During the year WALGA refreshed and enhanced Preferred Supplier Panels for Group Advertising, Audit and Compliance Services, CCTV and security, Office Products and Workplace supplies, ICT Services, Tyres, and Library Services. New contracts have been established for Recruitment Services and Tender Management Services, and a range of other panels were enhanced. A discount vehicle offer was negotiated with Mitsubishi. Through the National Purchasing Network alliance with counterpart organisations, new contracts were implemented for Plant Machinery and Specialised Trucks. There are currently 1052 existing suppliers spread over 40 panel and direct contract arrangements.

The restructure of WALGA's procurement activity following a functional review has resulted in a new Commercial Services team with the objectives of delivering enhanced value to Members through traditional Preferred Supplier activity and new areas of development. The new team is in the early stage of modernising the Preferred Supplier program to provide greater agility, ease of access, and greater reach to the market of local suppliers.

## WALGA LGIS Insurance Services

It has been 25 years since WALGA partnered with JLT to establish the LGISWA self-insurance Scheme, to enable WA Local Governments to work together to protect themselves and their communities.

All WALGA Members subscribed to LGIS membership in 2019/2020 with the Scheme delivering \$6 million in surplus distributions from 2018/2019 operations to Member Local Governments, with two thirds electing for it to be applied as a credit off their 2020/21 Scheme contributions.

Over the past year, the LGISWA Scheme received over 2700 new claims from Members valued at over \$27.8 million (852 workers compensation, 1236 liability, 608 property and 28 bushfire volunteers personal accident claims). Along with cover, claims management and associated advice, in 2019/2020 LGIS Members received the benefit of over 11,300 hours of risk management services; 1300 hours of injury prevention services (to over 3000 workers); health and wellbeing services provided to over 12,750 workers; the services of three injury management consultants; and co-funding for the services of seven regional risk co-ordinators.

From the recommendations of a full review of LGIS' structure and governance commissioned by WALGA, the outlook is for continued assessment and development to enhance Member benefit including additional insurance covers coming under the mutual Scheme, and a new look for LGIS.

## COVID-19 LGIS Contribution Relief

Following the outbreak of the COVID-19 pandemic, a decision was taken by the LGIS Board, championed by WALGA representatives and with the endorsement of WALGA State Council, to release a further \$7 million from reserves to provide financial relief to support Members at their time of need. The result is that Member Local Governments will have significantly reduced contribution requirements for the next financial year at a time when it is recognised that there is likely to be significant pressure in maintaining revenue.

## WALGA Training

As a Registered Training Organisation WALGA delivered 177 training courses together with providing an eLearning program of 10 Local Government specific eLearning courses to 5008 Elected Members and Officers this financial year.

WALGA offers training on-site at Local Government premises as well at WALGA's building in West Leederville. The training is evenly split between the regions and the metropolitan area. In addition WALGA's eLearning program had 3400 enrolments during the financial year.

During the response to COVID-19, WALGA Training introduced providing Virtual Training in April 2020. This has been very popular and will continue to be offered as an alternate training platform into the future.





## Governance Advice

In keeping with WALGA's commitment to provide advice, guidance and resources to Member Local Governments, the Governance and Organisational Services Team provides online Governance subscription services in the form of Local Laws and Governance Manuals. Approximately 120 Member Local Governments subscribe to both services, and recent additions were made to the resources available on the Complete Guide in 2019/2020 to include guidance on Primary and Annual Returns Management, Electoral Roll Eligibility Claims Guideline, access to public information on Local Government websites and improved Procurement and Meeting Procedures resources. Additionally, the Governance Unit fielded over 350 enquiries directly related to the commencement of the *Local Government Legislation Amendment Act 2019* and updated existing resources to incorporate changes, such as the gift declaration provisions.

WALGA continues to experience increased need for telephone and email advice as part of Local Governments' membership, with the commencement of a Customer Records Management (CRM) system in October 2019 identifying the main topics of enquiry relate to meeting procedures, delegations, conflict of interests and legislative amendments.

## Employee Relations Advice

In the 2019/2020 year a total of 5007 employee relations advisory contacts were recorded. On average the employee relations service assisted the sector with over 400 queries per month. However, the number of enquiries spiked in March 2020 to 538 as a result of COVID-19.

During the past year, the Association assisted Local Governments with seven formal industrial matters, with five successfully concluded and two remaining active. Four of the claims were unfair dismissal applications with the balance of claims distributed across general protections and anti-bullying.

The Association was engaged as lead negotiators for five organisations in their enterprise agreement bargaining meetings during the 2019/2020 financial year. The Association also completed a number of detailed compliance reviews in addition to advising on enterprise bargaining processes, particularly with regard to varying enterprise agreements to freeze wage increases.

To assist Local Government subscribers navigate the challenges of COVID-19 the employee relations service produced information sheets and developed resources. To enable ongoing capacity building, the service conducted webinars about probationary periods, employee record keeping and managing employee relations during the COVID-19 pandemic.

Throughout the year, the Association has provided regular updates and made submissions on behalf of the sector about the four yearly review of the modern awards, namely the *Local Government Industry Award 2020*.

## Enhancing Capacity

### COVID-19 Local Supplier Support

To assist Member Local Governments support their local economies during COVID-19, WALGA negotiated and underwrote the cost of providing a 12-month free trial of the Marketplace platform to better enable local suppliers to access sector contracts. The initiative was advertised by WALGA in the weekend *The West Australian* newspaper and within the first month attracted more than 8000 small businesses to register across the State. As a consequence in the first two months of offering the platform, 39 Member Local Governments had awarded \$2.8 million worth of activity to local suppliers.

### COVID-19 Health and Economic Vulnerability Analysis

To provide Members with a view of the COVID-19 vulnerability of their communities, WALGA analysed a range of demographic and economic data for each Local Government in WA. The analysis provided a useful snapshot of the groups in the community for which Local Governments should have added focus for as they undertake their COVID-19 response and recovery planning. WALGA provided a personalised analysis pack of the vulnerability analysis to the 70 Local Governments that requested a copy. The analysis pack was also provided to each WALGA Zone, with analysis completed at the zone level, rather than the Local Government level.

### COVID-19 PPE Support

With personal hygiene regimes a critical part of preparation for COVID-19 and the resulting shortage of supplies from increased consumer demand, WALGA facilitated the manufacture and dispatch of more than 70,000 units of hand sanitiser to 55 Member Local Governments.

### COVID-19 Financial Hardship Policy and Implementation Guide

WALGA released a template Financial Hardship Policy to help Local Governments assess the unique circumstances and challenges that ratepayers might encounter as a consequence of the COVID-19 pandemic.

In response to the anticipated high uptake of this Policy by Local Governments, WALGA also prepared a template Financial Hardship Policy Implementation Guide. This Guide will assist in the administration of a Local Government's Policy and lead to the establishment of a consistent approach to the assessment of financial hardship across the Local Government sector.

### COVID-19 Electronic Meetings Guide

To support Local Governments with the convening of electronic Council meetings, WALGA prepared an Electronic Council Meeting (eMeeting) Guide to assist Local Governments in understanding the new Regulations and how they interact with existing meeting procedures.

In addition, WALGA's Governance staff assisted the sector with procedural and operational queries on a daily basis.

### Safe System Demonstration Project

WALGA's RoadWise Program commenced development (Phase 1) of a project to demonstrate best practice and showcase Local Government leadership in road safety. Phase 2 will involve collaborating with participating Local Governments, to develop and embed a road traffic safety management system based on the International Standard for road traffic safety management systems

(ISO 39001) within the organisation. The aim of this project, the first of its kind in Australia, is to demonstrate the ways in which Local Government can apply safe system principles to proactively manage road safety performance.

### Courtesy Speed Display Signs

Local Governments continued to utilise WALGA RoadWise Courtesy Speed Display Signs (CSDS) to promote safer local streets. The interactive signs assist in slowing traffic on local streets by encouraging behaviour change which can be further enhanced through speed enforcement by local police. The roadside display signs are particularly useful to support speed limit changes and speed management treatments to make local streets safer, particularly for pedestrians and cyclists. During the past year, the signs were loaned 12 times, on a monthly loan basis, to a total of 11 Local Governments across six regions.

### Policy Template for Works and Events in the Road Reserve

In response to numerous complaints from Local Governments concerning the management of contractors working in the road reserve, WALGA has compiled a policy template to assist Local Governments to develop a robust management framework. The template defines an approvals process for different types of works, traffic management obligations and restoration requirements.

## Local Government Guidelines for Restoration and Reinstatement in Western Australia

To complement the Policy Template for Works in the Road Reserve, WALGA initiated a review of the IPWEA restoration guidelines published in 2002. A working group of practitioners from Local Governments, Main Roads WA, IPWEA and WALGA was convened and developed a completely new guideline. The guideline is designed to assist Local Governments manage third parties, such as utility providers, working in the road reserve or on other land under the control of Local Government. They set out requirements for the planning and approval of works, restoration of roads, kerbs, footpaths and other infrastructure and the reinstatement of verges, parks and reserves.

## Level 1 Bridge Inspection Framework

Local Governments are responsible for some 900 bridges and are required to perform and record annual inspections and routine maintenance on all of these bridges. There was no formalised process to manage this obligation and WALGA together with Main Roads WA have developed a framework that sets out a procedure for the performance, reporting and monitoring of inspections. To support Local Governments to comply with the framework, WALGA has been providing workshops that cover the theory and practices needed to perform level 1 inspections.

## Planning and Building Advice

In keeping with WALGA's commitment to provide advice, guidance and resources to Member Local Governments, WALGA continued to work with members to produce a range of resources located on the Planning Improvement Portal (<https://walgapip.ning.com/>). New materials include the Model Local Planning Policy Guideline, the Scheme Amendment Resolution – Guideline and the Incidental Structures & Registered Builders - Information Page.

## Climate Change Project

WALGA has assisted Local Governments plan actions to address climate change, in particular, carrying out a project funded by the Commonwealth Government titled "Climate Resilient Councils - preparing for impacts of climate change". The project is aimed at strengthening Local Governments' ability to be climate resilient in relation to the predicted increased incidence and severity of natural disasters related to climate change – fires, floods and heat waves. The broader issue of reducing carbon emissions is also covered.

## Salary and Workforce Survey

The 2019 Salary and Workforce benchmarking report was released in February 2020. In addition to the report, the online portal provides data, tools and resources to allow subscribers to make the most of the salary data for human resources, remuneration reviews and workforce planning.

As a result of COVID-19 and the significant challenges faced by the sector, the decision was made to not conduct the annual salary and workforce survey in 2020. A survey will be coordinated in 2021 and will incorporate questions about COVID-19 so information collected can be used by Local Governments to hone workforce strategies to address areas of risk, such as pandemics.

## Household Hazardous Waste Program

Through the Program, Local Governments' capacity to provide services to its community is enhanced. The Program collected over 370,000kg of unwanted hazardous chemicals at a cost of \$1,458,000. This year the Program expanded its reach, through hosting Temporary Collection Days in Collie, Boddington, Bassendean, Manjimup, Boyup Brook and Hazelmere. This Program is supported by the State Government and administered by the Waste Authority.

# Positive Profile

## COVID-19 Rates Campaign

In the lead up to the 2020 rates period, WALGA developed and implemented a campaign to educate the community on the rates process. The intention of the campaign was to explain how rates are calculated but also to highlight that the rates freeze proposed by most Local Governments in response to COVID-19 would result in no additional rates revenue to Local Governments, and that the only shift in individual rates were the consequence of the application of the revaluation process undertaken by the State Valuer General. In addition, the campaign sought to redress the commonly held misconception that rates

are directly related to house prices as with other government charges such as stamp duty and land tax.

The campaign material included two 30 second video advertisements and a two minute explanatory video; two full page press advertisements which could also be applied to poster displays; a detailed Frequently Asked Questions fact sheet and a single page explanatory graphic. All material was available to Member Local Governments to rebrand for their own application. The WALGA component of the campaign involved promotion of the video content through online search and social media supported by a series of full-page advertisements in the weekend *The West Australian*.

## Election Campaign

WALGA partnered with the Department of Local Government, Sport and Cultural Industries to jointly fund a campaign to encourage greater diversity and participation in the 2019 Local Government elections. The campaign included television advertising on both metropolitan and non-metropolitan networks; online video content and a special campaign website; and local radio advertising. The theme of the campaign was to encourage participation in the Council elections to ensure that all views are heard.



## YourEveryday Website and Campaign

The YourEveryday.com.au website continued to be updated with video content from around the State to help promote the Local Government sector to the community. The content created by WALGA for the site has three main themes: profiles of key people, in the most part Mayors, Presidents and Chief Executive Officers; details of local area attractions for visitors; and information of areas of special interest involving Local Governments and their representatives.

During the period, the YourEveryday online videos achieved 323,000 views across all platforms. Up until the onset of COVID-19 the YourEveryday content and website was supported with paid online search advertising and print advertising in the weekend The West Australian.

## COVID-19 Councils in the Community Campaign

Print advertising placements in the weekend The West Australian were reassigned from supporting the YourEveryday promotional campaign to focus on WA Local Government's response to COVID-19. The Councils in the Community campaign was used to highlight achievements and key messages from the sector to the community in particular around alternative service offerings during lockdown, considerations in engaging with reopened facilities and promoting support for local businesses and economies. The content used in the Councils in the Community print advertising was also captured on the revised WALGA homepage.

## Promoting the Road Safety Contributions of Local Governments

WALGA staff were invited to present, as both key note and session speakers, at the 2019 Australasian Road Safety Conference in Adelaide. The title of the key note presentation 'Half way to zero' focused on the need for other spheres of government to recognise and partner with Local Governments in order to achieve national and state road trauma reduction targets and ultimately the best possible road safety outcomes for communities. The contribution of local leadership and community action in WA also featured at the Rural and Remote Road Safety Symposium held as a part of the Conference.

## Media Reports

Throughout the course of the past 12 months, WALGA and the Local Government sector featured in approximately 1294 media reports of which the overwhelming majority were neutral in their representation. There were 203 negative media reports and 113 positive reports with the majority of the positive reports related to community initiatives and support by Local Governments in response to COVID-19. During the period WALGA issued 23 media releases.

## Social Media

The Association's social media presence and as such ability to positively promote the sector includes 157,000 impressions on Twitter with 1907 followers; 1757 likes on Facebook with 1837 followers; and 1585 new followers on LinkedIn for a total of 8872 followers.

## President's Column

The WALGA President was featured in 12 editions of The West Australian promoting the sector and key advocacy positions with the monthly column on page 4. Topics raised during the past year have included: advocating for drought relief for WA communities; recognition of Local Government role in bushfire recovery; highlighting the destructive effects of social media on community debate; encouraging participation at the Local Government elections; and later in the period redressing key issues on the sector response to COVID-19.

# WALGA Sector Events

Over the course of the year WALGA implemented a number of events to promote various aspects of the Local Government sector up until restricted by COVID-19 distancing requirements. These were:

## JUNE 2019

**CEO Breakfast with Nick Sloan**  
(7 June 19)

**The New Normal: Emergency Management in a Changing Climate**  
(12 June 19)

**Breakfast at the ALGA NGA 2019**  
(17 June 19)

**WA Public Libraries Strategy Forum**  
(21 June 19)

## JULY 2019

**WALGA/LGIS Joint Human Resources Forum** (4 July 19)

## AUGUST 2019

**State Council Workshop**  
(5 August 19)

**Emergency Management: Before - During - After** (6 August 19)

**Mayors and Presidents' Forum**  
(6 August 19)

**Building Positive Partnerships with Aboriginal Communities** (6 August 19)

**Economic Development Australia Breakfast** (7 August 19)

**Breakfast with Hon David Templeman MLA** (7 August 19)

**State & Local Government Forum**  
(7 August 19)

**2019 WA Local Government Convention** (7-9 August 19)

**Procurement Network Forum - August** (8 August 19)

**Pest Animal Biosecurity Management** (22 August 19)

**Creating Accessible and Inclusive Communities: How to work better together** (29 August 19)

## SEPTEMBER 2019

**Local Government CEO/ Media Representatives Discussion**  
(4 September 19)

**Local Government Community Safety Network Forum**  
(4 September 19)

**CEO/Cost Shifting lunch**  
(20 September 19)

**Wheatbelt Regional Health Services Forum** (20 September 19)

**WALGA Field Training on plant (native and weed) recognition in natural areas** (26 September 19)

## OCTOBER 2019

**WALGA / IRSWA Meeting**  
(10 October 19)

**WALGA Local Government People and Culture Seminar 2019**  
(11 October 19)

**Workshop - Proposed Reforms to the Building Approval Process for Single Residential Buildings in WA**  
(17 October 19)

**Multicultural Communities Forum**  
(21 October 19)

**2x Stretch-Thinking Training for Emergency and Crisis Management**  
(22 & 23 October 19)

**Climate Change Consultation Session for Local Government**  
(23 October 19)

**Meet the Waste Authority - Breakfast** (30 October 19)

## NOVEMBER 2019

**Affordable Housing and Homelessness Workshop - Metropolitan Forum** (4 November 19)

**Affordable Housing and Homelessness Workshop - Regional Forum** (5 November 19)

**Workshop on Pool Barrier Requirements** (6 November 19)

**Workshop on Managing Sediment Loss During Urban Development** (8 November 19)

**Local Government and Mental Health Forum** (11 November 19)

**Local Government Consultation on WALGA Innovate RAP** (15 November 19)

**New Councillor Seminar** (15 November 19)

**WALGA and Town Team Movement Event** (20 November 19)

**Local Government Community Safety Network 2019 Symposium** (27 November 19)

**Procurement Network Forum – November** (28 November 19)

## DECEMBER 2019

**President's End of Year Cocktails** (3 December 19)

## JANUARY 2020

**WALGA Info Session: Aboriginal Empowerment Strategy** (21 January 20)

## FEBRUARY 2020

**WALGA Welcome to 2020 Preferred Supplier** (12 February 20)

**Building Approval Process Workshop** (13 February 20)

**Emergency Management Policy Forum** (19 February 2020)

**President's Farewell Cocktails** (19 February 20)

**Procurement Network Forum** (20 February 20)

**Public Libraries Info Session Allocation Model** (24 February 20)

**Proposed Work Health and Safety Laws and Wage Theft Seminar** (25 February 20)

**WALGA Info Session: Managing Lodging House Health Risks in WA** (26 February 20)





# WALGA Teams and Services





# WALGA Teams and Services

The WALGA organisational structure comprises four business units each with an Executive Manager reporting to the Executive unit led by the CEO.

The four business units (in alphabetical order) are:

- Commercial and Communications
- Governance and Organisational Services
- Infrastructure
- Strategy, Policy and Planning

In addition, the Association's corporate support functions report direct to the Office of the CEO.

The functions and services provided by the Office of the CEO and each of the four business units is as follows.

# Office of the CEO

## Intergovernmental Relations and Risk

This unit, created as part of the recent organisational restructure, will provide an enhanced focus on Intergovernmental Relations & Risk with the aim of achieving the best possible outcomes for WALGA, State Council and Members. Unit outcomes will include: leadership, advice and coordination in the area of government relations; coordination of advice on potential risks and consequences of proposed legislative or government policy changes affecting the sector; and securing contemporary risk integration across the organisation.

## Finance

The Finance unit is responsible for the management of WALGA accounts and the

reporting and implementation of financial performance against the Association budget as endorsed by WALGA State Council. During the period the unit has initiated a revised charter of accounts for more simplified and transparent financial reporting and in response to COVID-19 initiated a half-year contingency budget to ensure services are maintained to support Member Local Governments.

## Information Technology

With the purpose of information technology and support for all WALGA business units, the IT team includes records management. During the period the unit has undertaken comprehensive reviews both of WALGA IT and records management systems with recommendations under consideration for implementation timeframes.

In addition, in response to the COVID-19 lockdown, the IT unit successfully transitioned the WALGA workforce to work from home arrangements.

## Human Resources

The Human Resources unit is concerned with supporting WALGA business units in the management of staff and related functions such as payroll, monitoring of leave liability, recruitment and selection and group development initiatives. During the period the unit has undertaken a comprehensive review of the WALGA remuneration structure with implementation delayed due to the adoption of the WALGA contingency budget. In response to COVID-19 the unit ensured staff had appropriate measures in place to ensure work from home arrangements.



# Commercial and Communications

## Category Portfolio Management

All Local Governments that are Members of WALGA are able to purchase products and services through the extensive WALGA Preferred Supplier Panels. These contracts have been established across almost 40 panels and encompass more than 1000 suppliers. Categories covered by the Preferred Supplier Panels include fleet and heavy equipment, waste management and consumables, infrastructure, ICT, energy and services. The advantages to Local Governments accessing the preferred supplier panels are to: save time by avoiding the need to undertake a tender process; have confidence that the necessary due diligence has been carried out on all

preferred suppliers; support if an issue arises with a supplier; and costs savings by getting the best price available from the supplier in the market. WALGA achieves the lowest price guarantee as a contractual requirement of all companies as part of the conditions of being endorsed as a preferred supplier. There is no cost to Councils for accessing the Preferred Supplier Panels.

## VendorPanel Portal and Marketplace

Member Local Governments are able to use the VendorPanel (e-Quotes) online portal for accessing preferred supplier panels or to better coordinate their own procurement processes.

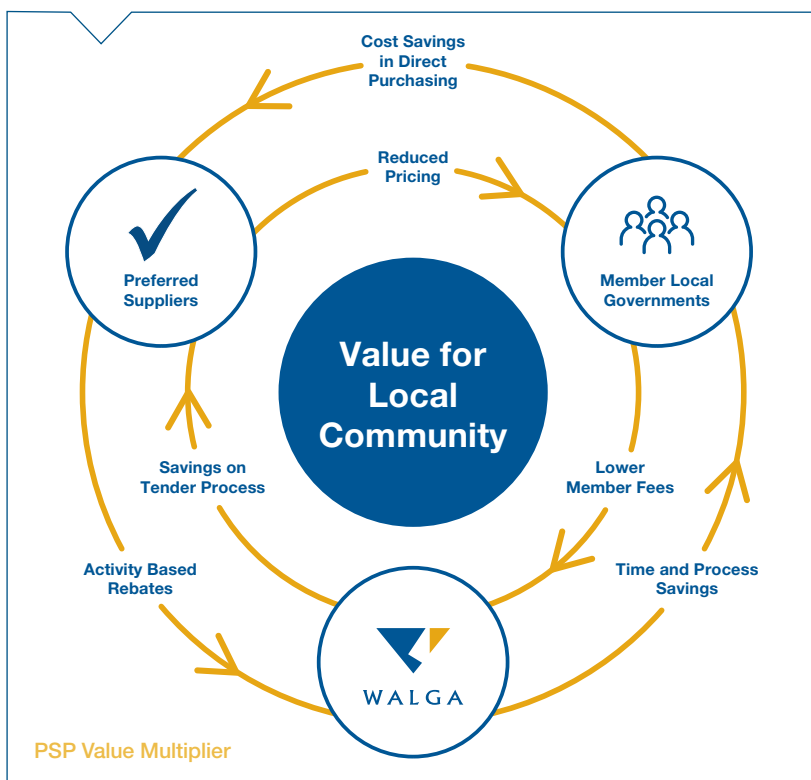
There is no cost to Local Governments to use the VendorPanel (e-Quotes) portal to access WALGA supplier panels. In addition WALGA has underwritten a free 12-month trial for all Member Local Governments of the Marketplace platform that enables local suppliers to register for contracts with their Local Government. Launched as a COVID-19 support program.

