

Ordinary Council Meeting Minutes

23 July 2024



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SHIRE OF DALWALLINU

MINUTES of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 23 July 2024.

1. OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (President) opened the meeting at 3.32pm.

2. ANNOUNCEMENTS OF PRESIDING MEMBER

Nil

3. ATTENDANCE RECORD

3.1 Present

Shire President	Cr KL Carter
Deputy Shire President	Cr SC Carter
	Cr JL Counsel
	Cr JH Cruz
	Cr NW Mills
Chief Executive Officer	Ms JM Knight
Executive Assistant	Mrs DJ Whitehead

Public

Nil

3.2 Apologies

Nil

3.3 Leave of Absence Previously Granted

Cr DS Cream
Cr MM Harms

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

5.1 Response to Previous Public Questions Taken on Notice

Nil

5.2 Public Question Time

Nil



6 MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 25 June 2024

MOTION 10262

Moved Cr JL Counsel

Seconded Cr JH Cruz

That the Minutes of the Ordinary Meeting of Council held 25 June 2024 be confirmed.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills

Against: Nil

6.2 Special Council Meeting – 16 July 2024

MOTION 10263

Moved Cr NW Mills

Seconded Cr JH Cruz

That the Minutes of the Special Meeting of Council held 16 July 2024 be confirmed.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills

Against: Nil

7 PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES/REPORTS/SUBMISSIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

7.4 Delegates Reports/Submissions

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)

As agreed.



9 REPORTS

9.1 WORKS & SERVICES

9.1.1 Request to Call Tenders – Supply and Lay Asphalt

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	RO/10
Previous Meeting Reference	Nil
Prepared by	Marc Bennett, Manager Works & Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to authorise the calling of tenders for the Supply and Lay of MRWA 10/75 Asphalt for 2024-2025 road projects.

Background

Rayner Street and Johnston St Carpark are currently scheduled for completion in November 2024 while Leahy Street, Cousins Road, Wubin Pull-in Bay and Johnston Street are scheduled for completion in February/March 2025. Proposed thickness and m² are listed below:

Supply and Lay 30mm MRWA 10/75 Black Asphalt intersection mix

- Leahy Street, 2054m²

Supply and Lay 30mm MRWA 10/75 Black Asphalt intersection mix

- Rayner Street, 4250m²

Supply and Lay 30mm MRWA 10/75 Red 1% Asphalt intersection mix

- Carpark Johnston Street, 1808m²

Supply and Lay 30mm MRWA 10/75 Black Asphalt intersection mix

- Cousins Road, 1730m²

Supply and Lay 40mm MRWA 10/75 Black Asphalt intersection mix

- Wubin Pull-in Bay, 660m²

Supply and Lay 30mm MRWA 10/75 Black Asphalt and Red 1% intersection mix

- Johnston Street, 5508m² Red and 3568m² Black

Consultation

Nil

Legislative Implications

State

Local Government Act 1995 Section 3.57- Provision of goods and services.

Local Government (Functions and General) Regulations 1996



Policy Implications

Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing

Financial Implications

An allocation for asphalt has been included within the road projects in the 2024-2025 budget.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken. Yes

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Tender is proposed to be advertised in the West Australian on Saturday 27 July 2024 with the closing date being 14 August 2024 with the tender being presented to Council at their Ordinary Meeting scheduled for 27 August 2024.

The proposed weighting for scoring of the tenders is listed below:

Criteria	Weighting
Quoted Price	60%
Relevant Experience in Similar Projects	15%
Tenderer's WHS policies and procedures	5%
Tenderer's Resources	10%
Demonstrated Understanding of Project	10%



Officer Recommendation/Council Resolution

MOTION 10264

Moved Cr SC Carter
Seconded Cr NW Mills

That Council

1. Authorises the Chief Executive Officer to call for tenders for the Supply and Lay of MRWA 10/75 Asphalt for 2024-2025 road projects;
2. Set the qualitative criteria as follows:

Price	60%
Relevant Experience in Similar Projects	15%
Tenderer's OHS policies and procedures	5%
Tenderer's Resources	10%
Demonstrated Understanding of Project	10%

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



9.2 PLANNING & DEVELOPMENT

There were nil reports this month for Planning and Development.