## LGIS

This year marks the 25th anniversary of the creation of the Local Government self-insurance program that has evolved to be LGIS. Offered as a WALGA service to Member Local Government in partnership with JLT/Marsh, LGIS has a separate board comprising sector and independent directors operating on delegations from the WALGA State Council.

The Scheme has traditionally comprised protection for property, civil liability exposures, volunteer fire fighters and workers compensation with additional insurance needs available to be covered by a separate broking service. However in 2020 more of the additional covers, including motor vehicle, travel and management liability were transitioned into the Scheme arrangement.

As LGIS is a Member mutual service, all contributions excess to that required to operate the Scheme are returned to Members as a surplus distribution. Under an alternative commercial arrangement any excess contributions would be retained by the provider as profit.





### **Communications for Member Local Governments**

WALGA has a number of publications and communications aimed at keeping the sector informed of emerging issues and latest developments but also to showcase achievements and initiatives by Local Governments. Additional information about the Association and the various operations is maintained on the WALGA website at [www.walga.asn.au](http://www.walga.asn.au).

The Association's principal publication is Western Councillor magazine copies of which distributed to all Member Local Governments six times per annum to coincide with the frequency of State Council meetings. WALGA also electronically publishes LG News which provides the sector with snapshot each week of relevant news and opportunities and Councillor Direct which is a weekly update from the WALGA President to Elected Members.

With the onset of COVID-19 restrictions, WALGA created a special bulletin to specifically inform Local Government representatives on related topics and directions from other levels of government.

### **Quarterly Reports to Member Councils**

Following every financial quarter, each Member Local Government is provided with a summary of their interactions with WALGA across all operations. These include the number of training sessions undertaken; access to professional advice such as governance and industrial relations; involvement in advocacy relevant to their region; and details of grants accessed for their community. The Quarterly Reports are tailored to each Local Government and sent to Chief Executive Officers with the request they be tabled at ordinary Council meetings and dispatched electronically to all Elected Members who accept direct communications from the Association.

### **Positive Promotion of the Sector**

To help promote a positive public perception of the Local Government sector and support Association advocacy objectives, WALGA undertakes a number of activities and campaigns. For example during the period, WALGA undertook campaigns on enhancing community awareness of how rates are calculated; encouraging diversity in Local Government elections; and promoting Local Government services and facilities.

The unit also provides media statements, interviews and responses including the monthly column by the WALGA President in The West Australian newspaper. The Association's communications unit is available to provide advice and support for Member Local Governments requiring support with marketing, media management and crisis communications.

### **Local Government Convention and Events**

WALGA organises a number of events and forums for Member Local Governments throughout the year. These include breakfast events with relevant Ministers; forums on key policy positions; and the annual Local Government Convention and Exhibition held at the Convention centre each August to coincide with the Association's Annual General Meeting.

For 2020 the events program was severely curtailed due to the social distancing restrictions from COVID-19. However as a replacement and in support of Local Governments during COVID-19, the Association offered a series of webinars through the policy and training units featuring State and Federal Ministers and sector representatives.

# Governance and Organisational Services

## Employee Relations Services

WALGA provides a broad employee relations and human resources advisory and consultancy service together with best practice tools and resources to support Local Governments with employment related matters.

Services include telephone and email advice on a broad range of employee relations and human resource matters including performance management and discipline, fitness for work, award and enterprise agreement interpretation, redundancy, payroll and leave entitlements.

Employee Relations can assist with industrial advocacy and representation in State and Federal industrial relations and equal opportunity commissions and tribunals (up to and including conciliation/conference/mediation); CEO employment contract negotiations and drafting; and enterprise agreement negotiation services.

In addition WALGA provides online access to HR resources, hosts metropolitan and regional HR forums and conducts an annual salary and workforce survey for the Local Government sector. Services are offered on a user subscriber basis.

## Governance Support for Members

WALGA also provides governance advice and resources to the Local Government sector and internal stakeholders and advocates for legislative amendments and policy change in relation to legislative and governance matters.

Services offered under the governance portfolio include: advice and guidance to Elected Members and administrators

of Member Local Governments on the Local Government Act and Regulations and associated legislation; online Complete Guide to the Local Government Act subscription service including the Councillors Manual, Practice Notes, Delegations and Forms and Pro Formas; and the online Local Laws Manual subscription service.

## Procurement Advice and Support

WALGA's Procurement Service offers subscribing Local Governments with high quality support, facilitation and advice on every step of the procurement process. Best practice procurement advice including outcomes that fulfil all compliance obligations is provided.

The procurement service covers the following areas:

- Procurement Advice
- The Procurement Toolkit (Procurement Guide, Templates, Sustainable Procurement Guide, Guidance Notes etc)
- Customised Workshops
- Procurement Network and other Forums

## Training for Elected Members and Officers

As part of helping develop the capacity of the Local Government sector, WALGA delivers nationally recognised training in a variety of formats, including face-to-face, Virtual classroom and eLearning, to Local Government Elected Members and Officers in metropolitan and non-metropolitan locations.

The training is offered on user fee basis relative to the Local Government's requirements and course availability. All face-to-face courses are offered at the WALGA head office in West Leederville however Local Governments can also arrange to have the courses at their location.

To help keep costs at reasonable levels, WALGA endeavours to work with groups of Councils to combine training requirements off-site. Free webinars are also offered throughout the year.

Last year WALGA delivered more than 177 training courses to representatives of Member Local Governments almost equally split between metropolitan and regional locations.

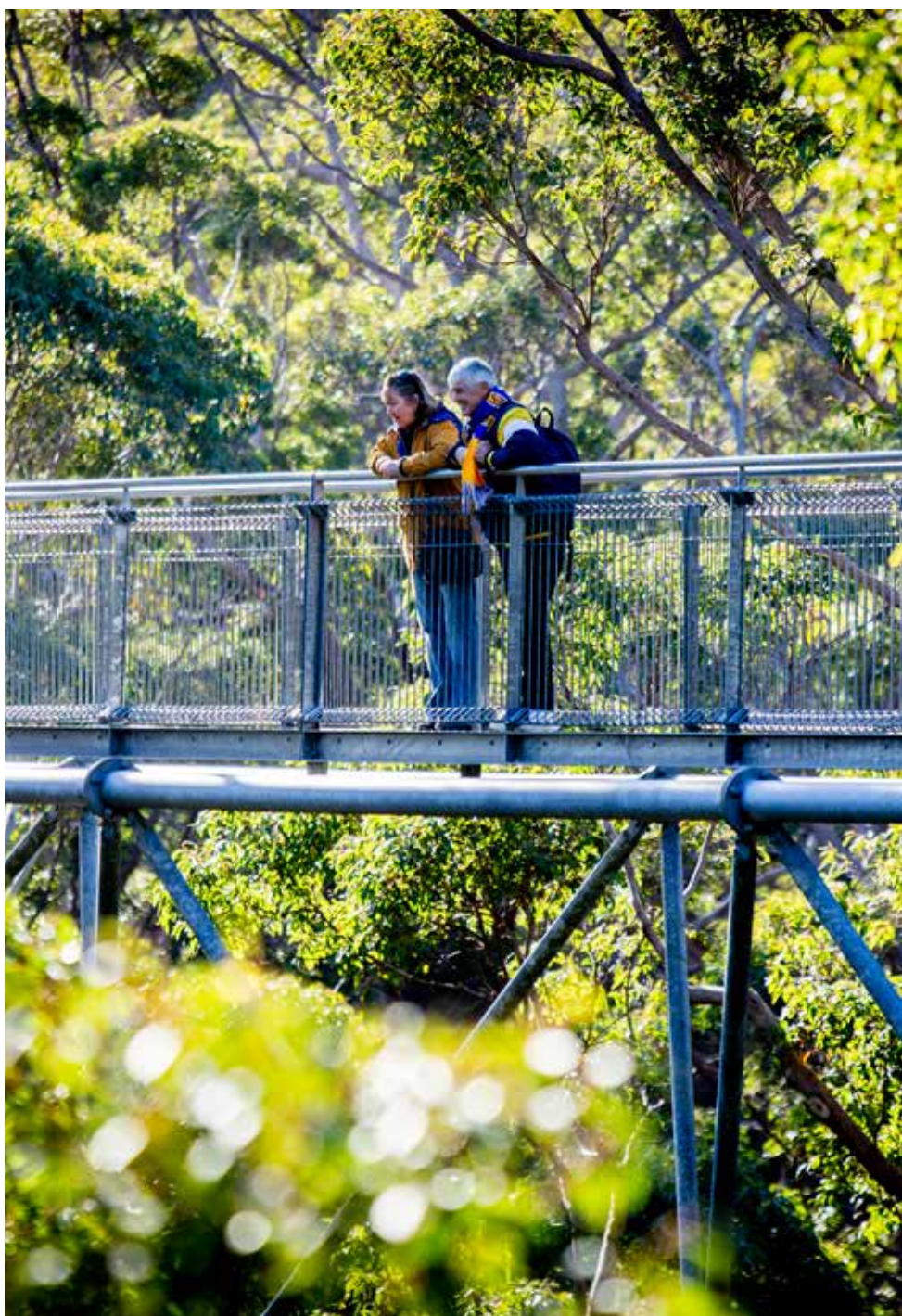
## Regional Capacity Building

WALGA offers support to Local Governments and groups of Local Governments through the Governance & Organisational Services team in the regional capacity building area. The key objective of this function is to support the long term sustainability of the sector. Specifically this function assists Local Governments by facilitation of: regional resource sharing; integrated planning and reporting support; general support and advice.

In the 2019/2020 year a Cooperation and Shared Services register and schedule of activity was produced. This document will be regularly updated each year.

## Strategy and Association Governance

The Strategy component of this area comprises assistance with Local Government reform initiatives, State/Local Government Partnership Agreement, policy development and submissions together with coordinating WALGA's strategic planning. The Association Governance component consists of coordinating the zone administration and WALGA's State Council including associated committees and the annual Honours program.







# Infrastructure

## Transport and Roads

With Local Government responsible for almost 90 per cent of all roads in WA, the transport and roads portfolio is an important advocacy requirement for WALGA. As such, topics and issues addressed by WALGA include securing road funding, road design and construction including pavements and materials, heavy vehicles and freight and pedestrian and cycling infrastructure.

The unit also supports 10 Regional Road Groups and the State Road Funds to Local Government Advisory Committee and produces an annual Report on Local Government Road Assets and Expenditure.

## Asset Management

Local Governments in Western Australia manage assets valued at more than \$40 billion to deliver important community services. These assets include sports and recreation facilities, community centres, airports, boat harbours, cycle and pedestrian paths and waste management facilities, in addition to roads. WALGA works with Local Governments and other stakeholders including State and Federal agencies to assist Members sustainably manage these assets. Areas encompassed in the infrastructure portfolio include natural disaster relief and recovery arrangements, utilities in the road reserve, street lighting, bridges and bus stop infrastructure.

## RoadWise and Road Safety

WALGA delivers a number of programs in partnership with and funded by State and Federal Governments. The most enduring of these is the RoadWise program, implemented by WALGA since 1994. RoadWise has staff operating in all regions across WA working with communities to take action to reduce road trauma. In addition, the WALGA Infrastructure unit advocates on road safety legislation and regulation where there is an impact on Local Government. Issues include traffic management for road works and events on roads, children's crossings at schools, rail crossing safety and agricultural and oversized vehicles on public roads.

# Strategy, Policy and Planning

## Environment and Waste Advocacy and Advice

WALGA provides advocacy and advice to Member Local Governments across a number of policy portfolios including environment and waste in part in response to legislative requirements. Under Section 1.3 (3) of the *Local Government Act*, Councils are required to use their best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. The *Waste Avoidance and Resource Recovery Act* provides Local Governments with a head of power relating to provision of waste services. Consequently advocacy and advice in the environment and waste portfolio include issues such as environmental licencing and regulation, container deposit scheme, natural area management, energy and water conservation, Household Hazardous Waste (HHW) Program, biosecurity, Bin Tagging Program and the Municipal Waste Advisory Council. WALGA provides Member Local Governments regular updates on changes to legislation and regulation along with insights into new practices through its WasteNews and EnviroNews publications and periodic events for Elected Members and officers.

## LGmap Service

Applicable to a broad range of Local Government services and operations, LGmap has been developed by WALGA to increase efficiencies in meeting regulatory requirements and project delivery by Local Government. Provided on a user subscription basis,

LGmap service provides access to a comprehensive data portal and mapping application, linked to regulatory processes for native vegetation clearing, licencing of prescribed premises and bushfire risk assessment with unlimited training, data and technical support. The mapping and reporting capabilities support land use planning and asset management, including natural area and urban forest management.

## Planning and Building Advocacy and Advice

Planning and Building services are a significant function for most Local Governments and consequently WALGA takes a prominent role in advocating and representing the sector's interests to government and industry. A Planning Improvement Program Portal aims to enhance knowledge sharing within the Local Government sector by sharing improvement driven by the sector. The portal increases the accessibility of up to date and consistent information, and provides model policies, tools and resources for the sector to use. It is available at: [www.walgapip.ning.com](http://www.walgapip.ning.com)

## Community

The Community unit provides policy development and advocacy for Local Government across a wide spectrum of subjects and services. The WALGA Community portfolio represents Members on legislative matters surrounding public libraries, access and inclusion, public health, Aboriginal communities, social infrastructure, sport and active recreation, cultural and health facilities. Further

to this, the team actively represents Members in meeting their needs to build and support their communities' resilience on issues such as safety, crime prevention, homelessness, response to tourism and heritage legacies. As such WALGA is well placed to collate and coordinate responses to critical legislative and regulatory changes impacting Local Government and provide important advocacy when the external environment does not match those of the Local Government sector.

## Emergency Management

The Association has a legislative responsibility under the *Emergency Management Act 2005* to represent the Local Government sector on the State Emergency Management Committee, its subcommittees and associated working groups. The WALGA Emergency Management team assists Local Governments to meet their legislative requirements particularly via their Local Emergency Management Committees (LEMCS) and subsequent Local Emergency Management Arrangements (LEMAs). Since 2018 the team's focus has been on policy development, via capacity building activities and Member representation on all Emergency Management committees and working groups to enable Local Governments to achieve compliance with the *Emergency Management Act 2005 and the Bushfires Act 1954*.

WALGA gains valuable insights from local Emergency Management practitioners through the Local Government Emergency Management Advisory Group, which is utilised to share challenges,

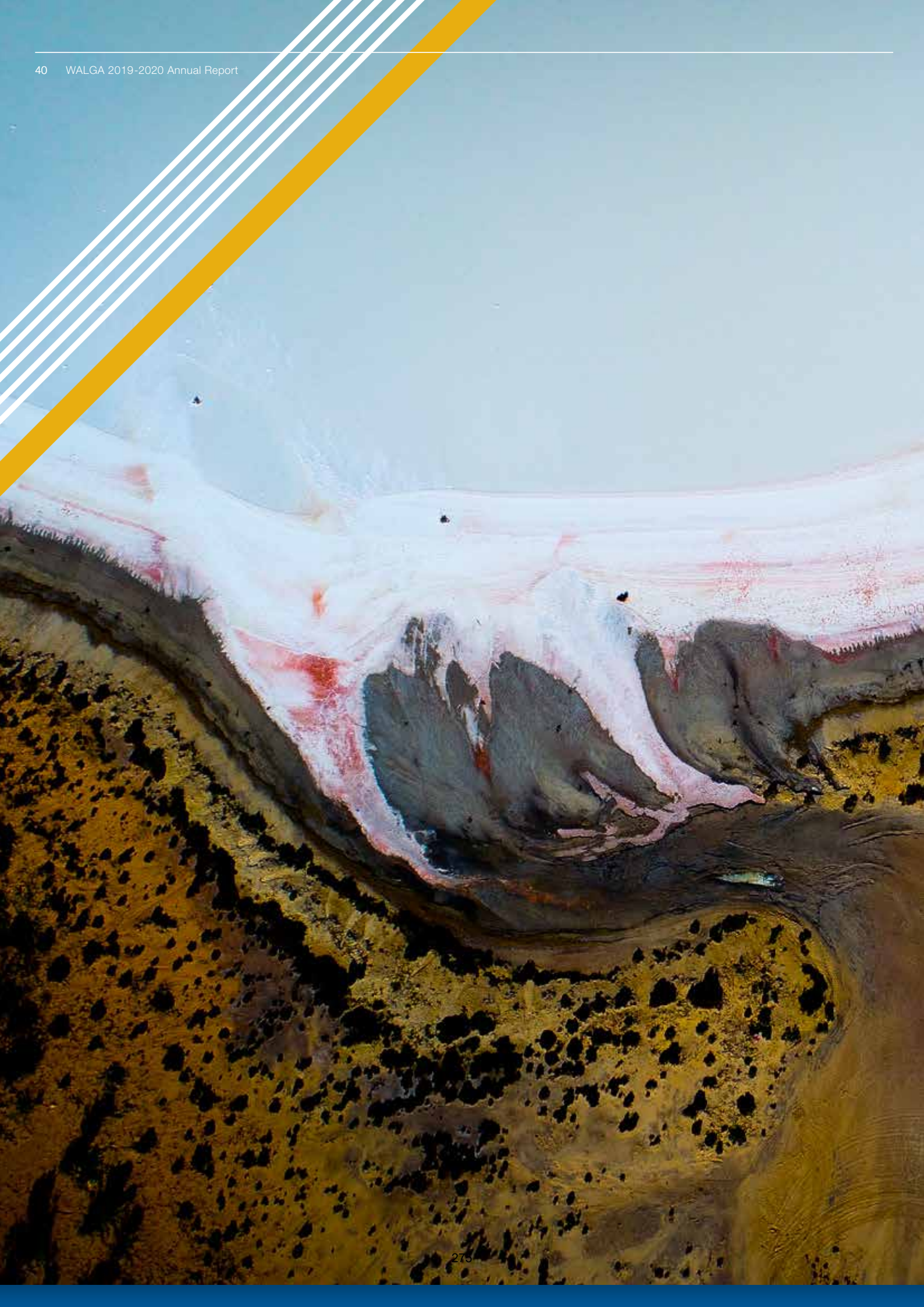
clarify advocacy objectives and showcase sector best practice. Further, State Government Agencies, in particular the Department of Fire and Emergency Services, the Department of Biodiversity, Conservation and Attractions and the Department of Communities benefit from engaging with Association officers to gain an understanding of Local Government Emergency Management in practice thus improving relationships and outcomes for Members.

## Economics

WALGA's Economics team performs multiple functions to support the sector to make sound decisions and ensure that Local Governments are represented on economic policy issues. The team provides Members with economic data and advice to support budget, financial management and strategic planning activities.

It also plays an important role in the development of evidence-based policy to ensure Local Governments have a voice in the sustainable growth in the state's economy for the benefit of all Western Australians and provides support across the breadth of WALGA's policy functions to ensure that WALGA's policy positions are grounded in economic principles.







# Information on Zones

# Metropolitan and Country Zones

The Zones of the Metropolitan and Country Local Governments of the Western Australian Local Government Association are as listed in this section.



## Metropolitan Zones

### Central Metropolitan

Town of Cambridge

Town of Claremont

Town of Cottesloe

Town of Mosman Park

Shire of Peppermint Grove

City of Perth

City of Subiaco

City of Vincent

### East Metropolitan

Town of Bassendean

City of Bayswater

City of Belmont

City of Kalamunda

Shire of Mundaring

City of Swan

### North Metropolitan

City of Joondalup

City of Stirling

City of Wanneroo

### South Metropolitan

City of Cockburn

Town of East Fremantle

City of Fremantle

City of Kwinana

City of Melville

City of Rockingham

### South East Metropolitan

City of Armadale

City of Canning

City of Gosnells

City of South Perth

Town of Victoria Park



## Country Zones

### Avon – Midland Country Zone

Shire of Chittering

---

Shire of Dalwallinu

---

Shire of Dandaragan

---

Shire of Gingin

---

Shire of Goomalling

---

Shire of Moora

---

Shire of Northam

---

Shire of Toodyay

---

Shire of Victoria Plains

---

Shire of Wongan-Ballidu

---

Shire of York

### Central Country Zone

Shire of Beverley

---

Shire of Brookton

---

Shire of Corrigin

---

Shire of Cuballing

---

Shire of Dumbleyung

---

Shire of Kulin

---

Shire of Lake Grace

---

Shire of Narrogin

---

Shire of Pingelly

---

Shire of Quairading

---

Shire of Wagin

---

Shire of Wandering

---

Shire of West Arthur

---

Shire of Wickepin

---

Shire of Williams

### Goldfields Esperance Country Zone

Shire of Coolgardie

---

Shire of Dundas

---

Shire of Esperance

---

City of Kalgoorlie-Boulder

---

Shire of Laverton

---

Shire of Leonora

---

Shire of Menzies

---

Shire of Ngaanyatjaraku

---

Shire of Ravensthorpe

---

Shire of Wiluna

### Gascoyne Country Zone

Shire of Carnarvon

---

Shire of Exmouth

---

Shire of Shark Bay

---

Shire of Upper Gascoyne

### Great Eastern Country Zone

Shire of Bruce Rock

---

Shire of Cunderdin

---

Shire of Dowerin

---

Shire of Kellerberrin

---

Shire of Kondinin

---

Shire of Koorda

---

Shire of Merredin

---

Shire of Mount Marshall

---

Shire of Mukinbudin

---

Shire of Narembeen

---

Shire of Nungarin

---

Shire of Tammin

---

Shire of Trayning

---

Shire of Westonia

---

Shire of Wyalkatchem

---

Shire of Yilgarn





## Great Southern Country Zone

City of Albany

Shire of Broomehill-Tambellup

Shire of Cranbrook

Shire of Denmark

Shire of Gnowangerup

Shire of Jerramungup

Shire of Katanning

Shire of Kent

Shire of Kojonup

Shire of Plantagenet

Shire of Woodanilling

## Kimberley Country Zone

Shire of Broome

Shire of Cocos (Keeling) Islands

Shire of Christmas Island

Shire of Derby/West Kimberley

Shire of Halls Creek

Shire of Wyndham/  
East Kimberley

## Murchison Country Zone

Shire of Cue

Shire of Meekatharra

Shire of Mount Magnet

Shire of Murchison

Shire of Sandstone

Shire of Yalgoo

## Northern Country Zone

Shire of Carnamah

Shire of Chapman Valley

Shire of Coorow

City of Greater Geraldton

Shire of Irwin

Shire of Mingenew

Shire of Morawa

Shire of Northampton

Shire of Perenjori

Shire of Three Springs

## Peel Country Zone

Shire of Boddington

City of Mandurah

Shire of Murray

Shire of Waroona

Shire of Serpentine-Jarrahdale

## Pilbara Country Zone

Shire of Ashburton

Shire of East Pilbara

Town of Port Hedland

City of Karratha

## South West Country Zone

Shire of Augusta-Margaret River

Shire of Boyup Brook

Shire of Bridgetown-Greenbushes

City of Bunbury

City of Busselton

Shire of Capel

Shire of Collie

Shire of Dardanup

Shire of Donnybrook-Balingup

Shire of Harvey

Shire of Manjimup

Shire of Nannup



# State Councillors



# Zone Representatives to State Council 2019-2020

Six (6) ordinary meetings and two (2) special meetings of the WALGA State Council were held between June 2019 and May 2020 with attendance as follows:

Members	Attendance	Members	Attendance
<b>WALGA President</b>		<b>East Metropolitan Zone</b>	
President Cr Lynne Craigie OAM retired March 2020	3	Cr Catherine Ehrhardt elected SC Dec 2019	4
Mayor Tracey Roberts JP elected March 2020	4	Cr Cate McCullough elected SC Dec 2019	5
<b>Deputy President</b>		Cr Brooke O'Donnell (Deputy) retired as SC Dec 2019; elected DSC Dec 2019	3
Mayor Tracey Roberts JP (North Metropolitan Zone)	4	Cr Kate Driver (Deputy) retired as SC Dec 2019; elected DSC Dec 2019	2
President Cr Karen Chappel JP elected March 2020 (Northern Country Zone)	4	<b>Gascoyne Country Zone</b>	
<b>Avon-Midland Country Zone</b>		President Cr Cheryl Cowell	6
President Cr Ken Seymour elected SC Dec 2019	5	President Cr Eddie Smith (Deputy) elected DSC Dec 2019	0
Cr Jan Court (Deputy) retired as SC Dec 2019; elected DSC Dec 2019	2	<b>Goldfields Esperance-Country Zone</b>	
<b>Central Country Zone</b>		President Cr Malcolm Cullen	8
President Cr Phillip Blight	8	President Cr Laurene Bonza (Deputy) elected DSC Dec 2019	0
President Cr Katrina Crute (Deputy) elected DSC Dec 2019	0	<b>Great Eastern Country Zone</b>	
<b>Central Metropolitan Zone</b>		President Cr Stephen Strange	8
Cr Jenna Ledgerwood	7	Cr Rhonda Cole (Deputy)	0
Cr Paul Kelly	7	<b>Great Southern Country Zone</b>	
Cr Joanne Fotakis (Deputy) elected DSC Dec 2019	0	Cr Ronnie Fleay elected SC Dec 2019	4
Mayor Brett Pollock (Deputy) elected DSC Dec 2019	0	President Cr Keith House retired SC Dec 2019	3
		President Cr Chris Pavlovich (Deputy) elected DSC Dec 2019	1

Members	Attendance	Members	Attendance
<b>Kimberley Country Zone</b>		<b>South Metropolitan Zone</b>	
Cr Chris Mitchell JP	6	Mayor Cr Carol Adams OAM	7
Cr David Menzel (Deputy)	0	Cr Doug Thompson	7
<b>Murchison Country Zone</b>		Mayor Logan Howlett JP	8
Cr Les Price	8	Cr Jon Strachan (Deputy) retired 2019	1
President Cr Ross Foulkes-Taylor (Deputy)	0	Cr Deb Hamblin (Deputy)	1
<b>North Metropolitan Zone</b>		Cr Sandra Lee (Deputy) elected DSC Dec 2019	0
Mayor Mark Irwin elected SC Dec 2019	4	Cr Cliff Collinson (Deputy) elected DSC Dec 2019	0
Cr Giovanni Italiano JP retired SC 2019	3	<b>South East Metropolitan Zone</b>	
Cr Russ Fishwick JP	5	Cr Julie Brown	8
Cr Frank Cvitan JP DSC elected SC 2020	4	Cr Ruth Butterfield elected SC Dec 2019	4
Cr Dot Newton JP (Deputy) elected DSC Dec 2019	0	Cr Bronwyn Iffe (Deputy) elected DSC Dec 2019	0
Mayor Albert Jacob JP (Deputy) elected DSC Dec 2019	1	Cr Tim Porter (Deputy) elected DSC Dec 2019	1
Cr Nige Jones (Deputy) retired Dec 2019	1	Cr Brian Oliver (Deputy) retired SC Dec 2019	1
<b>Northern Country Zone</b>		<b>South West Country Zone</b>	
President Cr Karen Chappel JP	8	President Cr Tony Dean	7
Cr Tarleah Thomas (Deputy) elected DSC Dec 2019	0	President Cr Michael Bennett (Deputy) elected DSC Dec 2019	0
<b>Peel Country Zone</b>		<b>Local Government Professionals WA</b>	
President Cr Michelle Rich	8	Mr Jamie Parry - Ex-Officio elected 2019	3
Mayor Rhys Williams (Deputy)	0	Ms Annie Riordan - Deputy Ex-Officio elected 2019	1
<b>Pilbara Country Zone</b>		Mr Ian Cowie PSM - Ex-Officio retired 2019	1
President Cr Kerry White retired Dec 2019	3	<b>City of Perth</b>	
Mayor Peter Long elected SC Dec 2019	1	Mr Andrew Hammond - Ex-Officio	4
Cr Peter Foster JP (Deputy) elected DSC Dec 2019	1	Mr Eric Lumsden AM PSM - Ex-Officio retired Aug 2019	1





# Local Government Medal Recipients and Honorary Life Members

# Local Government Medal Recipients and Honorary Life Members

WALGA runs the Local Government Honours Program to recognise the most valuable and committed members of our community.



## Local Government Medal Recipients

Maslen AM AFSM, Mr Rich - 1999  
(Deceased)

Manea AM, Dr Ern - 2000 (Deceased)

Lang OAM, Mr Murray - 2003

Mickel AM JP, Cr Ian - 2005

Reynolds AM JP, Mr Linton - 2005

Robartson AM, OAM, Cr Clive - 2005

Morris AM JP, Mrs Pat - 2006

Mitchell AM JP Mr William (Bill) - 2010

Yuryevich AM RFD, Mr Ron - 2016

Zelones OAM JP Mr Henry - 2019

Craigie OAM, Cr Lynne - 2020

## Honorary Life Members (Alphabetical order)

Archer OAM, Ms Elsia

Bajada, Mr Alex

Barrett-Lennard OAM JP, Mr Irwin

Boothman JP, Cr David

Brockman OAM, Mr Frank (Deceased)

Broad, Mr Simon

Campbell JP, Mr Peter

Chappel JP, President Cr Karen

Chown, Mr Ted

Clements, Mr Ken

Cole, Mrs Delys (Deceased)

Cook OAM JP, Mr Jim

Cooper JP, Mr Phil

Cowan, Mr Halley

Cox OAM JP, Mr John (Deceased)

Craigie OAM, Cr Lynne

De San Miguel OAM JP, Mr Don  
(Deceased)

D'Orazio, Mr John (Deceased)

Donaldson, Hon Mr Bruce

Donohoe, Mr Ken

Fairclough Mr Doug (Deceased)

Farr, Mr Robert (Deceased)

Finlayson AM MM JP, Mr Ray (Deceased)

Foulkes-Taylor OAM, Mr Michael

Frost, Mr Bill (Deceased)

Georgeff, Mr Carl (Deceased)

Goadby, Mrs Jean (Deceased)

Gregorini, Mr Charlie (Deceased)

Hardwick AM JP, Mrs Christine

Henderson, Ms Heather

Kelly, Cr Paul

Kenyon JP, Mr Terence

Killick, Mr Fred (Deceased)

Kilpatrick, Mr Gordon

Knight AM JP, Mrs Annette (Deceased)

Kyle AM, Mr Peter

Lang OAM, Mr Murray

Lee, Mr Mick (Deceased)

Leggo, Mr Richard (Deceased)

Lynch, Mr John

Manea AM, Dr Ern (Deceased)

Maslen AM AFSM, Mr Rich (Deceased)

Mickel AM JP, Mr Ian

Mitchell AM JP, Mr William (Bill)

Mitchell JP, Cr Chris

Monagle OAM, Mr Peter

Morris AM JP, Mrs Pat

Norris, Mr Ron

North AM JP, Mr Joe (Deceased)

Park OAM, Mr Humphery

Parry AM JP, Dr John (Deceased)

Paterson JP, Dr John

Patroni OAM JP, Mr Romolo

Pearce, Mr Colin (Deceased)

Pech AM JP, Mr Ken (Deceased)

Price, Mr James (Deceased)

Reynolds AM JP, Mr Linton

Richardson, Mr Lyal

Robartson AM OAM, Cr Clive

Roberts JP, Mayor Tracey

Rowell OBE, Mr Rob

Sabatino, Mr Michael

Sabourne OAM JP, Mr John

Snook, Mr Gary

Star AM, Mrs Jan

Strickland, Mr George (Deceased)

Strugnell SC, Mr Peter

Stubbs AM, Mr Roger

Trent OAM RFD JP, Mr Kevin

Tuckey, Mr Dudley (Deceased)

Tyzack, Mr Terence

Ward, Mr Ray (Deceased)

Wilmott, Mr Peter (Deceased)

Yuryevich AM RFD, Mr Ron

Zelones OAM JP, Mr Henry



# Financial Report for the year ended 31 May 2020





Deloitte Touche Tohmatsu  
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# Independent Auditor's Report to the Members of Western Australian Local Government Association

## *Opinion*

We have audited the financial report of Western Australian Local Government Association (the "Association") which comprises the statement of financial position as at 31 May 2020, statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies, and the statement by the President and the Chief Executive Officer.

In our opinion, the accompanying financial report presents fairly, in all material respects, the Association's financial position as at 31 May 2020 and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Association's Constitution.

## *Basis for Opinion*

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## *Other information*

The Finance and Services Committee are responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 31 May 2020, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



### *Responsibilities of Management and the Finance and Services Committee for the Financial Report*

Management of the Association is responsible for the preparation of the financial report in accordance with Australian Accounting Standards or Australian Accounting Standards – Reduced Disclosure Requirements and the Association’s Constitution and for such internal control as management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

The Finance and Services Committee is responsible for overseeing the Association’s financial reporting process.

### *Auditor’s Responsibilities for the Audit of the Financial Report*

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association’s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management and the Finance and Services Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in blue ink that reads "Deloitte Touche Tohmatsu".

DELOITTE TOUCHE TOHMATSU

A handwritten signature in blue ink that reads "Nicole Menezes".

**Nicole Menezes**  
Partner  
Chartered Accountants  
Perth, 22 July 2020

# Statement by the President and Chief Executive Officer

In the opinion of the President and the Chief Executive Officer of the Western Australian Local Government Association, the financial report as set out in pages 60 to 93:

- (a) Presents a true and fair view of the financial position of the Western Australian Local Government Association as at 31 May 2020 and its performance for the year ended on that date in accordance with the Constitution of the Association, Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- (b) At the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due and payable.

Signed by:



**T Roberts**  
President



**N Sloan**  
Chief Executive Officer

**Perth, Western Australia**  
**Dated: 22 July 2020**

# Statement of financial position

As at 31 May 2020

	Note	2020 \$	2019 \$
<b>MEMBERS' EQUITY</b>			
Accumulated surplus	7	2,173,925	3,021,821
Reserves	8	4,016,250	3,944,782
<b>Total Members' Equity</b>		<b>6,190,175</b>	<b>6,966,603</b>
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	9	1,588,888	2,651,393
Trade and other receivables	11	1,437,942	1,649,252
Other financial assets	12	10,000,000	7,500,000
Other current assets	13	525,076	875,616
<b>Total Current Assets</b>		<b>13,551,906</b>	<b>12,676,261</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	14	360,570	344,150
Right of use assets	15	7,729,632	-
Intangibles	16	92,395	172,741
<b>Total Non-Current Assets</b>		<b>8,182,597</b>	<b>516,891</b>
<b>Total Assets</b>		<b>21,734,503</b>	<b>13,193,152</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	17	4,126,913	4,317,719
Lease liabilities	18	883,069	-
Provisions	19	1,743,483	1,729,130
<b>Total Current Liabilities</b>		<b>6,753,465</b>	<b>6,046,849</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	18	8,591,895	-
Provisions	19	198,968	179,700
<b>Total Non-Current Liabilities</b>		<b>8,790,863</b>	<b>179,700</b>
<b>Total Liabilities</b>		<b>15,544,328</b>	<b>6,226,549</b>
<b>Net Assets</b>		<b>6,190,175</b>	<b>6,966,603</b>

The accompanying notes form part of this financial statement



# Statement of profit or loss and other comprehensive income

## For the year ended 31 May 2020

	Note	2020 \$	2019 \$
Association membership subscriptions		2,273,786	2,273,786
Grant revenue	2	5,211,145	5,627,448
Service subscriptions revenue	2	2,052,636	1,925,040
Services revenue	2	11,405,814	10,655,856
Other income	2	1,364,425	1,615,522
Service subscriptions direct costs	3	(476,427)	(366,292)
Services provision direct costs	3	(3,262,363)	(3,099,903)
Recurring expenditure	3	(13,152,584)	(12,589,929)
Non-recurring expenditure	3	(177,483)	(124,642)
Grant expenditure		(5,015,941)	(5,627,448)
<b>Surplus for the year</b>	4,7	<b>223,008</b>	<b>289,438</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>223,008</b>	<b>289,438</b>

The accompanying notes form part of this financial statement

# Statement of cash flows

## For the year ended 31 May 2020

	Note	2020 \$	2019 \$
<b>Cash flows from operating activities</b>			
Receipts from operating activities		24,671,072	23,170,380
Payment of operating expenses and payments to employees		(22,108,803)	(23,864,990)
Interest received		192,250	258,168
Interest paid		(333,153)	-
<b>Net cash provided / (used in) by operating activities</b>	9b	<b>2,421,366</b>	<b>(436,442)</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(132,694)	(207,774)
Proceeds from sale of property, plant and equipment		-	53,361
Payments for intangibles		(22,377)	(187,331)
Net (payments for) / proceeds from financial assets		(2,500,000)	2,000,000
<b>Net cash (used in) / provided by investing activities</b>		<b>(2,655,071)</b>	<b>1,658,256</b>
<b>Cash flows from financing activities</b>			
Lease payments		(828,800)	-
<b>Net cash (used in) / provided by financing activities</b>		<b>(828,800)</b>	<b>-</b>
Net (decrease) / increase in cash held		(1,062,505)	1,221,814
Cash at the beginning of the financial year		2,651,393	1,429,579
<b>Cash at the end of the financial year</b>	9a	<b>1,588,888</b>	<b>2,651,393</b>

The accompanying notes form part of this financial statement

# Statement of changes in equity

For the year ended 31 May 2020

	Accumulated surplus \$ (Note 7)	Reserves \$ (Note 8)	Total \$
<b>Balance at 1 June 2018</b>	<b>2,816,336</b>	<b>3,860,829</b>	<b>6,677,165</b>
Total comprehensive income for the year	289,438	-	289,438
Net transfer to reserves	(83,953)	83,953	-
<b>Balance at 31 May 2019</b>	<b>3,021,821</b>	<b>3,944,782</b>	<b>6,966,603</b>
Effect of change in accounting policy for AASB16	(1,587,134)	-	(1,587,134)
Effect of change in accounting policy for AASB15 /1058	587,698	-	587,698
<b>Balance at 31 May 2019 (restated)</b>	<b>2,022,385</b>	<b>3,944,782</b>	<b>5,967,167</b>
Total comprehensive income for the year	223,008	-	223,008
Net transfer to reserves	(71,468)	71,468	-
<b>Balance at 31 May 2020</b>	<b>2,173,925</b>	<b>4,016,250</b>	<b>6,190,175</b>

The accompanying notes form part of this financial statement

# Notes to the financial statements

The financial report covers the Western Australian Local Government Association (the “Association”) as an individual entity. The Western Australian Local Government Association is an association incorporated in Western Australia under the *Local Government Act 1995*. The financial report was authorised for issue on 22 July 2020.

## 1. Summary of significant accounting policies

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements (including Australian Accounting Interpretations), other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and the Constitution of the Association. The Western Australian Local Government Association is a not-for-profit entity for the purpose of preparing the financial statements.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless otherwise stated.

### (a) New and revised standards

#### **New and revised standards that are effective for these financial statements**

The Association has adopted all new and revised Standards and Interpretations

issued by the Australian Accounting Standards Board (the AASB) that are relevant to its operations and effective for an accounting period that begins on or after 1 June 2019.

New and revised Standards and amendments thereof and Interpretations effective for the current year that are relevant to the Association include:

#### **AASB 1058 Income of Not-for-Profit Entities (AASB 1058) and AASB 15 Revenue from Contracts with Customers (AASB 15).**

In the current year, the Association has applied AASB 1058 and AASB 15 in accordance with the modified retrospective (cumulative catch-up) method where the comparative years are not restated (and continue to be reported under AASB 118 Revenue and AASB 1004 Contributions and related interpretations). Instead, the Association has recognised the cumulative effect of initially applying these standards for the first time against accumulated surplus as at 1 June 2019. The Association has also elected to apply AASB 1058 and AASB 15 retrospectively only to contracts and transactions that are not ‘completed contracts’ as at 1 June 2019.

AASB 15 requires revenue to be recognised when control of a promised

good or service is passed to the customer at an amount which reflects the expected consideration. AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, in conjunction with AASB 15. The new income recognition requirements shift the focus from a reciprocal/non-reciprocal basis to a basis of assessment that considers the enforceability of a contract and the specificity of performance obligations.

The core principle of the new income recognition requirements in AASB 1058 is when a NFP entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives, the excess of the asset recognised (at fair value) over any ‘related amounts’ is recognised as income immediately.

An example of a ‘related amount’ is revenue from contracts with ‘customers’ in cases where there is an ‘enforceable’ contract with ‘sufficiently specific’ performance obligations, income is recognised when (or as) the performance obligations are satisfied under AASB 15, as opposed to any excess above the related amounts that would otherwise be immediate income recognition under AASB 1058. In such circumstances, a performance obligation is satisfied

## 1. Summary of significant accounting policies (continued)

### (a) New and revised standards (continued)

when 'control' of the goods or services underlying the particular performance obligation is transferred to the customer. The new 5-step approach to revenue recognition from contracts with customers is more prescriptive than the approach previously outlined in the applicable AASB's. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price
5. Recognise revenue

#### Nature of change in accounting policy from adoption of AASB 1058 and AASB 15

The Association has applied the new requirements to its main revenue streams, detailing the following amendments in recognition:

#### Grant revenue

Grant revenue was previously recognised when the corresponding grant expenditure was incurred. AASB 1058 requires that in cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction should be accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied, as opposed to immediate income recognition under AASB 1058.

The Association has conducted an analysis of the grant contracts and analysed the terms of each contract to determine whether the arrangement meets the enforceability and the 'sufficiently specific' criteria. For those grant contracts that are not enforceable or the performance obligations are not sufficiently specific, this will result in immediate income recognition, otherwise income will be deferred and recognised when (or as) the performance obligations are satisfied.

Based on the analysis of contract as at 1 June 2019, the Association notes that revenue from grants related to incomplete contracts amounts to \$2,582,915. Of this, \$587,698 will be recognised upfront as revenue and the remainder will be deferred and recognised as revenue as and when performance obligations are satisfied.

#### All other revenue

The Association has conducted an analysis of their main streams received and continues to recognise such revenue as and when the specific performance obligations are delivered under enforceable contracts. Depending on the nature of the services provided, revenue is either recognised at a point in time or over time. There has been no material change in the accounting treatment of the recognition of revenue.

### Financial statement impact of AASB 1058 and AASB 15

The Association's accounting policies for its revenue streams have been updated and disclosed in note 1(l).

The following is the impact of the financial statement on initial application date, 1 June 2019:

	As presented under previous standards \$	AASB 1058 / AASB 15 adjustments \$	As presented under AASB 1058/AASB 15 \$
<b>Liabilities</b>			
Unexpended grants	2,582,915	(587,698)	1,995,217
<b>Members' Equity</b>			
Accumulated surplus	3,944,782	587,698	4,532,480

## 1. Summary of significant accounting policies (continued)

### (a) New and revised standards (continued)

#### AASB 16 Leases (AASB 16)

In the current year, the Association has applied AASB 16 Leases that is effective for annual periods that begin on or after 1 January 2019.

AASB 16 introduces new or amended requirements with respect to lease accounting. It introduces significant changes to lessee accounting by removing the distinction between operating and finance lease and requiring the recognition of a right-of-use asset and a lease liability at commencement for all leases, except for short-term leases and leases of low value assets when such recognition exemptions are adopted. In contrast to lessee accounting, the requirements for lessor accounting have remained largely unchanged. Details of these new requirements and the impact of the adoption of AASB 16 on the Association's financial statements is described below.

The date of initial application of AASB 16 for the Association is 1 June 2019. The Association has applied AASB 16 using the cumulative catch-up approach which:

- Requires the Association to recognise the cumulative effect of initially applying AASB 16 as an adjustment to the opening balance of accumulated surplus at the date of initial application.
- Does not permit restatement of comparatives, which continue to be presented under AASB 117 Leases (AASB 117) and Interpretation 4.

#### Nature of change in accounting policy from adoption of AASB 16

AASB 16 changes how the Association accounts for leases previously classified as operating leases under AASB 117, which were off balance sheet.

Applying AASB 16, for all leases (except as noted below), the Association:

- Recognises right-of-use assets and lease liabilities in the consolidated statement of financial position, initially measured at the present value of the future lease payments, with the right-of-use asset adjusted by the amount of any prepaid or accrued lease payments in accordance with AASB 16;
- Recognises depreciation of right-of-use assets and interest on lease liabilities in the statement of profit or loss;
- Separates the total amount of cash paid into a principal portion (presented within financing activities) and interest (presented within financing activities) in the consolidated statement of cash flows.

Lease incentives (e.g. rent free period) are recognised as part of the measurement of the right-of-use assets and lease liabilities whereas under AASB 117 they resulted in the recognition of a lease incentive, amortised as a reduction of rental expenses on a straight line basis.