9.3 CORPORATE SERVICES

9.3.1 Accounts for Payment for June 2024*

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Christie Andrews, Finance Officer
Supervised by	Hanna Jolly, Manager Corporate Services
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Summary of Accounts for Payment

Purpose of Report

Council is requested to consider the acceptance and approval of the Schedule of Accounts for Payment.

Background

A list of invoices paid for the month of June 2024 from the Municipal Account, to the sum of \$319,365.08 paid by EFT is attached together with a list of bank fees, payroll, direct debit payments, loan payments and transfer to Term Deposits. These payments total \$1,013,014.99. There were no payments from the Trust Account. Total payments from all accounts being \$1,013,014.99 have been listed for Council's ratification.

Consultation

In accordance with the requirements of the *Local Government Act 1995* a list of accounts paid, by approval of the Chief Executive Officer under Council's delegated authority, is to be completed for each month showing:

- The payees names
- The amount of the payments
- Sufficient information to identify the payment
- The date of the payment

The attached list meets the requirements of the Financial Regulations,

In addition to the above statutory requirements, Financial Management Regulation Section 13(4) requires 'the total of the other outstanding accounts be calculated and a statement be presented to Council at the next Council meeting'.

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil



Financial Implications

Payments are in accordance with the revised budget for 2023/2024.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment*Economic implications*

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Accounts for Payments are in accordance with the amended budget for 2023/2024 or authorised by separate resolution.



Officer Recommendation/Council Resolution

MOTION 10265

Moved Cr SC Carter
Seconded Cr JL Counsel

That Council, in accordance with the requirements of sections 13(1), 13(3), and 13(4) of the *Local Government (Financial Management) Regulations 1996* a list of payments made in June 2024 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$1,013,014.99 consisting of:

EFT Payments (EFT15956-EFT16051)	\$319,365.08
<i>Bunnings EFT15988 \$726.70</i>	
<i>Wex Australia EFT15960 \$2,761.74</i>	
EFT Payments (Payroll)	\$122,079.55
Direct Debit – Credit Card (DD17817.1)	\$2,746.48
Direct Debit – Superannuation (DD17805.1 & DD17816.1)	\$23,783.13
Direct Debit – Payments to Department of Transport	\$149,675.65
Bank Fees	\$711.10
Transfer to Reserves Term Deposit	\$394,654.00

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



EFT PAYMENTS FOR THE MONTH OF JUNE 2024

Chq/EFT	Date	Name	Description	Amount
EFT15956	13/06/2024	On Hold On Line	Monthly on hold message - Jun 24	77.00
EFT15957	13/06/2024	JOHN R WALLIS ENGINEERING	Assorted supplies for Works - May 24	4,386.25
EFT15958	13/06/2024	RBC - RURAL	Staples for Admin printers	132.70
EFT15959	13/06/2024	JASON SIGNMAKERS	Assorted signs and posts	7,533.38
EFT15960	13/06/2024	Wex Australia Pty Ltd	Fuel for May 24	2,761.74
EFT15961	13/06/2024	AUSTRALIA POST - SHIRE	Postage charges May 24	181.01
EFT15962	13/06/2024	BOC LIMITED	Monthly container rental for Jun 24	39.03
EFT15963	13/06/2024	AVON WASTE	Waste collections for May 24	23,054.69
EFT15964	13/06/2024	DEPUTY COMMISSIONER OF TAXATION	Business Activity Statement - May 2024	6,544.00
EFT15965	13/06/2024	Kalannie Football Club	Donation to the Kalannie Burakin Football Club for 2024 season	2,000.00
EFT15966	13/06/2024	OFFICEWORKS	Stationery order - May 24	383.40
EFT15967	13/06/2024	Building and Construction Industry Training Board	BCITF Levy collected May 24	341.75
EFT15968	13/06/2024	SYNERGY	Electricity Usage Mar - May 24	6,485.92
EFT15969	13/06/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL Quarter 4	9,898.89
EFT15970	13/06/2024	Team Global Express Pty Ltd	Freight charges - May 24	76.03
EFT15971	13/06/2024	SHERMAC AUSTRALIA PTY LTD	Return of venue & key bonds	690.00
EFT15972	13/06/2024	ROWDY'S ELECTRICAL	Electrical works Jun 24	5,670.05
EFT15973	13/06/2024	TERRYWHITE CHEMMART DALWALLINU	First aid supplies & medication for workers compensation claim	169.99
EFT15974	13/06/2024	AMPAC DEBT RECOVERY	Debt recovery costs for May 24	542.85
EFT15975	13/06/2024	Danilo Antolin Madayag	Return of venue & key bond	280.00
EFT15976	13/06/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	1000 hr service DL122	3,761.47
EFT15977	13/06/2024	IXOM OPERATIONS PTY LTD	Container service fee - May 24	84.57
EFT15978	13/06/2024	LIBERTY PLUMBING & GAS	Assorted plumbing works May - Jun 24	1,713.70
EFT15979	13/06/2024	Dianne Maree Miller	Return of venue & key bonds	280.00
EFT15980	13/06/2024	Totally Workwear Joondalup	Embroidery on uniforms for staff	88.00
EFT15981	13/06/2024	DALWALLINU FOODWORKS	Assorted supplies for Admin, Council and Events - Jun 24	195.58
EFT15982	13/06/2024	WEST COAST STABILISERS	Maintenance Grading - May 2024	47,093.97
EFT15983	13/06/2024	E FIRE & SAFETY	Fire equipment purchase & servicing	4,819.10
EFT15984	13/06/2024	DEPT ENERGY, MINES, INDUSTRY REGS & SAFETY	BSL collected for May 24	461.35
EFT15985	13/06/2024	RICOH FINANCE	Lease fee on photocopiers to 13/7/24	390.61
EFT15986	13/06/2024	TELAIR PTY LTD	NBN service fees - Jun 24	582.00
EFT15987	13/06/2024	Karen Joy Whyte	Rates refund	643.68
EFT15988	13/06/2024	BUNNINGS TRADE	Assorted building maintenance items	726.70