For short-term leases (lease term of 12 months or less) and leases of low-value assets (which includes small items of office furniture and telephones), the Association has opted to recognise a lease expense on a straight-line basis as permitted by AASB 16. This expense is presented within 'recurring expenditure' in profit or loss.

The Association has used the following practical expedients when applying the cumulative catch-up approach to leases previously classified as operating leases applying IAS 17.

- contracts previously assessed as not containing leases were not re-assessed on transition
- lease liabilities have been discounted using the incremental borrowing rate at 1 June 2019
- right-of-use assets at 1 June 2019 have been measured at an amount equal to the lease liability adjusted by any prepaid or accrued lease payments
- a single discount rate was applied to all leases with similar characteristics
- lease expenses relating to leases expiring before 31 May 2020 have been recorded on a straight-line basis over the remaining term
- hindsight was used when determining the lease term where the contract contains options to extend or terminate the lease

#### Financial statement impact of AASB 16

The Association has conducted an analysis of its lease arrangements and noted that its leases are at market terms and conditions.

The Association's lease arrangements relates to its office premise, photocopies and motor vehicles. The weighted average lessees incremental borrowing rate applied to lease liabilities recognised in the statement of financial position on 1 June 2019 is 3.36%.

## 1. Summary of significant accounting policies (continued)

### (a) New and revised standards (continued)

The following table shows the operating lease commitments disclosed applying AASB 117 at 31 May 2019, discounted using the incremental borrowing rate at the date of initial application and the lease liabilities recognised in the statement of financial position at the date of initial application.

Impact on accumulated surplus as at 1 June 2019:

	<b>Amount</b>
Operating lease commitments at 31 May 2019	12,106,041
Less: Short term leases	(4,635)
Effect of discounting the above amounts	(1,859,330)
<b>Lease liabilities recognised at 1 June 2019</b>	<b>10,242,076</b>

The Association has recognised \$8,654,942 of right-of-use assets and \$10,242,076 of lease liabilities upon transition to AASB 16. The difference of \$1,587,134 is recognised in accumulated surplus.

### New and revised standards that have been issued but are not yet effective for these financial statements

At the date of authorisation of the financial statements, the Association has not applied the following new and revised Australian Accounting Standards, Interpretations and amendments that have been issued but are not yet effective:

Standard / amendment	Effective for annual reporting periods beginning on or after	Effective for annual reporting periods beginning on or after
<i>AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material</i>	1 January 2020	30 May 2021
<i>AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework</i>	1 January 2020	30 May 2021
<i>AASB 2019-5 Amendments to Australian Accounting Standards - Disclosure of the Effect of New IFRS Standards Not Yet Issued in Australia</i>	1 January 2020	30 May 2021

The Association is yet to undertake a formal assessment of the impact of the accounting standards that are issued but not yet effective.

## 1. Summary of significant accounting policies (continued)

### (b) Significant economic dependence

The Association is dependent upon the ongoing receipt of State Government grants and continuity of commercial service and supply contracts to ensure the ongoing continuance of its programs. At the date of this report management has no reason to believe that this financial support will not continue.

### (c) Going concern

The financial report has been prepared on the going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The members of the Association consider the going concern basis to be appropriate as no changes expected to ongoing receipt of Government grants, membership and service subscriptions. The Board has recently adopted budget for business continuity for the six months ending 30 November 2020 which provides for a balanced budget with a COVID-19 contingency of \$100k as a buffer. Additionally, management have performed an updated going concern assessment considering the impact of COVID-19 and have determined that the impact based on known conditions is minimal.

### (d) Income tax

The Association is exempt from income tax under the provisions of Section 50-25 of the *Income Tax Assessment Act 1997*.

### (e) Property, plant and equipment

Property, plant and equipment are brought to account at cost, less any accumulated depreciation and impairment. The carrying amount of

property, plant and equipment is reviewed annually by the Secretariat to ensure it is not in excess of the recoverable amount of those assets.

The depreciable amounts (cost less the residual amount) of all property, plant and equipment, including capitalised leased assets, are depreciated on a straight line basis over the useful lives of the assets to the Association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

Class of Property, plant and equipment	Depreciation Rate
Computer Equipment	20 - 33.33%
Office Equipment	5 - 33.33%
Office Furniture	10%
Leasehold Improvements	6.67%
Motor Vehicles	15.60%

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected to arise from its continued use. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

### (f) Leases

#### Policies applicable from 1 June 2019

The Association assesses whether a contract is or contains a lease, at inception of the contract. The Association recognises a right-of-use asset and a corresponding lease liability with respect to all lease arrangements in which it is the lessee, except for short-term leases (where the lease term is 12 months or less) and leases of low value assets. For these leases, the Association recognises the lease payments as an operating expense on a straight-line basis over the term of the lease unless another systematic basis is more representative of the time pattern in which economic benefits from the leased assets are consumed.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted by using the rate implicit in the lease. If this rate cannot be readily determined, the Association uses its incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise:

- Fixed lease payments (including in-substance fixed payments), less any lease incentives receivable
- Variable lease payments that depend on an index or rate, initially measured using the index or rate at the commencement date
- The amount expected to be payable by the lessee under residual value guarantees
- The exercise price of purchase options, if the lessee is reasonably certain to exercise the options



## 1. Summary of significant accounting policies (continued)

- Payments of penalties for terminating the lease, if the lease term reflects the exercise of an option to terminate the lease.

The lease liability is presented as a separate line in the statement of financial position.

The lease liability is subsequently measured by increasing the carrying amount to reflect interest on the lease liability (using the effective interest method) and by reducing the carrying amount to reflect the lease payments made.

The Association remeasures the lease liability (and makes a corresponding adjustment to the related right-of-use asset) whenever:

- The lease term has changed or there is a significant event or change in circumstances resulting in a change in the assessment of exercise of a purchase option, in which case the lease liability is remeasured by discounting the revised lease payments using a revised discount rate.
- The lease payments change due to changes in an index or rate or a change in expected payment under a guaranteed residual value, in which cases the lease liability is remeasured by discounting the revised lease payments using an unchanged discount rate (unless the lease payments change is due to a change in a floating interest rate, in which case a revised discount rate is used).
- A lease contract is modified and the lease modification is not accounted for as a separate lease, in which case the lease liability is remeasured based on the lease term of the modified lease by discounting the revised lease payments using a revised discount rate at the effective date of the modification

The Association did not make any such adjustments during the periods presented.

The right-of-use assets comprise the initial measurement of the corresponding lease liability, lease payments made at or before the commencement day, less any lease incentives received and any initial direct costs.

They are subsequently measured at cost less accumulated depreciation and impairment losses.

Right-of-use assets are depreciated over the shorter period of lease term and useful life of the underlying asset.

If a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the Association expects to exercise a purchase option, the related right-of-use asset is depreciated over the useful life of the underlying asset. The depreciation starts at the commencement date of the lease.

The right-of-use assets are presented as a separate line in the consolidated statement of financial position.

The Association applies AASB 136 to determine whether a right-of-use asset is impaired and accounts for any identified impairment loss as described in the 'Impairment' policy included in note 1(h).

Variable rents that do not depend on an index or rate are not included in the measurement the lease liability and the right-of-use asset. The related payments are recognised as an expense in the period in which the event or condition that triggers those payments occurs and are included in the line "Other expenses" in profit or loss.

The Association has elected to adopt the practical expedient permitting a lessee not to separate non-lease components, and instead account for any lease and associated non-lease components as a single arrangement.

### Policies applicable prior to 1 June 2019

Leases of assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Association are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amount 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 their estimated useful lives where it is likely that the Association will obtain ownership of the asset or ownership over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

## 1. Summary of significant accounting policies (continued)

### (g) Intangibles

#### **Software and intellectual property**

Software and intellectual property are recorded at cost. They have a finite life and are carried at cost less any accumulated amortisation and impairment losses. They have an estimated useful life of between three and five years. They are assessed annually for impairment.

#### **(h) Impairment testing of intangible assets and property, plant and equipment**

For impairment assessment purposes, assets are grouped at the lowest levels for which there are largely independent cash inflows (cash-generating units). As a result, some assets are tested individually for impairment and some are tested at cash-generating unit level.

All individual assets or cash-generating units are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's or cash-generating unit's carrying amount exceeds its recoverable amount, which is the higher of fair value less costs to sell and value-in-use. To determine the value-in-use, management estimates expected future cash flows from each cash-generating unit and determines a suitable interest rate in order to calculate the present value of those cash flows. The data used for impairment testing procedures are directly linked to the Association's latest approved budget, adjusted as necessary to exclude the effects of future reorganisations and asset enhancements. Discount factors are determined individually for each

cash-generating unit and reflect management's assessment of respective risk profiles, such as market and asset-specific risks factors.

Where the future economic benefits of an asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of the asset.

Any impairment loss is charged pro-rata to the other assets in the cash-generating unit. All assets are subsequently reassessed for indications that an impairment loss previously recognised may no longer exist. An impairment charge is reversed if the cash-generating unit's recoverable amount exceeds its carrying amount.

### (i) Employee Benefits

#### **Wages, Salaries, Annual and Sick Leave**

A liability for wages, salaries and annual leave is recognised, and is measured as the amount unpaid at balance date at pay rates, in which the leave is expected to be paid out at, in respect of employees' services up to that date. No material liability exists for sick leave as sick leave is non-vesting.

#### **Long Service Leave**

A liability for long service leave is recognised and is measured as the present value of expected future payments to be made in respect of services provided by all employees with more than one year of service up to balance date.

The expected future payments incorporate anticipated future wage and salary levels, experience of employee departures and periods of service, and are discounted at rates determined by reference to market yields at the end of the reporting period on high quality corporate bonds that have maturity dates that approximate the timing of the estimated future cash outflows. Any re-measurements arising from experience adjustments and changes in assumptions are recognised in profit or loss in the periods in which the changes occur.

The Association presents employee benefit obligations as current liabilities in the statement of financial position if the Association does not have an unconditional right to defer settlement for at least twelve (12) months after the reporting period, irrespective of when the actual settlement is expected to take place.

#### **On Costs**

On costs such as superannuation contributions relating to the payment of the above employee benefits have been accrued at balance date and included in the statement of financial position as part of the benefit.

#### **Post-employment benefit plans**

The Association provides post-employment benefits through defined contribution plans.

### (k) Operating expenses

Operating expenses are recognised in profit or loss upon utilisation of the service or at the date of their origin.

## 1. Summary of significant accounting policies (continued)

### (l) Revenue

Revenue is measured based on the consideration to which the Association expects to be entitled in a contract with a customer and excludes amounts collected on behalf of third parties. The Association recognises revenue when (or as) a performance obligation is satisfied, i.e. when 'control' of the goods or services underlying the particular performance obligation is transferred to the customer. All revenue is stated net of the amount of goods and services tax (GST).

#### **Association membership subscriptions and service subscriptions revenue**

Subscription revenue is recognised when the Association has established that it has the right to receive the income or when the performance obligation is satisfied. Subscriptions fee have a fixed price over the term of services and are unusually billed in advance. Member consume the benefits of the services throughout the service period and therefore the Association recognises the revenue evenly over the term of the contract.

#### **Services revenue**

Services revenue comprises various streams of income to the Association, which is recognised as follows:

- Insurance services: Revenue is recognised over time based on the scheme remuneration charged per contract;
- Preferred supplier program: Rebate is received from third party suppliers providing services to Local Government. Revenue is recognised at the point in time when the rebate is earned, and information is available to reliably measure revenue and is highly probable that revenue would not reverse in the future. This is generally when the supplier provides their statements for the preceding quarter;

- Training services: Revenue is recognised at a point in time, when the training courses are provided;
- Events and seminars: Revenue is recognised at a point in time, when the event has taken place;
- Other revenues: Revenue is recognised at a point in time, when the service has been provided.

#### **Grant revenue**

Grant revenue arising from an agreement which contains 'enforceable' and 'sufficiently specific' performance obligations is recognised when control of each performance obligations is satisfied, in accordance with AASB 15. Where grant agreements are not enforceable or the performance obligations are not sufficiently specific, this will result in immediate income recognition under AASB 1058.

Grant revenue received is deferred as unexpended grants and recognised when (or as) the performance obligations are satisfied.

The performance obligations are varied based on the agreement, where some performance obligations may transfer control at a point in time and others have continuous transfer of control over the life of the agreement. Where control is transferred over time, generally the revenue is recognised based on either cost or time incurred which best reflects the transfer of control.

#### **Interest**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

### (m) Unexpended grants / contract liabilities

Contract liabilities relates to fees received in advance, where the specified services are yet to be delivered. Unexpended grants generally represent unutilised grants funds on the condition that specified services are delivered or conditions are fulfilled.

The services are usually provided or the conditions usually fulfilled within twelve (12) months of receipt of the grant. Where the amount received is in respect of services to be provided over a period that exceeds twelve (12) months after the reporting date or the conditions will only be satisfied more than twelve (12) months after the reporting date, the liability is discounted and presented as non-current.

### (n) Cash and cash equivalents

For the purpose of presentation in the statement of cash flows, cash and cash equivalents includes cash on hand, at banks, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

### (o) Goods and services tax (GST)

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. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

## 1. Summary of significant accounting policies (continued)

### (p) Financial instruments

#### *Initial recognition and measurement*

Financial assets and liabilities are recognised when the Association becomes party to the relevant contractual provisions, i.e. when the Association commits itself to either purchase or sell the asset, these are initially measured at fair value plus transaction costs. Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties.

#### **Financial assets**

##### *Subsequent measurement*

All financial assets are subsequently measured at amortised cost or fair value depending on their classification. The classification of financial assets is determined according to their contractual cash flow characteristics and the business model under which they are held.

##### *Financial assets at amortised cost*

The Association's financial assets comprise trade and other receivables and term deposits. Amortised cost has been used to measure these financial assets as the following two criteria have been met and exist for the Association:

- The business model objective to hold these assets in order to collect the contractual cash flows arising (there is no intention to sell the financial asset); and
- The contractual terms of these give rise to cash flows on specified dates that are solely payments of principal and interest (where applicable) on the amount outstanding.

##### *Impairment*

For financial assets carried at amortised cost, a separate allowance account is used to reduce the carrying amount of financial assets. The Association uses

the simplified model for determining the impairment of trade receivables, under the lifetime expected credit loss ("ECL") model.

The Association determines the expected credit losses on these items by using a provision matrix, estimated based on historical credit loss experience based on the past due status of the debtors, adjusted as appropriate to reflect current conditions and estimates of future economic conditions. Accordingly, the credit risk profile of these assets is presented based on their past due status in terms of the provision matrix. Note 11 include further details on the loss allowance for trade receivables.

##### *Derecognition*

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the Association no longer has any significant continuing involvement in the risks and benefits associated with the asset. On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in the Statement of profit or loss and other comprehensive income.

#### **Financial liabilities**

##### *Subsequent measurements*

Financial liabilities are subsequently measured at either fair value through profit or loss ("FVTPL") or amortised cost (using the effective interest rate method).

The Association's financial liabilities of the comprise trade payables. They are non-derivative in nature, not classified as held for trading or designated as FVTPL and are held at amortised cost.

##### *Derecognition*

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in the statement of profit or loss and other comprehensive Income.

### (q) Provisions, contingent liabilities and contingent assets

Provisions are measured at the estimated expenditure required to settle the present obligation, based on the most reliable evidence available at the reporting date, including the risks and uncertainties associated with the present obligation. 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. Provisions are discounted to their present values, where the time value of money is material.

Any reimbursement that the Association can be virtually certain to collect from a third party with respect to the obligation is recognised as a separate asset. However, this asset may not exceed the amount of the related provision.

No liability is recognised if an outflow of economic resources as a result of a present obligation is not probable. Such situations are disclosed as contingent liabilities, unless the outflow of resources is remote in which case no liability is recognised.

## 1. Summary of significant accounting policies (continued)

### (r) Comparative amounts

Where required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

### (s) Significant management judgements in applying accounting policies

When preparing the financial statements, management undertakes a number of judgements, estimates and assumptions about the recognition and measurement of assets, liabilities, income and expenses.

#### *Estimation uncertainty*

Information about estimates and assumptions that have the most significant effect on recognition and measurement of assets, liabilities, income and expenses is provided below. Actual results may be substantially different.

#### *Impairment*

In assessing impairment, management estimates the recoverable amount of each asset or cash-generating unit based on expected future cash flows and uses an interest rate to discount them. Estimation uncertainty relates to assumptions about future operating results and the determination of a suitable discount rate.

#### *Useful lives of depreciable assets*

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

#### *Long service leave*

The liability for long service leave is recognised and measured at the present value of the estimated cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

#### *Grant revenue*

For many of the grant agreements received, the determination of whether the contract includes 'sufficiently specific' performance obligations was a significant judgement involving discussions with management, review of the documents prepared during the grant application phase and consideration of the terms and conditions.

Grants received by the Association have been accounted for under both AASB 15 and AASB 1058 depending on the terms and conditions and decisions made. If this determination was changed then the revenue recognition pattern would be different from that recognised in this financial report.

#### *Lease liabilities*

When measuring lease liabilities and right of use assets the Association makes judgement about the probability of the Association exercising extension options. The probability of exercising the option needs to be considered highly probable by management before including in the calculation of the lease liability.

## 2. Revenue

	2020 \$	2019 \$
<b>Grant revenue</b>		
Recognised under AASB 15	4,241,974	5,627,448
Recognised under AASB 1058	969,171	-
<b>Total grant revenue</b>	<b>5,211,145</b>	<b>5,627,448</b>
<b>Service subscriptions revenue</b>		
Associate membership subscriptions	46,611	52,151
Procurement services	327,379	304,083
Employee relations	863,794	857,339
Tax and financial service	77,074	75,544
Local Government Act services	143,910	141,473
Councils connect subscriptions	490,651	396,095
Environmental services	103,217	93,616
Emergency management	-	4,739
<b>Total service subscriptions revenue</b>	<b>2,052,636</b>	<b>1,925,040</b>
<b>Services revenue</b>		
Insurance services	2,843,702	2,701,249
Publications	23,953	23,820
Procurement services	167,328	375,672
Emergency management services	3,630	-
Preferred supplier program	5,541,495	4,894,877
Training services	1,079,956	780,714
Events Local Government convention and seminars	1,185,075	1,258,432
MWAC services	186,701	203,092
Governance services	84,023	110,469
Recruiting and selection services	87,910	97,527
Other employee relations	134,810	134,585
Councils connect	28,314	18,602
Other consulting	4,935	-
Environmental services	840	-
Local Government consulting services	33,142	56,817
<b>Total services revenue</b>	<b>11,405,814</b>	<b>10,655,856</b>

## 2. Revenue (continued)

	2020 \$	2019 \$
<b>Other income</b>		
Interest received	192,250	258,168
Asset disposal proceeds	3,318	53,631
Cost recovery	64,330	135,995
Cost recovery insurance	241,523	299,720
Cost recovery members engagement program	-	19,102
Rental subsidy	698,510	700,100
Sundry income	136,941	128,547
Board sitting fees	27,553	20,259
<b>Total other income</b>	<b>1,364,425</b>	<b>1,615,522</b>

### 3. Expenditure

	2020 \$	2019 \$
<b>Service subscriptions direct costs</b>		
Councils connect	476,427	366,292
<b>Total service subscriptions direct costs</b>	<b>476,427</b>	<b>366,292</b>
<b>Services provision direct costs</b>		
Insurance services	248,687	263,104
Publications	80,807	87,577
Procurement services	174,583	197,396
Emergency management services	15,826	6,622
Preferred supplier program	405,945	360,519
Training services	374,332	345,554
Events Local Government convention and seminars	838,983	807,636
MWAC services	23,193	270
Local Government strategy and reform	79,798	123,708
Recruiting and selection services	25,346	85,372
Other employee relations	119,740	118,819
Communications and marketing	695,041	552,278
Environmental services	66,522	54,675
Governance services	67,057	49,962
Project expenses	25,400	-
Member engagement program	21,103	46,411
<b>Total services provision direct costs</b>	<b>3,262,363</b>	<b>3,099,903</b>
<b>Recurring expenditure</b>		
Salaries and associated expenditure	9,791,325	9,325,187
Other recurring expenditure	2,201,179	3,017,124
Depreciation and amortisation of non-current assets	1,160,080	247,618
<b>Total recurring expenditure</b>	<b>13,152,584</b>	<b>12,589,929</b>
<b>Non-recurring expenditure</b>		
Special and service development projects	131,568	124,642
Write-off of intangible assets	45,915	-
<b>Total non-recurring expenditure</b>	<b>177,483</b>	<b>124,642</b>



## 4. Surplus for the year

<b>Surplus for the year has been determined after:</b>	<b>2020</b>	2019
	<b>\$</b>	<b>\$</b>
Depreciation and amortisation of non-current assets	1,160,080	247,618
Write-off of intangible assets	45,915	-
Net (gain) on disposal of plant & equipment	-	(2,223)
Rental expense on operating leases – minimum lease payments	-	1,160,713
Interest expense on lease liabilities	333,153	-
<b>Employee benefits expense:</b>		
Wages and salaries	10,515,160	10,471,808
Post-employment benefits	1,024,376	995,923
Termination	562,044	-
Other	120,777	126,878
<b>Total employee benefits expense</b>	<b>12,222,357</b>	<b>11,594,609</b>

## 5. Auditor's remuneration

<b>Remuneration of the auditor of the association for:</b>	<b>2020</b>	2019
	<b>\$</b>	<b>\$</b>
Auditor of the financial report	37,300	30,800
Financial statements preparation	2,700	2,600
	<b>40,000</b>	<b>33,400</b>

The auditor of the Association for the current year is Deloitte Touche Tohmatsu.

## 6. Key management personnel compensation

	2020 \$	2019 \$
Short-term employee benefits (including movement in annual leave provision)	1,977,098	2,418,376
Post-employment benefits	268,915	272,318
Other long-term benefits	(95,043)	42,082
Termination benefits	452,443	-
<b>Total compensation of key management personnel</b>	<b>2,603,413</b>	<b>2,732,776</b>

The individuals determined to be the key management personnel are listed in Note 23.

## 7. Accumulated surplus

	2020 \$	2019 \$
Accumulated surplus at the beginning of the year	3,021,821	2,816,336
Effect of change in accounting policy for AASB 16	(1,587,134)	-
Effect of change in accounting policy for AASB 15/1058	587,698	-
<b>Accumulated surplus at the beginning of the year</b>	<b>2,022,385</b>	<b>2,816,336</b>
Surplus for the financial year	223,008	289,438
Transfers from reserves (Note 8)	(71,468)	(83,953)
<b>Accumulated surplus at the end of the year</b>	<b>2,173,925</b>	<b>3,021,821</b>

## 8. Reserves

	2020 \$	2019 \$
Balance at the beginning of the year	3,944,782	3,860,829
<b>Add : Transfers to reserves</b>		
Employee leave benefits reserve	33,621	153,647
Strategic reserve	11,835	16,729
Capital acquisition reserve	26,012	(86,423)
	71,468	83,953
<b>Total reserves at the end of the year</b>	<b>4,016,250</b>	<b>3,944,782</b>
<b>Represented by:</b>		
Employee leave benefits reserve	1,942,451	1,908,830
Strategic reserve	1,359,051	1,347,216
Capital acquisition reserve	714,748	688,736
	<b>4,016,250</b>	<b>3,944,782</b>

- (a) Employee Leave Benefits Reserve provides for the payment of long service leave and annual leave entitlements for employees and is matched to the total of these provisions.
- (b) Strategic Reserve was established to set aside accumulated surpluses to fund any potential strategic projects.
- (c) Capital Acquisition Reserve was established to provide funds for capital additions.

The reserves are cash-backed and are matched by amounts included with restricted funds (reserves) in Note 10.

## 9. Cash and cash equivalents

2020  
\$

2019  
\$

### (a) Reconciliation of cash and cash equivalents

Cash and cash equivalents at the end of the reporting period as shown in the statement of cash flows can be reconciled to related items in the statement of financial position as follows:

Cash on hand	-	351
Cash at bank	137,452	119,274
On call and term deposits	1,451,436	2,531,768
<b>Cash and cash equivalents</b>	<b>1,588,888</b>	<b>2,651,393</b>

### (b) Reconciliation of net cash provided by operating activities to surplus for the year:

Surplus from ordinary activities	223,008	289,438
Add back non-cash items:		
– Depreciation and amortisation	1,160,080	247,618
– Write-off of intangible assets	45,915	-
– Net gain on disposal of fixed assets	-	(2,223)
Change in assets and liabilities		
– (increase) / decrease in receivables	211,310	(494,773)
– (increase) / decrease in other assets	350,540	48,757
– increase/(decrease) in trade creditors	396,892	(678,904)
– increase/(decrease) in other provisions	33,621	153,645
<b>Net cash provided by operating activities</b>	<b>2,421,366</b>	<b>(436,442)</b>

There were no non-cash transactions during the year (2019: \$Nil).

## 10. Application of funds

	2020 \$	2019 \$
<b>The funds available to the Association are as follows:</b>		
Cash and cash equivalents (refer to note 9)	1,588,888	2,651,393
Other financial assets (refer to note 12)	10,000,000	7,500,000
<b>Total funds available</b>	<b>11,588,888</b>	<b>10,151,393</b>
<b>These funds are represented by cash and term deposits held in separate accounts as follows:</b>		
<b>Unrestricted funds</b>		
Cash on hand	-	350
Operating account	137,452	119,274
On call investments and term deposits	5,004,412	3,504,072
	<b>5,141,864</b>	<b>3,623,696</b>
<b>Restricted funds (grants)</b>		
MRWA road research & development trust (Minder)	-	305,327
RoadWise and & RoadWise strategic initiatives	942,777	1,310,868
Roman	194,490	194,490
Alcohol management	-	569
Community infrastructure	-	7,691
Change places	-	66,855
Household hazardous waste program	772,039	300,000
Introduced corella and rainbow lorikeet response group	-	4,985
State NRM and coastal development conference	88,800	36,834
Waste and recycling conference development fund	161,824	161,825
Container deposit scheme	6,691	20,635
CIE Bin tagging program	97,875	39,358
GAPP	60,590	63,478
Climate resilient councils project	90,594	70,000
Urban forest working group	11,644	-
Metropolitan area recreation advisory group	3,450	-
	<b>2,430,774</b>	<b>2,582,915</b>
<b>Restricted funds (reserves)</b>		
Employee leave benefits reserve	1,942,451	1,908,830
Strategic reserve	1,359,051	1,347,216
Capital acquisitions reserve	714,748	688,736
	4,016,250	3,944,782
<b>Total funds available</b>	<b>11,588,888</b>	<b>10,151,393</b>

In order to observe the limitations and restrictions placed on the use of the cash resources of the Association, cash is disclosed as either restricted or unrestricted. Unrestricted cash is that presently available for use by the Association at the discretion of management in the ordinary course of operations. Restricted cash (grants) is that presently available for disbursement, but expendable only for operating purposes specified by the grantor in respect of grant funds received. Restricted cash (reserves) is that presently available for use by the Association at the discretion of State Council but not normally available for short term operational use.

## 11. Trade and other receivables

	2020 \$	2019 \$
Trade receivables	1,437,942	1,649,252
	<b>1,437,942</b>	<b>1,649,252</b>
<b>Aging of past due but not impaired:</b>		
60 - 90 days	12,330	106,846
90 - 120 days	79,584	23,713
120+ days	36,613	10,155
<b>Total</b>	<b>128,527</b>	<b>140,714</b>

The average credit period is 30 days. No interest is charged on outstanding trade receivables. The Association always measures the loss allowance for trade receivables at an amount equal to the lifetime expected credit loss.

## 12. Other financial assets

	2020 \$	2019 \$
<b>Term deposits</b>	<b>10,000,000</b>	<b>7,500,000</b>

The Association holds term deposits with various financial institutions with various maturity dates and carry interest rates ranging between 0.15%-1.4%. The held to maturity investments excludes term deposits with original maturity dates 3 months or less which are classified as cash and cash equivalents and included in note 9.

## 13. Other current assets

	2020 \$	2019 \$
Prepayments	470,885	673,037
Accrued income	54,191	202,579
	<b>525,076</b>	<b>875,616</b>

## 14. Property, plant and equipment

	2020 \$	2019 \$
<b>Office equipment</b>		
Cost	775,538	642,843
Accumulated depreciation	(608,160)	(523,932)
	<b>167,378</b>	<b>118,911</b>
<b>Leasehold improvements</b>		
Cost	72,614	72,614
Accumulated depreciation	(17,033)	(12,192)
	<b>55,581</b>	<b>60,422</b>
<b>Motor vehicles</b>		
Cost	195,938	195,938
Accumulated depreciation	(58,327)	(31,121)
	137,611	164,817
	<b>360,570</b>	<b>344,150</b>

### Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Office equipment \$	Leasehold improvements \$	Motor vehicles \$	Total \$
Balance at the beginning of the year	181,911	60,422	164,817	344,150
Additions	132,694	-	-	132,694
Depreciation	(84,227)	(4,841)	(27,206)	(116,274)
Disposal/Write-off	-	-	-	-
<b>Balance at the end of the year</b>	<b>167,378</b>	<b>55,581</b>	<b>137,611</b>	<b>360,570</b>

## 15. Right of use assets

	2020 \$	2019 \$
<b>Motor Vehicle</b>		
At cost	177,400	-
Accumulated depreciation and impairment	(114,527)	-
	<b>62,873</b>	-
<b>Office equipment</b>		
At cost	45,600	-
Accumulated depreciation and impairment	(22,800)	-
	<b>22,800</b>	-
<b>Commercial premises</b>		
At cost	13,358,375	-
Accumulated depreciation and impairment	(5,714,416)	-
	7,643,959	-
	<b>7,729,632</b>	-

### Movements in carrying amounts

Movement in the carrying amounts for each class of right of use assets between the beginning and the end of the current financial year:

	Motor vehicle \$	Office equipment \$	Commercial premises \$	Total \$
<b>Cost</b>				
At 1 June 2019 (recognised on initial adoption)	115,712	45,600	13,358,375	13,519,687
Additions	61,688	-	-	61,688
<b>At 31 May 2020</b>	<b>177,400</b>	<b>45,600</b>	<b>13,358,375</b>	<b>13,581,375</b>
<b>Accumulated depreciation</b>				
At 1 June 2019 (recognised on initial adoption)	(33,287)	(7,600)	(4,823,858)	(4,864,745)
Charge for the year	(81,240)	(15,200)	(890,558)	(986,998)
<b>At 31 May 2020</b>	<b>(114,527)</b>	<b>22,800</b>	<b>5,714,416</b>	<b>5,851,743</b>
<b>Carrying amount</b>				
<b>At 31 May 2020</b>	<b>62,873</b>	<b>22,800</b>	<b>7,643,959</b>	<b>7,729,632</b>

The Association leases several assets including building, office equipment and motor vehicles. The following lease term are used in the calculation of depreciation:

Motor vehicles 2 years

Office Equipment 3 years

Commercial premises 15 years

The Association does not have an option to purchase leased assets at the end of the lease term.



## 15. Right of use assets (continued)

Amounts recognised in profit and loss related to leases:

	2020 \$
Depreciation expense on right-of-use assets	986,998
Interest expense on lease liabilities	333,153
Accrued income	15,335

## 16. Intangibles

	2020 \$	2019 \$
<b>Software</b>		
Cost	282,385	327,309
Accumulated amortisation	(225,285)	(189,210)
	<b>57,100</b>	<b>138,099</b>
<b>Intellectual property</b>		
Cost	264,161	244,860
Accumulated amortisation	(228,866)	(210,218)
	<b>35,295</b>	<b>34,642</b>
	<b>92,395</b>	<b>172,741</b>

### Movements in carrying amounts

	Software \$	Intellectual property \$	Total \$
Balance at the beginning of the year	138,099	34,642	172,741
Additions	3,075	19,301	22,376
Write - offs	(45,915)	-	(45,915)
Amortisation charge	(38,159)	(18,648)	(56,807)
<b>Balance at the end of the year</b>	<b>57,100</b>	<b>35,295</b>	<b>92,395</b>

## 17. Trade and other payables

	2020 \$	2019 \$
Creditors and accruals (i)	992,967	649,067
Contracted professional development	38,551	29,481
Contract liabilities (ii)	635,808	1,008,695
Unexpended grants received and receivable (Note 10)	2,430,774	2,582,915
Net GST payable	28,813	47,561
	<b>4,126,913</b>	<b>4,317,719</b>

- (i) Trade and other payables are non-interest bearing. The average credit period on purchases of goods and services is 30 days.
- (ii) Contract liabilities mostly relates to subscriptions and the Local Government conference which both relate to the subsequent financial year.

## 18. Lease liabilities

	2020 \$	2019 \$
<b>Analysed as:</b>		
Current	883,069	-
Non-current	8,591,895	-
	<b>9,474,964</b>	-
<b>Maturity analysis</b>		
Year 1	886,100	-
Year 2	898,048	-
Onwards	7,690,816	-
	<b>9,474,964</b>	-

The weighted average lessee's incremental borrowing rate applied to lease liabilities at transition, i.e. 1 June 2019 was 3.36%. The Association does not face a significant liquidity risk with regards to its lease liabilities.

## 18. Lease liabilities (continued)

2019  
\$

### Operating leases as lessee (disclosed under AASB 117)

Non-cancellable property, motor vehicle and photocopier operating leases contracted for but not capitalised in the financial statements:

Payable	
- not later than one year	1,163,481
- later than one year but not later than 5 years	4,765,216
- greater than 5 years	6,177,344
	<b>12,106,041</b>

The motor vehicle lease commitments are non-cancellable operating leases contracted for but not capitalised in the financial statements with 2-3 year terms.

The photocopier lease commitment is a non-cancellable operating lease contracted for but not capitalised in the financial statements with a 48-month term.

The lease of the West Leederville office is a non-cancellable operating lease contracted for but not capitalised in the financial statements with a 15-year term. There is an option for a further three terms of 5 years.

## 19. Provisions

	2020 \$	2019 \$
<b>Current</b>		
Annual Leave	850,499	785,647
Long Service leave	892,984	943,483
	<b>1,743,483</b>	<b>1,729,130</b>
<b>Non-current</b>		
Long Service leave	198,968	179,700
	<b>1,942,451</b>	<b>1,908,830</b>

## 20. Contingent liabilities

	2020 \$	2019 \$
Bank guarantee in favour of the Crown secured by a right of set-off over specific assets of the Municipal Workcare Scheme	43,700,000	48,200,000
The Association employs a number of personnel under contracts that include severance entitlements.		
Bank facility used by Local Government House Trust, which WALGA is the Beneficiary of	25,640,625	26,603,125

WALGA is the beneficiary of the Local Government House Trust (LGHT). LGHT has a joint venture with Qube Railway Parade Pty Ltd. This joint venture uses this facility. As at 31 May 2020 there was nil unused in this facility (2019: \$nil). This facility is available until 30 June 2020 or can be terminated early, if required. Interest rate is charged at the sum of the BBSY plus 1.5% for an interest period of 90 days or more or BBSY plus 1.75% for an interest period of less than 90 days). This loan is secured by a registered mortgage over 168-170 Railway Parade, West Leederville.

## 21. Financial risk management

The Association's financial instruments consist mainly of deposits with banks, short-term investments, accounts receivable and payable.

The totals for each category of financial instruments, as detailed in the accounting policies to these financial statements, are as follows:

	Note	2020 \$	2019 \$
<b>Cash and cash equivalents and other financial assets</b>			
– unrestricted funds	10	5,141,864	3,623,696
– restricted funds (reserves)	10	4,016,250	3,944,782
– restricted funds (grants)	10	2,430,774	2,582,915
Trade and other receivables	11	1,437,942	1,649,252
<b>Total financial assets</b>		<b>13,026,830</b>	<b>11,800,645</b>
Trade and other payables	17	4,126,913	4,317,719
<b>Total financial liabilities</b>		<b>4,126,913</b>	<b>4,317,719</b>

Fair value for the financial instruments is considered to be equal to the carrying amounts in the Financial Statements.

## 22. Subsequent events

There were no particular matters or circumstances that have arisen since the end of the financial period up to the date of authorisation of the financial report which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

## 23. Related parties

### Related Party Transactions

During the year, the Association had the following related party transactions:

Related Party	Nature of relationship	Transactions
Local Government House Trust ("LGHT")	Trust in which the Association is the beneficiary of	- Rent subsidy received of \$698,510 (2019: \$700,100) - Administration fee income of \$68,212 (2019: \$66,990)
LGHT & Qube Railway Parade Pty Ltd	Joint Venture within which LGHT has a 60% interest	- Lease repayments of \$733,210 and interest expense of \$328,854 associated with the lease of the office premises in West Leederville - Rental and outgoings in 2019 of \$1,274,989 associated with the office premises in West Leederville
Local Government Insurance Scheme ("LGIS")	WALGA is the Trustee for the LGISWA Scheme under the provisions of a Trust Deed made on 19 September 1996	- Brokerage income received of \$745,786 (2019: \$710,166) - Remuneration fee income received of \$2,097,917 (2019: \$1,991,083) - Contribution toward Member Advisor Program received of \$Nil (2019: \$19,102)
Executive Manager	Key Management Personnel of WALGA	Sale of motor vehicle and artwork of \$Nil (2019: \$33,182)
Non-Executive Manager	Key Management Personnel of WALGA	Advisory services of \$8,000 (2019: \$Nil)

Related party transactions were made on terms equivalent to those that prevail in arm's length transactions.

## 23. Related parties (continued)

The following balances were outstanding at the end of the reporting period:

	Amounts owed by related parties		Amounts owed to related parties	
	2020 \$	2019 \$	2020 \$	2019 \$
Local Government House Trust ("LGHT")	-	-	-	-
LGHT & Qube Railway Parade Pty Ltd	-	-	-	-
Local Government Insurance Scheme ("LGIS")	24,759	6,522	-	2,891

The amounts outstanding are unsecured and will be settled in cash. No expense has been recognised in the current or prior years for loss allowance in respect of the amounts owed by related parties.

### Key management personnel

The Association has determined that key management personnel include State Councillors and senior officers of the Association.

#### State Council Members

- President Mayor Tracey Roberts JP
- President Cr Lynne Craigie OAM (resigned 4 March 2020)
- Cr Jan Court JP #
- President Cr Phillip Blight
- Cr Jenna Ledgerwood
- Cr Paul Kelly
- Cr Brooke O'Donnell #
- Cr Kate Driver#
- President Cr Malcolm Cullen
- President Cr Cheryl Cowell
- President Cr Stephen Strange
- President Cr Keith House JP #
- Cr Chris Mitchell JP
- Cr Les Price
- Cr Giovanni Italiano JP #
- Cr Russ Fishwick JP
- President Cr Karen Chappel JP
- President Cr Michelle Rich
- President Cr Kerry White #
- Cr Julie Brown
- Cr Brian Oliver #
- Cr Doug Thompson
- Mayor Carol Adams OAM
- Mayor Logan Howlett JP
- President Cr Tony Dean
- Cr Frank Cvitan ^
- Cr Catherine Ehrhardt \*
- Cr Cate McCullough \*
- Cr Ronnie Fleay \*
- Mayor Mark Irwin \*
- President Cr Ken Seymour \*
- Cr Peter Long \*
- Mayor Ruth Butterfield \*

#### Ex Officio Members

- Mr Ian Cowie PSM #
- Mr Jamie Parry \*
- Chair Commissioner City of Perth: Eric Lumsden AM PSM (resigned 2 September 2019)
- Chair Commissioner City of Perth: Andrew Hammond (appointed 2 September 2019)

\* Term of office commenced 2 December 2019

# Term of office ended 2 December 2019

^ Term of office commenced 6 May 2020

## 23. Related parties (continued)

### Office Bearers

Mayor Tracey Roberts JP .....	WALGA President (appointed 4 March 2020)
President Cr Lynne Craigie OAM .....	WALGA President (resigned 4 March 2020)
President Cr Karen Chappel JP .....	Deputy WALGA President (appointed 4 March 2020)
Mayor Tracey Roberts JP .....	Deputy WALGA President (resigned 4 March 2020)

### Finance and Services (previously Executive) Committee Members

Mayor Tracey Roberts JP .....	WALGA President (appointed 4 March 2020)
President Cr Lynne Craigie OAM .....	WALGA President (resigned 4 March 2020)
President Cr Karen Chappel JP .....	Deputy WALGA President (appointed 4 March 2020)
Mayor Tracey Roberts JP .....	Deputy WALGA President (resigned 4 March 2020)
Cr Paul Kelly * .....	State Councillor
Cr Catherine Ehrhardt * .....	State Councillor
President Cr Ken Seymour * .....	State Councillor
Cr Doug Thompson # .....	State Councillor
President Cr Phillip Blight # .....	State Councillor
President Cr Stephen Strange # .....	State Councillor
Mr Colin Murphy * .....	Independent Representative
Ms Felicity Baxter ^ .....	Non-Executive Member

^ Ended 19 November 2019

# Ended 19 February 2020

\* Commenced 22 April 2020

### CEO, Deputy CEO and Executive Managers

Nick Sloan .....	Chief Executive Officer
Wayne Scheggia .....	Deputy CEO (Resigned 1 July 2019)
Mark Batty .....	Executive Manager - Strategy, Policy & Planning
Tony Brown .....	Executive Manager - Governance & Organisational Services
Zac Donovan .....	Executive Manager - Commercial and Communications
Ian Duncan .....	Executive Manager - Infrastructure
Joanne Burges .....	Executive Manager - People & Place (to 5 June 2020)
John Filippone .....	Executive Manager - Business Solutions (resigned 29 April 2020)

## 23. Related parties (continued)

Total compensation cost of key management personnel to the Association for the reporting period including allowance for movement in leave provisions is presented within the following bands:

Compensation Band (\$)	2020	2019
0 – 10,000	33	28
10,001 – 20,000	1	3
60,001 – 70,000	-	1
70,001 – 80,000	-	1
90,001 - 100,000	1	-
130,001 - 140,000	1	-
170,001 -180,000	-	1
180,001 -190,000	1	-
240,001 -250,000	3	-
250,001 -260,000	1	3
260,001 -270,000	-	3
280,001 -290,000	1	-
370,001 -380,000	-	1
390,001 -400,000	1	1
400,001 -410,000	1	-
	<b>44</b>	<b>42</b>

Other disclosures relating to compensation of key management personnel are disclosed in Note 6.



## 24. Association details

The principal place of business of the association is:

Western Australian Local Government Association  
ONE70  
Level 1, 170 Railway Parade,  
WEST LEEDERVILLE WA 6007

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**WALGA**

WORKING FOR LOCAL GOVERNMENT

Western Australian Local  
Government Association

ONE70, LV1, 170 Railway Parade  
West Leederville, WA 6007  
PO Box 1544, West Perth, WA 6872

**T:** (08) 9213 2000

**E:** [info@walga.asn.au](mailto:info@walga.asn.au)

**[www.walga.asn.au](http://www.walga.asn.au)**



## COUNCIL POLICY Community

1.4.2

<b>Title:</b>	1.4.2 SUPPORTING THE COMMUNITY
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	16 September 2020
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief Executive Officer

---

Previous Policy Number/s 3004

### Objective:

To assist community organisations and groups to undertake activities and provide facilities for the benefit of its residents in the Shire region.

### Policy Statement:

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) The annual allocation of funding towards community projects that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Plan; and
- b) Where able, will endeavour to provide facilities and services that increase opportunities for inclusion, participation social wellbeing and physical activity as the Shire recognises the value of accessibility and community involvement; and
- c) In exceptional circumstances and when financial circumstances permit, will consider self-supporting loans to provide community organisations with an opportunity to raise loan funds through the Shire at competitive rates.

To acknowledge the role the Shire of Mingenew plays in supporting the community, recipients of Shire funding for the delivery of community activities and events are to acknowledge the Shire of Mingenew in any advertising and promotional material relating to the activity or event for which the funding has been provided.

### Community Financial Assistance Scheme

Council will allocate 1.5% of the value of rates per financial year to the Community Financial Assistance Scheme. The allocated funding will be distributed between the two funding categories within the Scheme in line with the following:

1. 80% is to be allocated to Community Grants and is to be allocated via a competitive grants process and in line with Management Procedures, and
2. 20% is allocated to the Waiver of Fees and Sundry Donations combined.



### Community Grants

For projects and events that support and promote social, economic, recreational, art and cultural development of persons living within the Shire of Mingenew, the Chief Executive Officer is authorised to commit funds of up to the \$5,000 per application (project), subject to the confinements of the budgetary allocation as set by Council.

All community grants will be considered by a panel, comprising of the **Community Development Officer** ~~Community Services Coordinator~~, the Chief Executive Officer and two Councillors, who are to assess and prioritise the applications in accordance with the ~~below~~ **above** listed criteria.