Chq/EFT	Date	Name	Description	Amount
EFT15989	13/06/2024	DALWALLINU TRADERS	Assorted goods - May 24	6,827.03
EFT15990	13/06/2024	Pieter Joubert	Return of gym fob bond	10.00
EFT15991	13/06/2024	Midwest Turf Supplies	Lawn for 3 Bell Street, Dalwallinu	1,638.00
EFT15992	13/06/2024	DALWALLINU HOTEL PTY LTD	Catering for LG Pro Meeting	70.00
EFT15993	13/06/2024	Dudawa Haulage Pty Ltd	Pee gravel for 3 Bell Street, Dalwallinu	3,568.95
EFT15994	13/06/2024	B & K Fencing	Pioneer House fence - materials	1,518.00
EFT15995	13/06/2024	Fleet Network Pty Ltd	Fleet Network lease payment May - Jun 24	1,439.89
EFT15996	13/06/2024	Omnicom Media Group Australia Pty Ltd	Tender 2324-03 advertising The West Australian 27/4/2024	606.71
EFT15997	13/06/2024	Lesla Kerridge	Return of gym fob bond	10.00
EFT15998	13/06/2024	Pierre-Yves Lecomt	Return of gym fob bond	10.00
EFT15999	13/06/2024	Zip Heaters (Aust) Pty Ltd	Repairs & service to instant hot water taps at Rec Ctr	1,429.00
EFT16000	13/06/2024	Wubin Trading Co	Grease cartridges for stock	502.63
EFT16001	13/06/2024	Coerco Pty Ltd	Return of venue & key bonds	560.00
EFT16002	13/06/2024	LANDGATE	SLIP Subscription 24/25 & assorted valuations Apr-May24	2,742.09
EFT16003	13/06/2024	DALWALLINU & DISTRICTS AGRICULTURAL SOCIETY	Return of key bond	140.00
EFT16004	27/06/2024	KEITH LESLIE CARTER	Member attendance - Q4	2,454.36
EFT16005	27/06/2024	Dalwallinu District Tourism Incorporated	Annual contribution to Wattle Week Festival	4,000.00
EFT16006	27/06/2024	RBC - RURAL	Meterplan charge for admin photocopiers - Jun 24	856.58
EFT16007	27/06/2024	KLEENHEAT GAS	Yearly equipment charge for gas cylinders at assorted residences	1,201.20
EFT16008	27/06/2024	TELSTRA	Assorted phone usage to 18/6/24 & service/rental to 18/7/24	2,271.62
EFT16009	27/06/2024	DALWALLINU JUNIOR CRICKET CLUB	Return of key bond	70.00
EFT16010	27/06/2024	ST JOHN AMBULANCE DALWALLINU	Community Grant St John DFIB - Motion 10233 April 2024	747.13
EFT16011	27/06/2024	SYNERGY	Electricity Usage May - Jun 24	9,011.35
EFT16012	27/06/2024	Team Global Express Pty Ltd	Freight charges - Jun 24	849.20
EFT16013	27/06/2024	STEWART & HEATON CLOTHING CO PTY LTD	Bushfire Uniforms	1,567.96
EFT16014	27/06/2024	The Liebe Group Inc	Return of venue, key & microphone bonds	830.00
EFT16015	27/06/2024	SC & LA CARTER & CO	Gravel Royalties for works on Dalwallinu Kalannie Road	22,550.00
EFT16016	27/06/2024	J & B SAWYER	Gravel Royalties for works on Dalwallinu Kalannie Road	2,310.00
EFT16017	27/06/2024	STEVEN CLIFFORD CARTER	Member attendance - Q4	1,140.00
EFT16018	27/06/2024	Florian Castro-cruz	Return of venue & key bonds	630.00
EFT16019	27/06/2024	R N R AUTO ELECTRICS	Repairs to DL7504	842.33
EFT16020	27/06/2024	DALLCON	Concrete for Kalannie Parks & Gardens	418.00
EFT16021	27/06/2024	JEMMA LOUISE COUNSEL	Member attendance - Q4	1,054.17
EFT16022	27/06/2024	LIBERTY PLUMBING & GAS	Assorted plumbing works - Jun 24	2,735.00
EFT16023	27/06/2024	Moore Australia (WA) Pty Ltd	Financial Reporting Workshop 27 May 2024 for MCS	2,200.00