Criteria to award grant/commit Shire funds:

1. Applicants must be incorporated, not-for-profit, community-based organisations, groups and event organisers. Local state and federal government departments, private companies, private and public schools including employees of these bodies acting on behalf of their employers (excluding relevant community purpose representative bodies such as P&C Associations are ineligible.
2. The activity, event, competition, project or celebration must be offered within the Shire of Mingenew local government boundaries and open for attendance by the local community;
  - a. Where Shire funds are used towards an event, it is preferable that entry for locals be free of charge
3. The activity, event, competition, project or celebration must demonstrate alignment with the Shire's Community Strategic Plan;
4. The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme Funding or Council Contribution or received financial assistance from the Shire for the project for which the application has been made under any existing written agreement during the relevant financial year.
5. Applicants acknowledge that funding is subject to an Acquittal and Evaluation Form being completed and submitted to the Shire within 8 weeks of the stated completion date of the project or activity, or before the 20 June of the current financial year, whichever falls first. Failure to complete this step will result in disqualification for the next round of funding.

### Waiver of Fees and Charges

Waivers will be considered for local clubs and not-for-profit organisations to conduct activities that support the Shire's Community Strategic Plan.

Applications for waiver of fees and charges shall be made via written application to the Chief Executive Officer and shall not exceed a value of \$1,000.00 per application. Applications above \$1,000.00 are to be made via the Community Grants Process.

The decision to waive fees and charges shall be at the discretion of the Chief Executive Officer. All waivers shall be within the limits of Council's Delegation to the Chief Executive Officer- *CD02 Debts, Waiver, Concessions, Write Off and Recovery* and is subject to the confinements of the budgetary allocation as set by Council.



#### Sundries Donations

Small grants up to \$200.00 can be applied for at any time through a written request directed to the Chief Executive Officer.

The Chief Executive Officer, at their discretion, is authorised to commit funds of up to \$200.00 per application provided it is within the budgetary allocation as set by Council.

#### Sponsorship

All applications for financial sponsorship shall be referred to the Council for decision.

#### Marketing Assistance

Small grants of up to \$500.00 per business can be applied for at any time through a written request directed to the Chief Executive Officer. Funds can be used for business promotion provided the Shire's logo is applied to all materials and approval of final design is sort from Shire CEO.

#### Self-Supporting Loans

Self-supporting loans are loans taken out by the Shire on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

The Shire of Mingenew will only provide access to self-supporting loans in exceptional circumstances, when financial circumstances permit, and when there is compelling evidence of positive benefits to the community. Council will only consider providing self-supporting loans to community or sporting groups in the following circumstances:

- a) In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- b) Where the self-supporting loan forms part of a matching community grant component
- c) Where, in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d) Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Organisations seeking assistance from Council to raise a loan shall:

- a) Be an incorporated body that leases or occupies land and/or buildings owned or vested in the Shire.
- b) Provide a copy of the last three years' audited trading and balance sheet statements.
- c) Agree to enter into a Deed of Agreement for the period of the loan repayments.
- d) Provide whatever security or guarantees that Council considers appropriate to ensure that the loan is repaid.
- e) Insure and keep insured premises where the premises are security over repayment of a loan.
- f) Pay all costs associated with the preparation and stamping of legal documents concerned with the raising of the loan.
- g) Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan.
- h) Provide any other information that Council requires.

All applications for self-supporting loans shall be referred to the Council for review and decision.

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2020**

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

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### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 09 September 2020  
Prepared by: Helen Sternick, Senior Finance Officer  
Reviewed by: Jeremy Clapham, Finance & Administration Manager

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

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

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **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 14.

### **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.

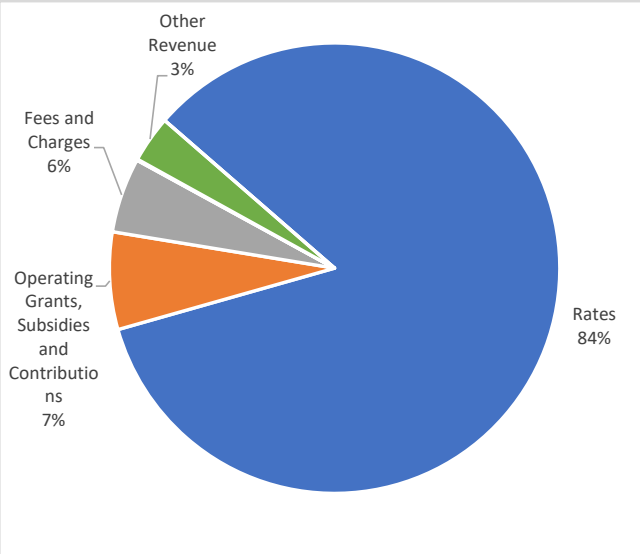
#### **CRITICAL ACCOUNTING ESTIMATES**

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.

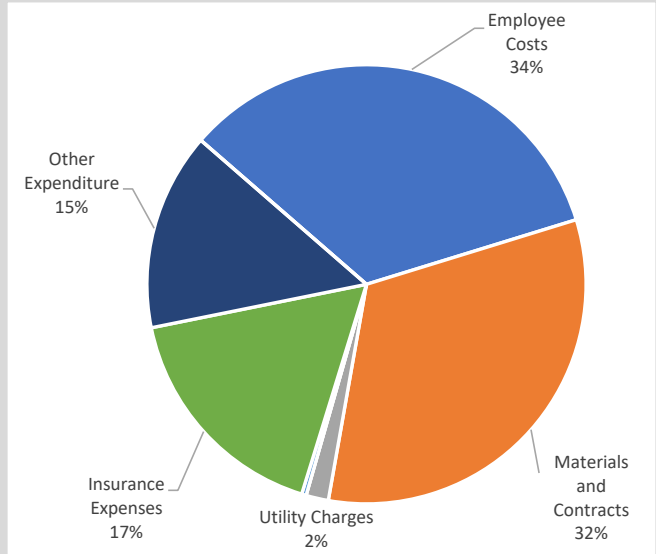
#### **ROUNDING OFF FIGURES**

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

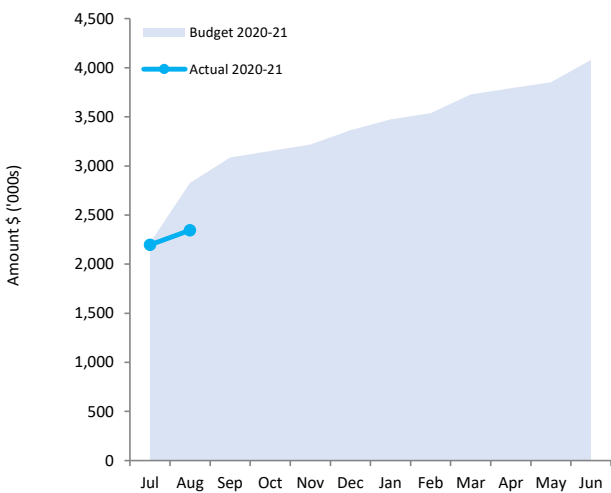
OPERATING REVENUE



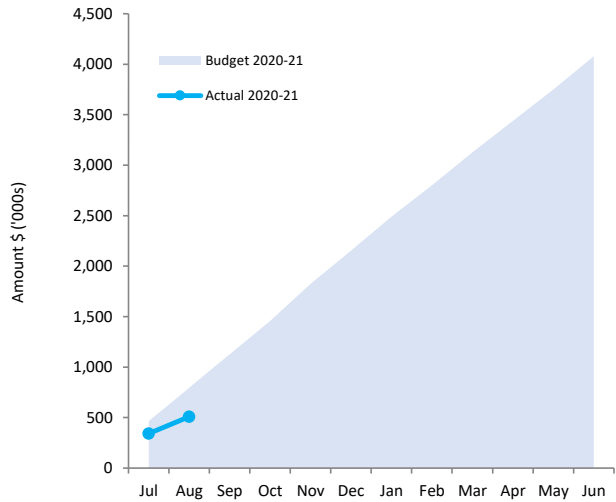
OPERATING EXPENSES



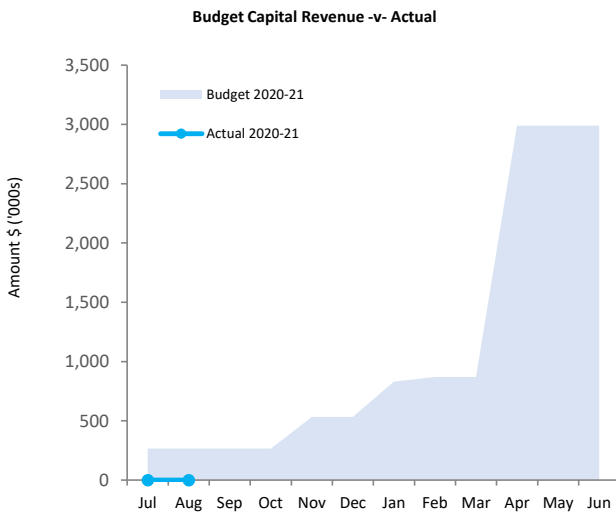
Budget Operating Revenues -v- Actual



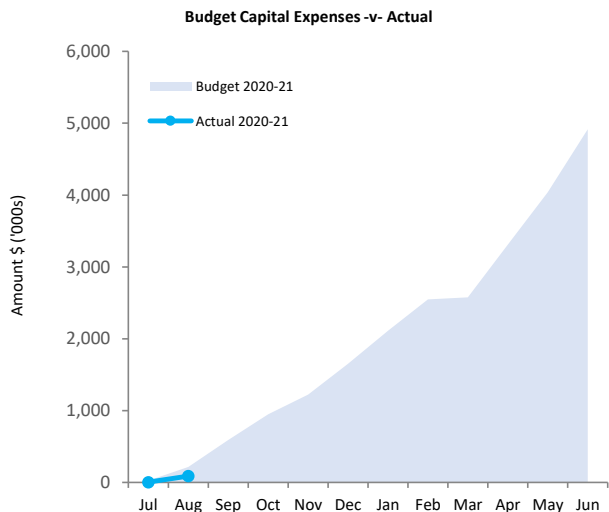
Budget Operating Expenses -v-YTD Actual



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 AUGUST 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>GOVERNANCE</b>	<b>ACTIVITIES</b>
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
<b>GENERAL PURPOSE FUNDING</b>	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	
To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
<b>HEALTH</b>	
To provide services to help ensure a safer community.	Food quality, pest control and inspections.
<b>EDUCATION AND WELFARE</b>	
To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
<b>HOUSING</b>	
Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
<b>COMMUNITY AMENITIES</b>	
Provide services required by the community.	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
<b>RECREATION AND CULTURE</b>	
To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
<b>TRANSPORT</b>	
To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
<b>ECONOMIC SERVICES</b>	
To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
<b>OTHER PROPERTY AND SERVICES</b>	
To provide effective and efficient administration, works operations and plant and fleet services.	Private works operations, plant repairs and operational costs. Administration overheads.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	568,521	568,521	<b>405,934</b>	(162,587)	(28.60%)	▼
<b>Revenue from operating activities</b>							
Governance		13,399	2,230	<b>6,858</b>	4,628	207.53%	▲
General Purpose Funding - Rates	6	1,975,991	1,975,241	<b>1,975,046</b>	(195)	(0.01%)	
General Purpose Funding - Other		1,182,941	551,652	<b>76,461</b>	(475,191)	(86.14%)	▼
Law, Order and Public Safety		23,750	24	<b>159</b>	135	562.50%	▲
Health		150	24	<b>0</b>	(24)	(100.00%)	▼
Education and Welfare		400	66	<b>155</b>	89	134.85%	▲
Housing		90,440	15,072	<b>16,635</b>	1,563	10.37%	▲
Community Amenities		89,650	73,688	<b>71,558</b>	(2,130)	(2.89%)	
Recreation and Culture		28,780	27,792	<b>25,112</b>	(2,680)	(9.64%)	
Transport		594,400	163,332	<b>148,116</b>	(15,216)	(9.32%)	▼
Economic Services		18,582	4,256	<b>7,463</b>	3,207	75.35%	▲
Other Property and Services		60,500	10,080	<b>17,672</b>	7,592	75.32%	▲
		<b>4,078,983</b>	<b>2,823,457</b>	<b>2,345,235</b>	(478,222)		
<b>Expenditure from operating activities</b>							
Governance		(343,694)	(70,765)	<b>(61,367)</b>	9,398	13.28%	▲
General Purpose Funding		(76,332)	(10,636)	<b>(10,163)</b>	473	4.45%	
Law, Order and Public Safety		(66,912)	(11,248)	<b>(16,155)</b>	(4,907)	(43.63%)	▲
Health		(80,167)	(13,350)	<b>(8,026)</b>	5,324	39.88%	▼
Education and Welfare		(111,669)	(19,167)	<b>(13,107)</b>	6,060	31.62%	▼
Housing		(159,522)	(44,875)	<b>(19,349)</b>	25,526	56.88%	▼
Community Amenities		(249,083)	(41,993)	<b>(25,549)</b>	16,444	39.16%	▼
Recreation and Culture		(992,925)	(172,295)	<b>(99,284)</b>	73,011	42.38%	▼
Transport		(1,615,122)	(272,340)	<b>(145,539)</b>	126,801	46.56%	▼
Economic Services		(302,628)	(55,787)	<b>(48,899)</b>	6,888	12.35%	▼
Other Property and Services		(80,817)	(82,517)	<b>(60,680)</b>	21,837	26.46%	▼
		<b>(4,078,871)</b>	<b>(794,973)</b>	<b>(508,118)</b>	286,855		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	257,584	<b>0</b>	(257,584)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>1,527,882</b>	<b>2,286,068</b>	<b>1,837,117</b>	(448,951)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	266,000	<b>0</b>	(266,000)	(100.00%)	▼
Proceeds from disposal of assets	7	35,000	10,000	<b>0</b>	(10,000)	(100.00%)	▼
Purchase of property, plant and equipment	8	(4,915,678)	(217,207)	<b>(89,095)</b>	128,112	58.98%	▼
<b>Amount attributable to investing activities</b>		<b>(1,890,188)</b>	<b>58,793</b>	<b>(89,095)</b>	(147,888)		
<b>Financing Activities</b>							
Repayment of Debentures	9	(161,995)	0	<b>0</b>	0	0.00%	
Principal element of finance lease payments	10	0	0	<b>(1,488)</b>	(1,488)	0.00%	
Transfer to Reserves	11	(44,221)	(730)	<b>0</b>	730	(100.00%)	
<b>Amount attributable to financing activities</b>		<b>(206,216)</b>	<b>(730)</b>	<b>(1,488)</b>	(758)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>2,912,652</b>	<b>2,152,468</b>	(760,184)		

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

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

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 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 AUGUST 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	568,521	568,521	<b>405,934</b>	(162,587)	(28.60%)	▼
<b>Revenue from operating activities</b>							
Rates	6	1,975,991	1,975,241	<b>1,975,046</b>	(195)	(0.01%)	
Operating grants, subsidies and contributions	13(a)	1,306,100	633,082	<b>163,823</b>	(469,259)	(74.12%)	▼
Fees and charges		239,292	122,546	<b>125,952</b>	3,406	2.78%	
Interest earnings		24,381	4,062	<b>1,847</b>	(2,215)	(54.53%)	▼
Other revenue		531,219	88,526	<b>78,567</b>	(9,959)	(11.25%)	
Profit on disposal of assets	7	2,000	0	<b>0</b>	0	0.00%	
		<b>4,078,983</b>	<b>2,823,457</b>	<b>2,345,235</b>	(478,222)		
<b>Expenditure from operating activities</b>							
Employee costs		(1,031,488)	(177,720)	<b>(172,034)</b>	5,686	3.20%	
Materials and contracts		(708,353)	(178,276)	<b>(165,339)</b>	12,937	7.26%	▼
Utility charges		(93,002)	(15,576)	<b>(8,376)</b>	7,200	46.22%	▼
Depreciation on non-current assets		(1,506,670)	(251,084)	<b>0</b>	251,084	100.00%	▼
Interest expenses		(10,686)	(580)	<b>(1,704)</b>	(1,124)	(193.79%)	▼
Insurance expenses		(120,997)	(69,397)	<b>(86,671)</b>	(17,274)	(24.89%)	▲
Other expenditure		(584,575)	(95,840)	<b>(73,994)</b>	21,846	22.79%	▼
Loss on disposal of assets	7	(23,100)	(6,500)	<b>0</b>	6,500	100.00%	▼
		<b>(4,078,871)</b>	<b>(794,973)</b>	<b>(508,118)</b>	286,855		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	257,584	<b>0</b>	(257,584)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>1,527,882</b>	<b>2,286,068</b>	<b>1,837,117</b>	(448,951)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	266,000	<b>0</b>	(266,000)	(100.00%)	▼
Proceeds from disposal of assets	7	35,000	10,000	<b>0</b>	(10,000)	(100.00%)	▼
Payments for property, plant and equipment	8	(4,915,678)	(217,207)	<b>(89,095)</b>	128,112	(58.98%)	▼
<b>Amount attributable to investing activities</b>		<b>(1,890,188)</b>	<b>58,793</b>	<b>(89,095)</b>	(147,888)		
<b>Financing Activities</b>							
Repayment of debentures	9	(161,995)	0	<b>0</b>	0	0.00%	
Principal element of finance lease payments	10	0	0	<b>(1,488)</b>	(1,488)	0.00%	
Transfer to reserves	11	(44,221)	(730)	<b>0</b>	730	100.00%	▲
<b>Amount attributable to financing activities</b>		<b>(206,216)</b>	<b>(730)</b>	<b>(1,488)</b>	(758)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>2,912,652</b>	<b>2,152,468</b>	(760,184)		

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(2,000)	0	0
Add: Loss on asset disposals	23,100	6,500	0
Add: Depreciation on assets	1,506,670	251,084	0
<b>Total non-cash items excluded from operating activities</b>	<b>1,527,770</b>	<b>257,584</b>	<b>0</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

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

	Last Year Closing 30 Jun 2020	This Year Opening 01 Jul 2020	This Time Last Year 31 Aug 2019	Year to Date 31 Aug 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11 (427,011)	(427,011)	(308,490)	(427,011)
Less: Cost of acquisition	0	0	(40,394)	0
Add: Borrowings	9 161,995	161,995	158,166	161,995
Add: Lease liabilities	9,331	9,331	8,148	7,842
Add: Provisions - employee	12 136,130	136,130	125,163	136,130
Add: Change in accounting policies - AASB16 Leases	0	0	29,060	0
<b>Total adjustments to net current assets</b>	<b>(119,555)</b>	<b>(119,555)</b>	<b>(28,347)</b>	<b>(121,044)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>				
Cash and cash equivalents	2 1,088,447	1,088,447	2,647,374	1,715,104
Rates receivables	6 27,369	27,369	593,382	1,299,103
Receivables	3 18,573	18,573	112,205	84,568
Other current assets	4 0	0	92,945	910
<b>Less: Current liabilities</b>				
Payables	5 (130,578)	(130,578)	(23,910)	(41,299)
Borrowings	9 (161,995)	(161,995)	(158,166)	(161,995)
Lease liabilities	10 (9,331)	(9,331)	(8,148)	(7,842)
Contract liabilities	12 (170,866)	(170,866)	0	(478,907)
Provisions	12 (136,130)	(136,130)	(125,163)	(136,130)
<b>Less: Total adjustments to net current assets</b>	<b>1(b) (119,555)</b>	<b>(119,555)</b>	<b>(28,347)</b>	<b>(121,044)</b>
<b>Closing Funding Surplus / (Deficit)</b>	<b>405,934</b>	<b>405,934</b>	<b>3,102,172</b>	<b>2,152,468</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash on hand	Cash and cash equivalents	100		100			On Hand	
<b>At call deposits</b>								
Municipal Funds	Cash and cash equivalents	348,074	332,944	681,018		NAB	0.25% Cheque A/C	
Municipal Funds	Cash and cash equivalents	442,362		442,362		NAB	0.85% On Call	
<b>Term Deposits</b>								
Municipal Funds	Cash and cash equivalents	0	164,613	164,613		NAB	0.80%	21/09/2020
Reserve Funds	Cash and cash equivalents	0	427,012	427,012		NAB	0.90%	21/09/2020
<b>Total</b>		<b>790,536</b>	<b>924,569</b>	<b>1,715,104</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		790,536	924,569	1,715,104	0			
Financial assets at amortised cost		0	0	0	0			
		<b>790,536</b>	<b>924,569</b>	<b>1,715,104</b>	<b>0</b>			

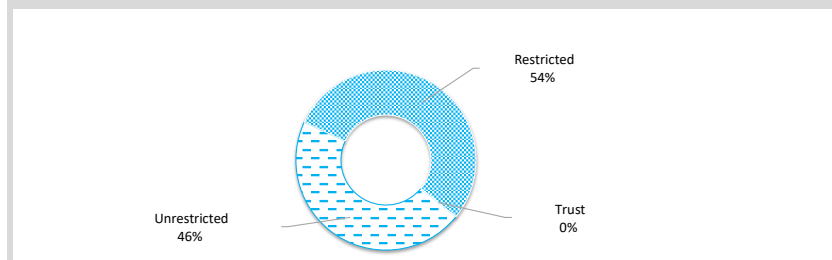
**KEY INFORMATION**

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

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

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

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



Total Cash	Unrestricted
<b>\$1.72 M</b>	<b>\$.79 M</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

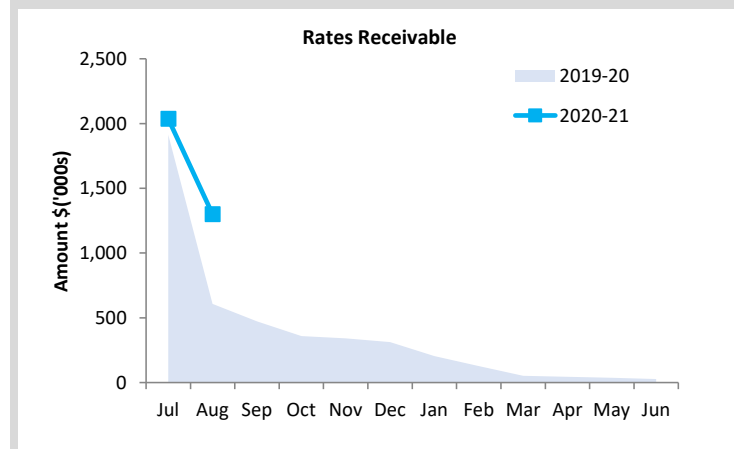
Rates Receivable	30 Jun 2020	31 Aug 20
	\$	\$
Opening Arrears Previous Years	21,379	27,369
Levied this year	1,885,305	1,975,046
Less - Collections to date	(1,879,315)	(703,312)
Equals Current Outstanding	<b>27,369</b>	<b>1,299,103</b>
<b>Net Rates Collectable</b>	<b>27,369</b>	<b>1,299,103</b>
% Collected	98.6%	35.1%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(982)	43,857	26,600	0	3,933	73,408
Percentage	-1.3%	59.7%	36.2%	0%	5.4%	
<b>Balance per Trial Balance</b>						
Sundry receivable						73,408
GST receivable						11,732
Allowance for impairment of receivables						(572)
<b>Total Receivables General Outstanding</b>						<b>84,568</b>

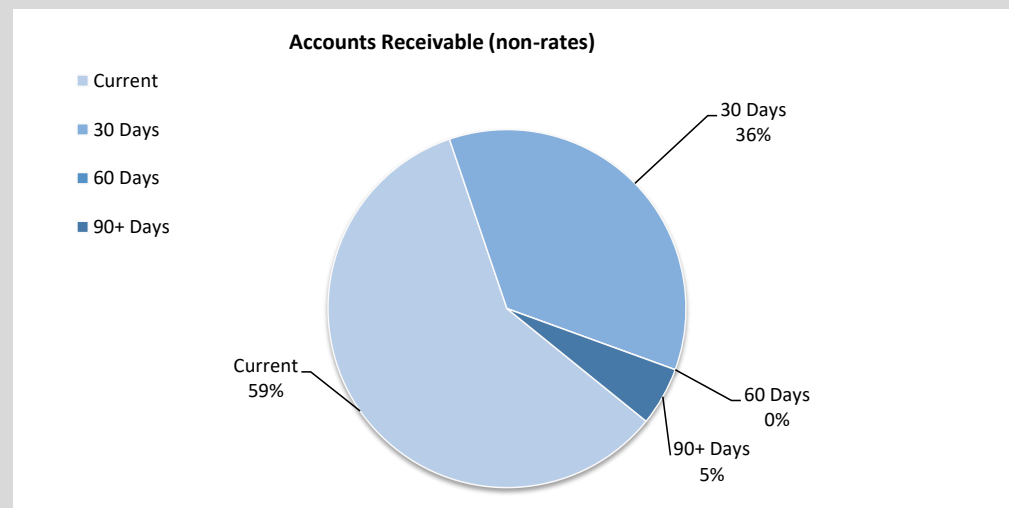
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
<b>35.1%</b>	<b>\$1,299,103</b>



<b>Debtors Due</b>
<b>\$84,568</b>
<b>Over 30 Days</b>
<b>36%</b>
<b>Over 90 Days</b>
<b>5.4%</b>

Other Current Assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 August 2020
	\$	\$	\$	\$
Inventory				
Fuel	0	910	0	910
<b>Total Other Current assets</b>				<b>910</b>
Amounts shown above include GST (where applicable)				

**KEY INFORMATION**

**Inventory**

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

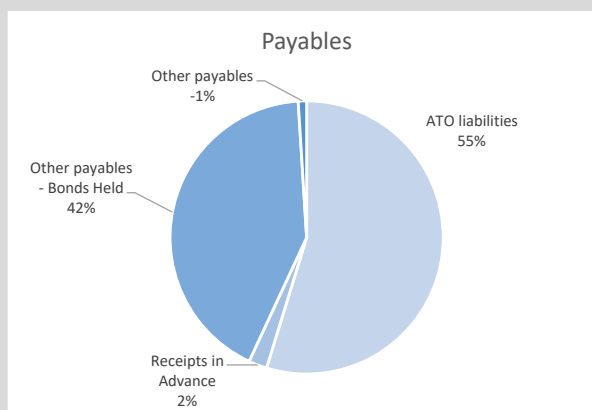
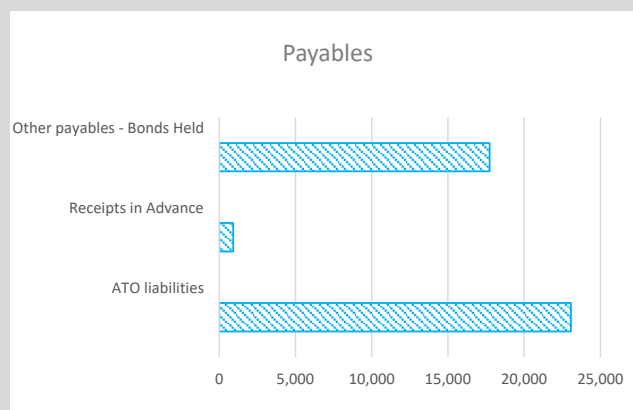
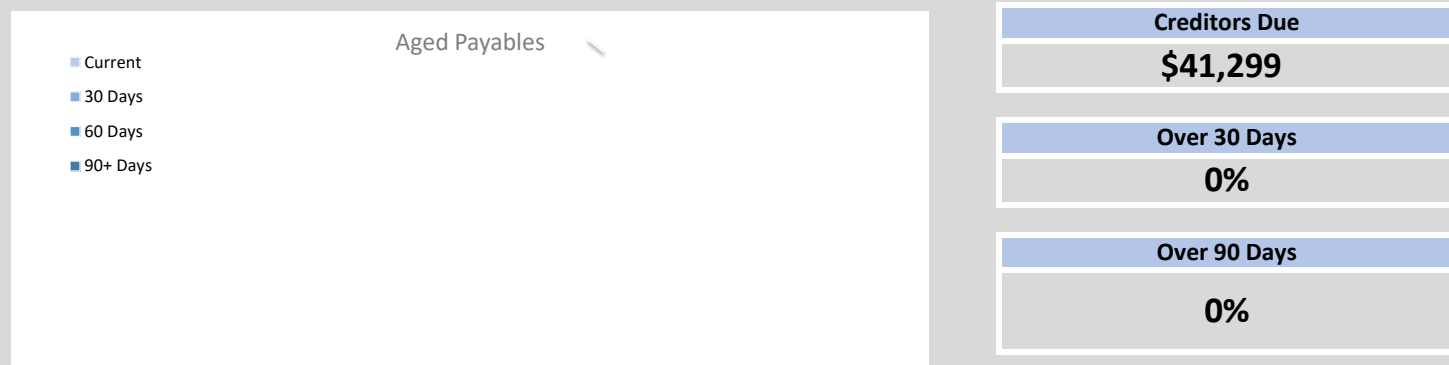
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per Trial Balance</b>						
ATO liabilities						23,065
Receipts in Advance						917
Other payables - Bonds Held						17,733
* Other payables						(416)
<b>Total Payables General Outstanding</b>						<b>41,299</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

\* Other payables are the adjustments made to ESL through property amalgations as provided by Landgate and will be recouped from DFES as part of the end of year process.



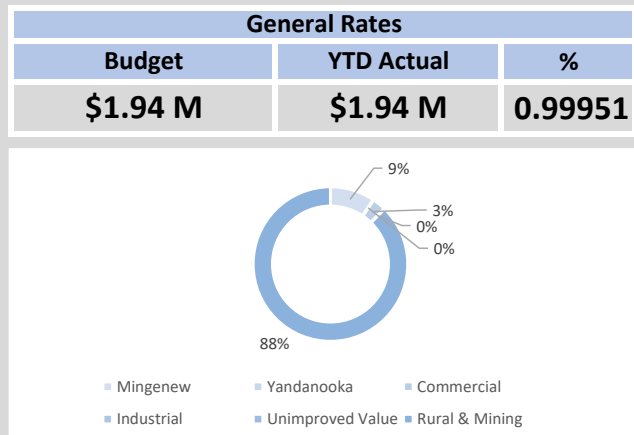
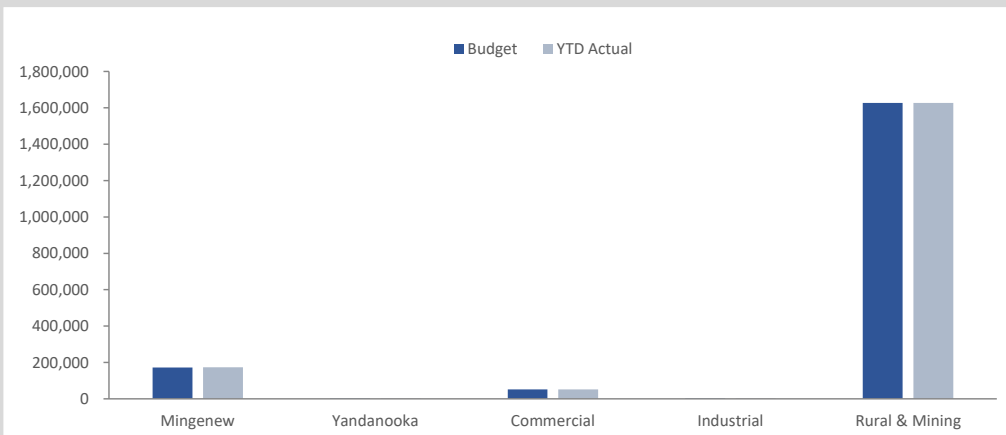
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
<b>Gross Rental Value</b>											
Mingenev	0.150280	129	1,144,624	172,014	750	0	172,764	172,010	1,641	0	173,651
Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
Commercial	0.150280	14	346,632	52,092	0	0	52,092	52,091	0	0	52,091
Industrial	0.150280	3	12,480	1,875	0	0	1,875	1,875	0	0	1,875
<b>Unimproved Value</b>											
Rural & Mining	0.012920	112	125,918,500	1,626,867	0	0	1,626,867	1,626,238	801	309	1,627,348
<b>Sub-Total</b>		260	127,436,120	1,854,934	750	0	1,855,684	1,854,300	2,442	309	1,857,051
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Value</b>											
Mingenev	707	59	24,721	41,713	0	0	41,713	41,713	0	0	41,713
Yandanooka	707	0	0	0	0	0	0	0	0	0	0
Commercial	707	9	6,209	6,363	0	0	6,363	6,363	0	0	6,363
Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
<b>Unimproved Value</b>											
Rural & Mining	1,061	31	773,297	32,891	0	0	32,891	31,815	(1,061)	(177)	30,577
<b>Sub-Total</b>		102	807,013	83,088	0	0	83,088	82,012	(1,061)	(177)	80,774
Concession							(1,045)				(1,043)
<b>Amount from General Rates</b>							1,937,727				1,936,782
Ex-Gratia Rates							38,264				38,264
<b>Total General Rates</b>							1,975,991				1,975,046

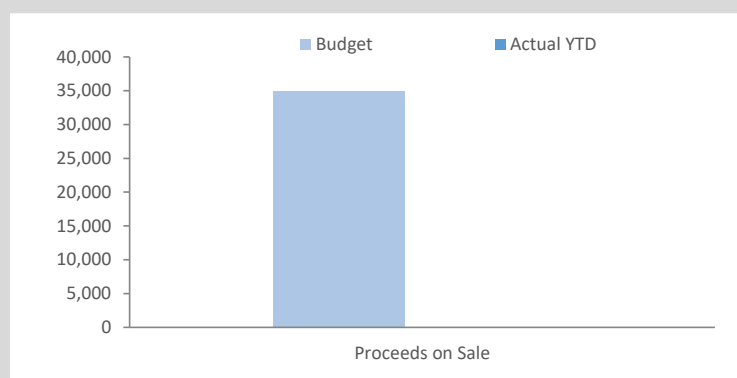
KEY INFORMATION

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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Crew cab - MI029	8,000	10,000	2,000	0	0	0	0	0
	Water truck	16,500	10,000	0	(6,500)	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	0	0	0	0
		<b>56,100</b>	<b>35,000</b>	<b>2,000</b>	<b>(23,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



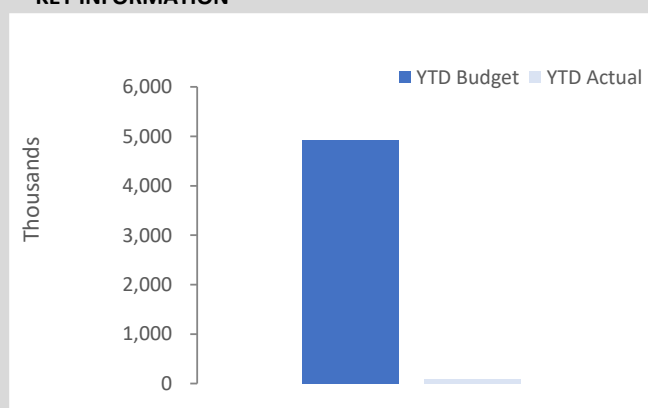
Proceeds on Sale		
Annual Budget	YTD Actual	%
<b>\$35,000</b>	<b>\$0</b>	<b>0%</b>

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	5,000	5,000
Buildings - non-specialised	300,500	15,000	0	(15,000)
Buildings - specialised	299,500	0	0	0
Plant and equipment	340,000	90,000	4,545	(85,455)
Infrastructure - Roads	1,406,774	57,207	52,882	(4,325)
Infrastructure - bridges	2,266,404	0	0	0
Infrastructure - parks & ovals	200,000	40,000	26,667	(13,333)
Infrastructure - other	102,500	15,000	0	(15,000)
<b>Capital Expenditure Totals</b>	<b>4,915,678</b>	<b>217,207</b>	<b>89,095</b>	<b>(128,112)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,990,490	266,000	0	(266,000)
Other (Disposals & C/Fwd)	35,000	10,000	0	(10,000)
Contribution - operations	1,890,188	(58,793)	89,095	147,888
<b>Capital Funding Total</b>	<b>4,915,678</b>	<b>217,207</b>	<b>89,095</b>	<b>(128,112)</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.

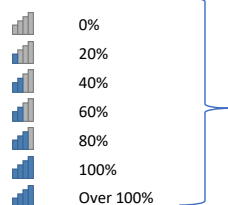
**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.92 M</b>	<b>\$.09 M</b>	<b>2%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.99 M</b>	<b>\$. M</b>	<b>0%</b>

Capital Expenditure Total

Level of Completion Indicators



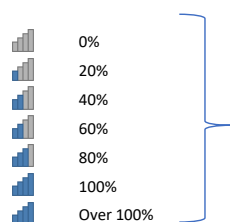
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

			Adopted			Variance
Account Description			Budget	YTD Budget	YTD Actual	(Under)/Over
<b>Land</b>						
	LC085	25 Victoria Road (Lot 85) - Land	0	0	5,000	5,000
	<b>Land Total</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
<b>Buildings - non-specialised</b>						
	BC083	21 Victoria Road (Lot 83) - Chambers - Building (Capital)	13,000	0	0	0
	BC076	76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	150,000	10,000	0	(10,000)
	BC033	33 Victoria Road (Lot 89) - Residence - Building (Capital)	40,000	0	0	0
	BC121	12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)	3,125	0	0	0
	BC122	12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)	3,125	0	0	0
	BC123	12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)	3,125	0	0	0
	BC124	12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)	3,125	0	0	0
	BC047	47 Linthorne Street (Lot 114) - Depot - Building (Capital)	25,000	0	0	0
	BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	20,000	0	0	0
	BC050	50 Midlands Road (Lot 73) - Post Office - Building (Capital)	20,000	5,000	0	(5,000)
	BC021	21 Victoria Road (Lot 83) - Administration Office - Building (Capital)	20,000	0	0	0
	<b>Buildings - non-specialised Total</b>		<b>300,500</b>	<b>15,000</b>	<b>0</b>	<b>(15,000)</b>
<b>Buildings - specialised</b>						
	BC023	23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	0	0	0
	BC098	Recreation Centre - Building (Capital)	25,500	0	0	0
	BC598	Recreation Centre - Water infrastructure upgrade (capital)	51,000	0	0	0
	BC016	16 Midlands Road - Railway Station - Building (Capital)	216,000	0	0	0
	<b>Buildings - specialised Total</b>		<b>299,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant and equipment</b>						
	PE029	Crew Cab Truck - MI029 - Capital	80,000	0	0	0
	PE255	Water Truck - MI255 - Capital	90,000	90,000	4,545	(85,455)
	PE262	Backhoe - MI262 - Capital	170,000	0	0	0
	<b>Plant and equipment Total</b>		<b>340,000</b>	<b>90,000</b>	<b>4,545</b>	<b>(85,455)</b>
<b>Infrastructure - Roads</b>						
	RC045	Phillip Street (Capital)	100,000	9,999	0	(9,999)
	RC087	Parking Bay South of Midland Road (Capital)	30,000	0	0	0
	RC000	Road Construction General (Budgeting Only)	283,273	47,208	4,300	1,020
	RC013	Enokurra Road (Capital)			43,928	
	RRG080	Mingenew - Mullewa Road (RRG)	439,500	0	364	364
	RRG024	Milo Road (RRG)	258,000	0	0	0
	BS002	Yandanooka North East Road (BS)	296,000	0	4,290	4,290
	<b>Infrastructure - roads Total</b>		<b>1,406,774</b>	<b>57,207</b>	<b>52,882</b>	<b>(4,325)</b>
<b>Infrastructure - bridges</b>						
	BR0833	Yarragadee - Mingenev - Mullewa Road - Bridge (Capital)	47,000	0	0	0
	BR3019	Lockier River - Coalseam Road - Bridge (Capital)	2,219,404	0	0	0
	<b>Infrastructure - bridges Total</b>		<b>2,266,404</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - parks &amp; ovals</b>						
	PC011	Skate Park - (Capital)	200,000	40,000	26,667	(13,333)
	<b>Infrastructure - parks &amp; ovals Total</b>		<b>200,000</b>	<b>40,000</b>	<b>26,667</b>	<b>(13,333)</b>

Capital Expenditure Total

Level of Completion Indicators



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

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

			Adopted			
Account Description			Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Infrastructure - other</b>						
OC006	Transfer Station - Infrastructure - Capital		30,000	0	0	0
OC002	Mingenew Hill Walk Trail - Capital		32,000	0	0	0
OC007	Astrotourism Project		18,000	0	0	0
OC008	Remote Tourism Cameras		7,500	0	0	0
OC009	Communications tower upgrade		15,000	15,000	0	(15,000)
<b>Infrastructure - other Total</b>			<b>102,500</b>	<b>15,000</b>	<b>0</b>	<b>(15,000)</b>
<b>Grand Total</b>			<b>4,915,678</b>	<b>217,207</b>	<b>89,095</b>	<b>(128,112)</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

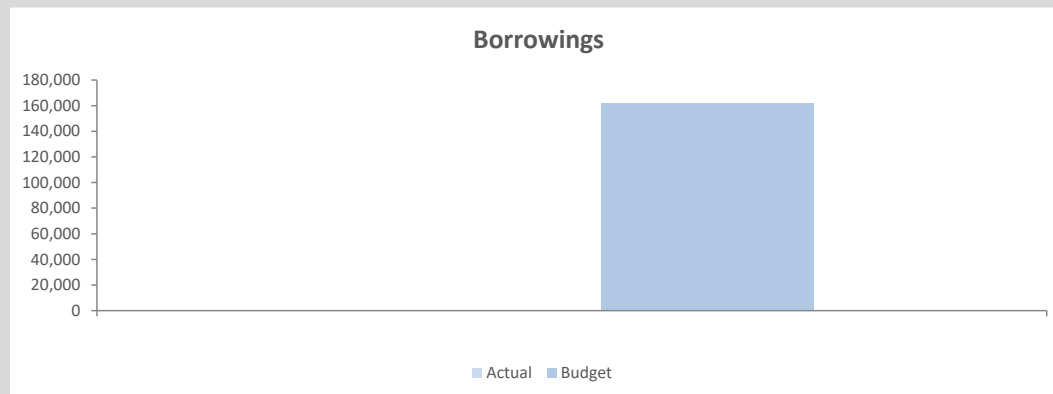
Repayments - Borrowings

Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>									
Loan 137 - Senior Citizens Building	44,961	0	0	0	22,210	44,961	22,751	185	1,136
<b>Housing</b>									
Loan 133 - Triplex	28,647	0	0	0	14,151	28,647	14,496	118	724
Loan 134 - Phillip Street	21,823	0	0	0	10,780	21,823	11,043	90	551
Loan 136 - Moore Street	54,423	0	0	0	26,884	54,423	27,539	224	1,375
Loan 142 - Field Street	25,107	0	0	0	12,415	25,107	12,692	103	635
<b>Recreation and culture</b>									
Loan 138 - Pavilion Fitout	43,163	0	0	0	21,321	43,163	21,842	178	1,091
<b>Transport</b>									
Loan 139 - Roller	10,580	0	0	0	5,227	10,580	5,354	44	267
Loan 141 - Grader	36,738	0	0	0	18,148	36,738	18,590	151	928
Loan 144 - Side Tipper	25,132	0	0	0	12,415	25,132	12,717	103	635
Loan 145 - Drum Roller	37,338	0	0	0	18,444	37,338	18,894	154	943
	327,912	0	0	0	161,995	327,912	165,917	1,350	8,286
<b>Total</b>	327,912	0	0	0	161,995	327,912	165,917	1,350	8,286
Current borrowings	161,995					161,996			
Non-current borrowings	165,917					165,916			
	327,912					327,912			

All debenture repayments were financed by general purpose revenue.

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.