Chq/EFT	Date	Name	Description	Amount
EFT16024	27/06/2024	Dalwallinu Toy Library Incorporated	Round 2 of Community Grants as per Council motion 10233	582.79
EFT16025	27/06/2024	Jimwell Hipolito Cruz	Member attendance - Q4	1,846.90
EFT16026	27/06/2024	Totally Workwear Joondalup	Embroidery on uniforms for staff	13.20
EFT16027	27/06/2024	WA CONTRACT RANGER SERVICES PTY LTD	Provision of Ranger Services May - Jun 24	2,970.00
EFT16028	27/06/2024	E FIRE & SAFETY	Fire indicator panel testing - May 24	511.50
EFT16029	27/06/2024	DIANE SHIRLEY CREAM	Member attendance - Q4	1,245.00
EFT16030	27/06/2024	LANDMARK ENGINEERING & DESIGN PTY LTD	Picnic Shelter for Wubin playground	6,988.30
EFT16031	27/06/2024	LV & EM Dodd & Sons	Rates refund	4,550.60
EFT16032	27/06/2024	DOMAIN DIGITAL	IT charges & M365 Backup Jun 24 & Admin Backup Server, installation & warranty	22,272.69
EFT16033	27/06/2024	LEARNING HORIZONS	Review of Shire of Dalwallinu Corporate Business Plan	8,800.00
EFT16034	27/06/2024	Harrys Building & Maintenance	Mini Digger Hire - Jun 24	570.00
EFT16035	27/06/2024	Three Sons Pty Ltd	Pre-placement medicals for new employees	409.20
EFT16036	27/06/2024	Midwest Turf Supplies	Supply Airlift Pump to Kalannie Oval	6,685.20
EFT16037	27/06/2024	SIMPLY DATA SERVICES PTY LTD	Vehicle Tracking Subscription - Jun - Sep 24	148.50
EFT16038	27/06/2024	Zage Pty Ltd	Welding repair DL147	330.00
EFT16039	27/06/2024	Rural Infrastructure Services	Secretariat duties WBN Regional Road Group Moora Sub Group 23-24	2,053.82
EFT16040	27/06/2024	CORSIGN WA	Combustible Liquid signs	41.80
EFT16041	27/06/2024	B & K Fencing	Assorted fencing works and materials - Jun 24	2,273.75
EFT16042	27/06/2024	JLT RISK SOLUTIONS PTY LTD	Contribution to Regional Risk Co-Ordinator Fees - June 24	8,621.36
EFT16043	27/06/2024	Fleet Network Pty Ltd	Fleet Network lease payment - Jun 24	1,439.89
EFT16044	27/06/2024	Gazz's Maintenance Services	Kalannie Townscape Maintenance & Cleaning- May 24	3,597.00
EFT16045	27/06/2024	Dalglass Pty Ltd	Windscreen replacements May - Jun 24	1,250.00
EFT16046	27/06/2024	Bradford Air	Repairs air con in SFO office	209.00
EFT16047	27/06/2024	Joann Laforteza	Return of venue & key bond	560.00
EFT16048	27/06/2024	RT & H CAIL & SON	Return of BSL & CTF levies Building Application withdrawn	471.80
EFT16049	27/06/2024	NOEL WILLIAM MILLS	Member attendance - Q4	1,075.00
EFT16050	27/06/2024	LANDGATE	GRV General Revaluation 2023/24	27,649.53
EFT16051	27/06/2024	MELISSA MAE HARMS	Member attendance - Q4	1,297.64
				319,365.08