<b>Principal Repayments</b>	
<b>\$0</b>	
<b>Interest Earned</b>	<b>Interest Expense</b>
<b>\$1,847</b>	<b>\$1,350</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$.43 M</b>	<b>\$.33 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

FINANCING ACTIVITIES  
NOTE 10  
LEASES

Repayments - Lease

Information on Borrowings Particulars	Institution	1 July 2020	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Photocopier	De Lage Landon	10,400	0	0	503	3,732	9,896	6,668	146	960
IT equipment	Finrent	10,318	0	0	985	5,599	9,333	4,719	208	1,440
<b>Total</b>		20,718	0	0	1,488	9,331	19,229	11,387	354	2,400
Current lease		9,331					7,842			
Non-current lease		11,387					11,387			
		20,718					19,229			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES  
NOTE 11  
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Building and Land Reserve - Accumulation	\$ 30,035	\$ 286	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,321	\$ 30,035
Plant Reserve - Accumulation	153,439	1,425	0	39,840	0	0	0	194,704	153,439
Recreation Reserve - Accumulation	3,068	38	0	0	0	0	0	3,106	3,068
Employee Entitlement Reserve - Accumulation	67,534	844	0	0	0	0	0	68,378	67,534
Aged Persons Units Reserve - Accumulation	12,670	158	0	0	0	0	0	12,828	12,670
Environmental Reserve - Accumulation	19,444	118	0	0	0	0	0	19,562	19,444
Land Development Reserve - Accumulation	5,724	72	0	0	0	0	0	5,796	5,724
TRC/PO/NAB Building Reserve - Accumulation	22,023	150	0	0	0	0	0	22,173	22,023
Insurance Reserve - Accumulation	22,842	285	0	0	0	0	0	23,127	22,842
Economic Development & Marketing Reserve - Accumulation	10,232	2	0	0	0	0	0	10,234	10,232
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	0	0	0	0	0	81,003	80,000
	<b>427,011</b>	<b>4,381</b>	<b>0</b>	<b>39,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471,232</b>	<b>427,011</b>

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 August 2020
		\$	\$	\$	\$
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements		170,866	308,041	0	478,907
Lease liability		9,331	0	(1,489)	7,842
<b>Provisions</b>					
Annual leave		91,767	0	0	91,767
Long service leave		44,363	0	0	44,363
<b>Total Provisions</b>					136,130
<b>Total Other Current assets</b>					<b>622,879</b>
<b>Amounts shown above include GST (where applicable)</b>					

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

#### KEY INFORMATION

##### PROVISIONS

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

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

##### EMPLOYEE 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 calculation of net current assets.

###### Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - General						154,000	0	154,000		154,000	37,315
Grants Commission - Roads						150,000	0	150,000		150,000	36,634
DCP, BBRF, LRCI						851,000	547,000	851,000		851,000	0
<b>Law, order, public safety</b>											
DFES - LGGS Operating Grant						18,200	0	18,200		18,200	59
<b>Transport</b>											
MRWA - Direct Grant						78,000	78,000	78,000		78,000	79,640
	0	0	0	0	0	1,251,200	625,000	1,251,200	0	1,251,200	153,647
<b>Operating Contributions</b>											
<b>Law, order, public safety</b>											
DFES - Administration contribution						4,000	0	4,000		4,000	0
<b>Transport</b>											
Street Lighting Subsidy						2,400	0	2,400		2,400	0
<b>Other property and services</b>											
Reimbursements - PWO						3,500	582	3,500		3,500	3,835
Fuel Tax Credit Scheme						45,000	7,500	45,000		45,000	6,341
	0	0	0	0	0	54,900	8,082	54,900	0	54,900	10,176
<b>TOTALS</b>	0	0	0	0	0	1,306,100	633,082	1,306,100	0	1,306,100	163,823

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

NOTE 13(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 31-Aug	Current Liability 31-Aug	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666					0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000					0	0
<b>Recreation and culture</b>											
DLGSCI - North Midlands Trail Masterplan	24,200	0	0	24,200	24,200					0	0
<b>Transport</b>											
Regional Road Group	0	186,000	0	186,000	186,000	465,000	186,000	465,000		465,000	0
Roads to Recovery	0	42,041	0	42,041	42,041	2,325,490	0	2,325,490		2,325,490	0
Black Spot	0	80,000	0	80,000	80,000	200,000	80,000	200,000		200,000	0
	<b>170,866</b>	<b>308,041</b>	<b>0</b>	<b>478,907</b>	<b>478,907</b>	<b>2,990,490</b>	<b>266,000</b>	<b>2,990,490</b>	<b>0</b>	<b>2,990,490</b>	<b>0</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>170,866</b>	<b>308,041</b>	<b>0</b>	<b>478,907</b>	<b>478,907</b>	<b>2,990,490</b>	<b>266,000</b>	<b>2,990,490</b>	<b>0</b>	<b>2,990,490</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 14  
BONDS & DEPOSITS**

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 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
BCITF Levy	1,339	0	0	1,339
BRB Levy	57	0	0	57
Autumn Committee	974	0	0	974
Community Bus	1,775	0	(348)	1,427
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mingenew Cemetery Group	4,314	0	0	4,314
Cool Room Bond	140	0	0	140
Other Bonds	200	0	0	200
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	0	6
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
NBN Rental	1,240	0	0	1,240
Railway Station Project	4,372	0	0	4,372
	<b>18,081</b>	<b>0</b>	<b>(348)</b>	<b>17,732</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Opening Funding Surplus / (Deficit)</b>	(162,587)	(28.60%)	▼	Permanent	End of year allocations, after budget adoption, including additional receivables, reduced other payables and accounted for contract liabilities and lease liabilities
<b>Revenue from operating activities</b>					
Governance	4,628	207.53%	▲	Timing	Received half of the insurance rebate earlier than anticipated
General Purpose Funding - Other	(475,191)	(86.14%)	▼	Timing	Changes to valuations prior to rates billing; Received Financial Assistance Grant instalment earlier than anticipated; Anticipated receipt of instalments from DCP, BBRF, LRCI grant funds
Law, Order and Public Safety	135	562.50%	▲	Timing	Timing of dog infringement
Health	(24)	(100.00%)	▼	Timing	Timing of health licences
Education and Welfare	89	134.85%	▲	Timing	Timing of Autumn Centre hire
Housing	1,563	10.37%	▲	Timing	Timing of rental revenue
Transport	(15,216)	(9.32%)	▼	Timing	Received additional funds from MRWA Direct Grant; Received more DOT commission than anticipated; Received less DOT licensing than anticipated
Economic Services	3,207	75.35%	▲	Timing	Timing of commercial property lease and community bus hire
Other Property and Services	7,592	75.32%	▲	Timing	Private works completed earlier than anticipated; Reimbursed workers compensation claim; Reimbursement of Velpic online training platform earlier than anticipated
<b>Expenditure from operating activities</b>					
Governance	9,398	13.28%	▲	Timing	Less training and development for Councillors than anticipated; Less use of consultants than anticipated; Less building maintenance on Council Chambers than anticipated
Law, Order and Public Safety	(4,907)	(43.63%)	▲	Permanent	Additional insurance costs than budgeted
Health	5,324	39.88%	▼	Timing	Anticipated expense for contract EHO; Doctor visited less than anticipated
Education and Welfare	6,060	31.62%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Less maintenance than anticipated for daycare building
Housing	25,526	56.88%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Additional staff housing costs reallocated than budgeted for; Less maintenance than anticipated for residences; Anticipated minor assets to be purchased
Community Amenities	16,444	39.16%	▼	Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Timing of processing contract services for refuse collection; Less contract town planning expense than anticipated; Less maintenance than anticipated at the cemetery and public conveniences



Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Recreation and Culture	73,011	42.38%	▼ Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Anticipated Community Grants Scheme payment; Timing of contracts and materials at parks, gardens and ovals and buildings
Transport	126,801	46.56%	▼ Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; Less DOT payments than anticipated; Anticipated loss on sale of asset; Less ancillary maintenance than anticipated
Economic Services	6,888	12.35%	▼ Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; More building maintenance than anticipated; Anticipated contribution to MIG; Anticipated minor assets to be purchased; Wildflower promotion
Other Property and Services	21,837	26.46%	▼ Timing	Depreciation not raised due to finalisation of the 19/20 Financial Year; In lieu on notice; Additional internal plant repairs than budgeted; Plant insurance paid in full
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(266,000)	(100.00%)	▼ Timing	Regulation changes, revenue will be allocated once projects are completed
Capital Acquisitions	128,112	58.98%	▼ Timing	Timing of capital roadworks

**Shire of Mingenew - List of Payments - August 2020**

Chq/EFT	Date	Name	Description	Amount	Totals
AUG1300	17/08/2020	BUSINESS 1300	Live Answering Services: August 2020	-\$99.00	
BPAY0820	31/08/2020	NAB	NAB BPAY CHARGE AUGUST 2020	-\$41.38	
IT0820	27/08/2020	FINRENT PTY LTD	IT Equipment Lease August 2020	-\$656.57	
NABC0820	24/08/2020	NAB	NAB Connect Fee: August 2020	-\$35.49	
NABFEE0820	10/08/2020	NAB	NAB Fee - August 2020	-\$12.00	
NABFEE1	31/08/2020	NAB	NAB ACCOUNT FEE AUGUST 2020	-\$25.50	
NABFEE2	31/08/2020	NAB	NAB SERVICE FEE AUGUST 2020	-\$50.00	
PRINT0820	07/08/2020	DE LAGE LANDEN	COPIER LEASE - AUGUST 2020	-\$356.80	-\$1,276.74
DD9381.1	02/08/2020	WA Super	Payroll deductions	-\$2,443.99	
DD9381.2	02/08/2020	Australian Super	Superannuation contributions	-\$1,154.51	
DD9381.3	02/08/2020	Sun Super	Superannuation contributions	-\$1,346.42	
DD9381.4	02/08/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9381.5	02/08/2020	ANZ Smart Choice Super	Superannuation contributions	-\$140.79	
DD9381.6	02/08/2020	BT Super For Life	Superannuation contributions	-\$317.57	
DD9381.7	02/08/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$156.97	
DD9381.8	02/08/2020	Prime Super	Superannuation contributions	-\$274.04	
DD9388.1	10/08/2020	UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (WA)	Purchase of Lot 85 on Deposited Plan 573 Victoria Road, Mingenew	-\$5,500.00	
DD9391.1	12/08/2020	Australian Taxation Office	BAS July 2020	-\$21,482.00	
DD9395.1	16/08/2020	WA Super	Payroll deductions	-\$2,464.71	
DD9395.2	16/08/2020	Australian Super	Superannuation contributions	-\$1,154.51	
DD9395.3	16/08/2020	Sun Super	Superannuation contributions	-\$1,227.27	
DD9395.4	16/08/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9395.5	16/08/2020	ANZ Smart Choice Super	Superannuation contributions	-\$69.07	
DD9395.6	16/08/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$195.78	
DD9395.7	16/08/2020	Prime Super	Superannuation contributions	-\$274.04	
DD9398.1	20/08/2020	WATER CORPORATION	Various Water Accounts - Water charges to 5/8/20 & Service charges from 1/7/20 to 31/8/20	-\$2,932.99	
DD9398.2	20/08/2020	SYNERGY	Electricity charge period 25/6/20 to 24/7/20	-\$2,992.95	
DD9402.1	21/08/2020	BP Australia Pty Ltd	Fuel July 2020	-\$535.13	
DD9407.1	25/08/2020	Department of Mines, Industry Regulation & Safety	Bond - Rental	-\$748.00	
DD9410.1	31/08/2020	WATER CORPORATION	Unit 1 / 11 Shenton Street Water Usage 3/6/20 - 5/8/20	-\$16.45	

Chq/EFT	Date	Name	Description	Amount	Totals
DD9413.1	31/08/2020	NAB BUSINESS VISA	NAB Credit Card Fees & Charges August 2020, Officeworks - 2 x Visitor Register Books, Zoom Monthly Subscription, Accommodation and meals - Councillors, Survey Monkey Monthly Subscription, Mach 1 Auto - Post Hole Digger, Bunnings: Storm water gutter repair materials, Bunnings: Holesaw 92mm, Covs: Filters and brake pads, Covs: Return of Cabin Filter	-\$1,717.30	
DD9415.1	30/08/2020	WA Super	Payroll deductions	-\$2,524.15	
DD9415.2	30/08/2020	Australian Super	Superannuation contributions	-\$1,154.51	
DD9415.3	30/08/2020	Sun Super	Superannuation contributions	-\$1,230.51	
DD9415.4	30/08/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$374.24	
DD9415.5	30/08/2020	ANZ Smart Choice Super	Superannuation contributions	-\$83.68	
DD9415.6	30/08/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$201.13	
DD9415.7	30/08/2020	Prime Super	Superannuation contributions	-\$274.04	-\$53,728.61
DOT300720	03/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/07/2020	-\$627.90	
DOT310720	04/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 31/07/2020	-\$496.00	
DOT040820	06/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/08/2020	-\$24.50	
DOT060820	10/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/08/2020	-\$44.05	
DOT070820	11/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 07/08/2020	-\$1,034.40	
DOT100820	12/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/08/2020	-\$911.75	
DOT110820	13/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/08/2020	-\$2,787.65	
DOT120820	14/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 12/08/2020	-\$1,671.70	
DOT130820	17/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 13/08/2020	-\$149.50	
DOT170820	19/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/08/2020	-\$1,764.20	
DOT180820	20/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 18/08/2020	-\$853.75	
DOT190820	21/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/08/2020	-\$1,231.20	
DOT200820	24/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 20/08/2020	-\$485.10	
DOT210820	25/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/08/2020	-\$306.05	
DOT240820	26/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/08/2020	-\$150.45	
DOT250820	27/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 25/08/2020	-\$2,558.65	
DOT270820	31/08/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 27/08/2020	-\$1,015.00	-\$16,111.85
EFT13742	13/08/2020	RMS Regional Media Specialists	Advertising and Media Promotion for Ooh Media Outdoor Billboard at Three Springs	-\$7,321.60	
EFT13743	13/08/2020	AUSTRALIA POST	Postage Fees: July 2020	-\$366.71	
EFT13744	13/08/2020	ATOM SUPPLY	Purchase of Various Items: Safety Hi Vis Vest, Gaffer Tape, Half Face Respirator, Filter Cartridge and Coveralls (3XL and 2XL)	-\$819.09	
EFT13745	13/08/2020	Afgri Equipment	Service the John Deere Z930R ZTrak Ride on Mower	-\$220.00	
EFT13746	13/08/2020	AIT SPECIALISTS PTY LTD	Professional Services Provided for the Completion of the Review Records and Determination for Fuel Tax Credits - July 2020	-\$464.97	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT13747	13/08/2020	A-SPACE AUSTRALIA PTY LTD	Instalment for Supply and Deliver Play Equipment at Cecil Newton Park	-\$24,620.64	
EFT13748	13/08/2020	BUNNINGS Group Limited	Various Items Purchased: Premium Paint, Spray Paint Dulux and Squirts, Epoxy Enamel Paint	-\$444.13	
EFT13749	13/08/2020	BOC GASES	Depot Maintenance - Oxygen, Dissolved Acetylene, Argoshield Universal and Cellamix	-\$48.54	
EFT13750	13/08/2020	BREEZE CONNECT PTY LTD	Phone System Charges for 01/07/2020 to 31/07/2020: Subscription Charges for Trunk ID 12347 4 Line CAPD (Conference Line)	-\$7.50	
EFT13751	13/08/2020	Toll Transport Pty Ltd	Freight Charges from Garrards, Abco and Sunny Signs	-\$155.55	
EFT13752	13/08/2020	Clarkes Washing Machine Repairs	Inspect, test and tag Skope Fridge at Recreation Centre	-\$110.00	
EFT13753	13/08/2020	CLEANAWAY	Waste Collection for Domestic Refuse: 31/07/2020	-\$4,306.91	
EFT13754	13/08/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21	
EFT13755	13/08/2020	Dongara Tyrepower	Strip and Fit Tyre to Rim for 2011 Caterpillar CT610A On-Highway Truck - MI 027	-\$87.50	
EFT13756	13/08/2020	ELDERS LIMITED	Purchase of Spotspray Jet Gun	-\$80.00	
EFT13757	13/08/2020	GERALDTON MOWER & REPAIR SPECIALIST	Supply of Chainsaw Bar and Chains	-\$461.00	
EFT13758	13/08/2020	GREENFIELD TECHNICAL SERVICES	Engineering Consultancy and Professional Management Fees: RRG 2021-2022 Funding Submissions	-\$9,449.00	
EFT13759	13/08/2020	GLASS CO	Supply and Install Fixed Panels to Bank Building	-\$773.38	
EFT13760	13/08/2020	IRWIN PLUMBING SERVICES	Supply Materials and Labour to Post Office bathroom	-\$973.50	
EFT13761	13/08/2020	INFINITUM TECHNOLOGIES	Service Monthly Maintenance: August 2020 - Service Agreement, Offsite Backup, Citrix Virtual Apps License, Disk-Cached, Disk-Pure, Instance-High Memory, Instance-Standard, Microsoft Windows Server License, Public Internet Data Transit, Public IP Addresses, Veeam License, Office 365 Business Essentials, Office 365 Enterprise and Azure PBX Hosting	-\$3,997.73	
EFT13762	13/08/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Executive Leadership Program (21-23 September 2020)	-\$1,972.00	
EFT13763	13/08/2020	LATERAL ASPECT	Service Fee - July 2020 - Marketing and Promotions for Wildflower Posters, Social Media and Display Advertisements	-\$6,773.96	
EFT13764	13/08/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13765	13/08/2020	SHIRE OF MINGENEW	Payroll deductions	-\$100.00	
EFT13766	13/08/2020	MIDWEST MOWERS & SMALL ENGINES	Purchase of Husqvarna Chainsaw Bar	-\$130.00	
EFT13767	13/08/2020	MINGENEW BAKERY	Catering for Council Meeting - June/July 2020	-\$779.20	
EFT13768	13/08/2020	MINGENEW IGA X-PRESS & LIQUOR	July 2020 - Newspapers, Office Supplies, Depot Staff Room, Council Meeting	-\$544.34	
EFT13769	13/08/2020	McIntosh & Son	1250 Hour Service for Case 721FXT Wheel Loader	-\$4,666.77	
EFT13770	13/08/2020	MINGENEW TYRE SERVICES PTY LTD	Supply and Fit 2 x Tyres and 2 x Air/Water Valve Stems to Backhoe Loader	-\$1,676.95	
EFT13771	13/08/2020	OILTECH FUEL	Fuel Purchase: 29/07/2020 to 12/08/2020	-\$3,941.98	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT13772	13/08/2020	PEMCO DIESEL PTY LTD	Service on site for 2008 Caterpillar 12M Motor Grader (MI 541) (Construction Grader)	-\$2,201.05	
EFT13773	13/08/2020	Quest Innaloo	Accommodation, Parking and Breakfast Allowance for Trelis Training (26/07/20 to 30/07/20)	-\$913.00	
EFT13774	13/08/2020	Staff	Reimbursement - Meals	-\$163.76	
EFT13775	13/08/2020	Staff	Travel Reimbursement Costs for Trelis Training	-\$874.72	
EFT13776	13/08/2020	Telstra Corporation	Text Message Charges July 2020	-\$29.33	
EFT13777	13/08/2020	Walga	WALGA Short Course Fees for Councillor Training (30-31 July 2020)	-\$1,800.00	
EFT13778	13/08/2020	WESTRAC PTY LTD	Purchase of Fuse for 2011 Caterpillar CT610A On-Highway Truck - MI 027	-\$86.41	
EFT13779	13/08/2020	MINGENEW FABRICATORS	Manufacture of frame to suit spray tank and hose reel	-\$572.00	
EFT13780	13/08/2020	GG PUMPS & ELECTRICAL PTY LTD	Inspect, Service and Repair of Pressure Cleaner	-\$577.46	
EFT13781	26/08/2020	Five Star Business & Communications	Kyocera 7052CI - Billing Period for August 2020	-\$557.18	
EFT13782	26/08/2020	ABCO PRODUCTS	Various Items Purchased: Puregiene Toilet Tissue, Ultraslim Towel, Everyday Towel and Black Bin Liners	-\$597.49	
EFT13783	26/08/2020	ATOM SUPPLY	Purchase of Various Items: Rod Brazing Comweld Maganese	-\$881.72	
EFT13784	26/08/2020	Asphalt In A Bag	Supply of 20kg Open Grade Asphalt for Allanooka Springs Road Maintenance	-\$1,168.75	
EFT13785	26/08/2020	BUNNINGS Group Limited	Various Items Purchased: Duct Tape, Storm PVC (Finish, Junction and Elbow), Turnbuckle, D Shackle, Snap Hook and Film Polythene Roll	-\$228.59	
EFT13786	26/08/2020	Bedrock Electrical Services	Replacement and installation of hockey light from storm damage including labour, travel, materials and plant hire costs	-\$9,595.63	
EFT13787	26/08/2020	BREEZE CONNECT PTY LTD	Phone System Charges for 1/7/2020 to 31/7/2020: Trunk ID: 8346092, Main Line, Unlimited 4 Lines (4 Channels, 5 DID's)	-\$224.51	
EFT13788	26/08/2020	Clarkes Washing Machine Repairs	Replace and Supply Materials for Condensor Fan Motor in Tapaz Fridge at Recreation Centre	-\$884.40	
EFT13789	26/08/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21	
EFT13790	26/08/2020	DELTA CLEANING SERVICES GERALDTON	Cleaning of Shire of Office Building for the month of August 2020	-\$1,230.90	
EFT13791	26/08/2020	LANDGATE	Gross Rental Valuations Schedule No: G2020/1, Valuations Chargeable 30/11/2019 to 10/01/2020	-\$67.85	
EFT13792	26/08/2020	Department Of Fire And Emergency Services	2020/2021 ESL in accordance with DFES of WA Act 1998 Part 6A - Emergency Services Levy-Section 36ZJ and Option B Agreement Arrangements	-\$29,736.00	
EFT13793	26/08/2020	FREIGHTMORE TRANSPORT PTY LTD	Deposit for the Purchase of 2020 Liberty Freighters 32,000L Water Tanker	-\$5,000.00	
EFT13794	26/08/2020	GERALDTON TV AND RADIO SERVICES	Axis CD/Tuner/Blue-Tooth, Axis Short Rubber Antenna and Value Pack	-\$732.95	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT13795	26/08/2020	JR & A HERSEY PTY LTD	Various Workshop Items: Wire Brushes, Safety Glasses, Spray Paint, Duct Tape, Contact Cleaner and Grease Coupler	-\$682.22	
EFT13796	26/08/2020	State Library Of Western Australia	Better Beginnings Program for 2020/2021	-\$60.50	
EFT13797	26/08/2020	LATERAL ASPECT	Whiteboard for Tourist Centre and Freight	-\$539.75	
EFT13798	26/08/2020	LENANE HOLDINGS	Dry Hire of Padfoot Roller from 27/7/2020 to 07/08/2020 including mobilisation and demobilisation	-\$5,225.00	
EFT13799	26/08/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13800	26/08/2020	SHIRE OF MINGENEW	Payroll deductions	-\$100.00	
EFT13801	26/08/2020	MINGENEW TYRE SERVICES PTY LTD	Puncture Repair and Supply of Renolit XT B2 Grease Cartridges	-\$354.66	
EFT13802	26/08/2020	Officeworks	Various Stationery Items: Logitech Wireless Combo, Foldback Clips, A4 Lever Arch Files, Dividers, Ballpoint Pens	-\$107.37	
EFT13803	26/08/2020	OILTECH FUEL	Fuel Purchase: 11/08/2020 to 25/08/2020	-\$2,652.44	
EFT13804	26/08/2020	PEMCO DIESEL PTY LTD	Supply of 2 x Sets of Filters for Mitsubishi Fuso Canter - MI 029	-\$234.14	
EFT13805	26/08/2020	Staff	Reimbursement for Gift	-\$89.00	
EFT13806	26/08/2020	STATEWIDE BEARINGS	Fuel Equiv, Oil Equiv and Air Filter Outer Equiv for Case IH JX60 Tractor	-\$113.30	
EFT13807	26/08/2020	Telstra Corporation	Telstra Account: Office Telstra Account, Councillors iPads, Fire Officer Mobile, Gardening Mobile	-\$1,135.12	
EFT13808	26/08/2020	VELPIC	Monthly Velpic Fees for July 2020 - Midwest Local Government Contractor Induction 'Part A'	-\$415.80	
EFT13809	26/08/2020	WESTRAC PTY LTD	Purchase of air filter and caps for 2008 Cat Skid Steer Loader	-\$301.62	-\$145,996.99
		Net Salaries		-\$70,449.61	-\$70,449.61
				-\$287,563.80	-\$287,563.80