DIRECT DEBITS FOR THE MONTH OF JUNE 2024

Chq/EFT	Date	Name	Description	Amount
DD17805.1	20/06/2024	Precision Administration Services Pty Ltd	Aware Super contributions pe180624	12,321.25
DD17816.1	06/06/2024	Precision Administration Services Pty Ltd	Aware Super contributions pe040624	11,461.88
				23,783.13

CREDIT CARD PAYMENTS FOR THE MONTH OF JUNE 2024

Chq/EFT	Date	User	Name	Description	Amount
DD17817.1	30/05/2024	Jean Knight	BP Wubin	Refreshments for Councillor Bus Tour	136.00
	31/05/2024	Hanna Jolly	Elite Office Furniture	Furniture for MCS office	367.00
	07/06/2024	Jean Knight	Perth Mint	10 x Citizenship coins	66.00
	12/06/2024	Jean Knight	Funky Monkey Bars	Replacement seat for Wubin Playground	302.54
	12/06/2024	Jean Knight	WA Newspapers Pty Ltd	Monthly charge for on-line newspapers	28.00
	13/06/2024	Jean Knight	Bunnings Warehouse	Tree surround & painting materials for 3 Bell Street, Dalwallinu	59.46
	13/06/2024	Jean Knight	Adobe Sysytems Pty Ltd	Adobe Creative Cloud renewal	959.90
	14/06/2024	Jean Knight	Bunnings Warehouse	Assorted plants for 3 Bell Street, Dalwallinu	105.75
	14/06/2024	Jean Knight	Woolworths	Ingredients for WALGA Zone Meeting catering	92.03
	17/06/2024	Jean Knight	Mitre 10	2 x Cat traps	216.00
	19/06/2024	Jean Knight	Booking.com	Accomodation for P Knight 01/07/24	203.84
	20/06/2024	Jean Knight	Dalwallinu Hotel	Refreshments for meeting with Dr Femi	68.00
	25/06/2024	Hanna Jolly	Aussie Broadband	Monthly charge for internet at Dalwallinu Rec Centre	79.00
	25/06/2024	Jean Knight	Bunnings Warehouse	Assorted plants for 3 Bell Street, Dalwallinu	62.96
					2,746.48

CHARGE CARDS PAYMENTS FOR THE MONTH OF JUNE 2024

Chq/EFT	Card Name	Card Type	Date	User	Description	Amount
EFT15988	BUNNINGS TRADE	Fuel Card	04/05/2024	Preston Knight	Entrance lever for Aquatic Centre	148.00
			04/05/2024	Preston Knight	Curtain rod for 3 South Street	58.80
			04/05/2024	Preston Knight	Paint & materials for 10 Dowie Street	129.37
			04/05/2024	Preston Knight	Decking oil for DDC	75.43
			25/05/2024	Preston Knight	Garden edge for 3 Bell Street	119.68
			25/05/2024	Preston Knight	Sealer finish & fluoro tube for DDC	195.42
EFT15960	Wex Australia Pty Ltd	Fuel Card	23/05/2024	Jean Knight	Fuel for DL 2 (CEO)	192.91
			25/05/2024	Jean Knight	Fuel for DL 2 (CEO)	118.07
			30/04/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	73.66
			03/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	102.40
			05/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	117.37
			10/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	70.58
			12/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	88.09
			16/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	120.05
			17/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	76.13
			17/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	81.16
			19/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	94.25
			24/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	63.53
			26/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	99.66
			30/05/2024	Olufemi Onikola	Fuel for DL 89 (Doctor)	53.74
			17/05/2024	Hanna Jolly	Fuel for DL 131 (MCS)	89.23
			26/05/2024	Hanna Jolly	Fuel for DL 131 (MCS)	92.65
			30/05/2024	Hanna Jolly	Fuel for DL 131 (MCS)	83.93
			11/05/2024	Rodney Broad	Fuel for DL 121	135.21
			14/05/2024	Rodney Broad	Fuel for DL 121	97.53
			16/05/2024	Rodney Broad	Fuel for sundry plant	134.62
			19/05/2024	Rodney Broad	Fuel for DL 281 (WS)	158.10
			03/05/2024	Douglas Burke	Fuel for DL 492 (MPDS)	105.73
			17/05/2024	Douglas Burke	Fuel for DL 492 (MPDS)	78.37
			30/05/2024	Douglas Burke	Fuel for DL 492 (MPDS)	113.24
			30/04/2024	Damien Thorpe	Fuel for DL 102 (Cleaner)	33.05
			10/05/2024	Damien Thorpe	Fuel for DL 102 (Cleaner)	49.62
			21/05/2024	Damien Thorpe	Fuel for DL 102 (Cleaner)	46.38
			02/05/2024	David Hughes	Fuel for sundry plant	98.03
			23/05/2024	David Hughes	Fuel for sundry plant	94.45
						3488.44

Shire of Dalwallinu Municipal Account

Payroll June 2024

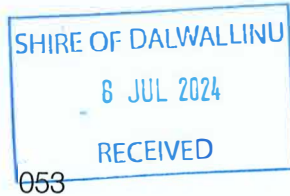
06/06/2024	Payroll fortnight ending 06/06/2024	\$ 58,537.74
20/06/2024	Payroll fortnight ending 20/06/2024	\$ 63,541.81
	TOTAL	<u>\$ 122,079.55</u>

Bank Fees June 2024

17/06/2024	Bpay Transaction Fee (Muni)	\$ 62.37
02/06/2024	CBA Merchant Fee (Muni)	\$ 459.85
17/06/2024	CBA Transfer Fees	\$ 50.88
17/06/2024	CBA Account Service Fee	\$ 138.00
	TOTAL	<u>\$ 711.10</u>

Direct Debit Payments June 2024

	Superannuation Payments (Pay endings 06/06/2024 & 20/06/2024)	\$ 23,783.13
27/06/2024	Credit Card Payments	\$ 2,746.48
04/06/2023	Transfer to Reserves Term Deposit	\$ 394,654.00
01-30/06/2024	Payments to Department of Transport Licensing	\$ 149,675.65
	TOTAL	<u>\$ 570,859.26</u>



SHIRE OF DALWALLINU
PO BOX 141
DALWALLINU WA 6609

SHIRE OF DALWALLINU

Cardholder name	MRS HANNA JOLLY
Account number	xxxx xxxx xxxx x350
Statement period	28 May 2024 - 26 Jun 2024
Credit limit	\$5,000.00

ENQUIRIES 13 1576

24 hours a day, 7 days a week

Account balance

Opening balance	\$0.00
New transactions	\$446.00
Payments/refunds	\$0.00
Closing balance	\$446.00

Payment Arrangement

Payment will be automatically deducted in terms of the agreement.

Transactions

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
30 May	ELITE OFFICE FURN BANKSTOWN NSW		33.36	367.00
24 Jun	Aussie Broadband limit MORWELL AUS		7.18	79.00

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

* * * * *

I confirm the above expenditure.

Signature of cardholder

Expenditure authorised

IMPORTANT GST INFORMATION

Transaction shown with this symbol may indicate a mixed transaction. The GST has been calculated as if the transaction was wholly taxable at 1/11th of the price. You will need to obtain a tax invoice or adjustment note before claiming an input tax credit in relation to this transaction or adjustment.



6577.13218.1.2 ZZ396 0913 CH.CS.S101.D178.L.V01.00.05



053

SHIRE OF DALWALLINU
PO BOX 141
DALWALLINU WA 6609

SHIRE OF DALWALLINU

Cardholder name MRS JEAN KNIGHT
Account number xxxx xxxx xxxx x434
Statement period 28 May 2024 - 26 Jun 2024
Credit limit \$15,000.00

ENQUIRIES 13 1576

24 hours a day, 7 days a week

Account balance

Opening balance	\$0.00
New transactions	\$2,300.48
Payments/refunds	\$0.00
Closing balance	\$2,300.48

Payment Arrangement

Payment will be automatically deducted in terms of the agreement.

Transactions

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
28 May	BP WUBIN 6420 WUBIN WA		10.59	116.50
28 May	BP WUBIN 6420 WUBIN WA		1.77	19.50
06 Jun	THE PERTH MINT EAST PERTH AUS		6.00	66.00
11 Jun	FUNKY MONKEY BARS PERTH WA		27.50	302.54
11 Jun	WANEWSDTI Osborne Park WA		2.55	28.00
12 Jun	BUNNINGS 751000 BELMONT AUS		5.41	59.46
13 Jun	Adobe Systems Pty Ltd Sydney AUS		87.26	959.90

Transactions continued over

IMPORTANT GST INFORMATION

Transaction shown with this symbol may indicate a mixed transaction. The GST has been calculated as if the transaction was wholly taxable at 1/11th of the price. You will need to obtain a tax invoice or adjustment note before claiming an input tax credit in relation to this transaction or adjustment.





Commonwealth Bank

Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL and
Australian credit licence 234945

Transactions

Account ~~5550 8800 2275~~ 3434

28 May 2024 - 26 Jun 2024

Page 2 of 2

Transactions continued

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
13 Jun	BUNNINGS 751000 BELMONT AUS		9.61	105.75
13 Jun	WOOLWORTHS 4348 BELMONT AUS		8.37	92.03
14 Jun	Mitre 10 Heatherton AUS		19.64	216.00
18 Jun	Partners on Booking BV Amsterdam NLD			203.84
19 Jun	DALWALLINU HOTEL PTY L DALWALLINU AUS		6.18	68.00
24 Jun	BUNNINGS 751000 BELMONT AUS		5.72	62.96

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

* * * * *

I confirm the above expenditure.

Signature of cardholder

Expenditure authorised

6577.13219.2.2 ZZ396 0913 CH.OS.S101.D178.LV01.00.05



Online: Pay you credit card using NetBank, 24 hours a day, 7 days a week. Visit netbank.com.au



Mail: This slip with your **cheque** to:
PO Box 962
PARRAMATTA NSW 2124

MRS JEAN KNIGHT



Bill code: **1818**
Reference No.:
5550 0510 2275 3434
BPAY® @ Registered to BPAY Pty Ltd
ABN 69 079 137 518

Date paid

Amount paid

9.3.2 Monthly Financial Statements for June 2024*

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Monthly Statements of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

Purpose of Report

Council is requested to receive and accept the Financial Reports for the month end 30 June 2024.

Background

There is a statutory requirement that Financial Reports be recorded in the Minutes of the meeting to which they are presented. The Financial Reports, as circulated, give an overview of the current financial position of the Shire and the status of capital income and expenditure.

Consultation

Nil

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 s34(1), s19(1)(2) and s34(2)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.



Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 30 June 2024. It is to be noted that these financial statements are not the final statements for the 2023-2024 financial year as further adjustments will be required for yearend accruals.

Attached for council's consideration are:

1. Statement of Financial Activity
2. Variance Reports
3. Investments Held
4. Bank Reconciliations

As per Council resolution, all items that have a variance of more than \$10,000 have been noted on the variance reports.

Officer Recommendation/Council Resolution

MOTION 10266

Moved Cr JL Counsel
Seconded Cr NW Mills

That the Council accept the Financial Reports as submitted for the month ending 30 June 2024.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



SHIRE OF DALWALLINU

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2024

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

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SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	3,672,304	3,672,304	3,660,429	(11,875)	(0.32%)	▼
Grants, subsidies and contributions	14	933,645	933,645	4,501,783	3,568,138	382.17%	▲
Fees and charges		1,271,106	1,271,106	1,312,202	41,096	3.23%	▲
Interest revenue		345,578	345,578	368,175	22,597	6.54%	▲
Other revenue		4,225	4,225	4,242	17	0.40%	
Profit on asset disposals	6	333,136	333,136	224,676	(108,460)	(32.56%)	▼
		6,559,994	6,559,994	10,071,507	3,511,513	53.53%	
Expenditure from operating activities							
Employee costs		(2,528,661)	(2,526,025)	(2,273,669)	252,356	9.99%	▼
Materials and contracts		(2,989,308)	(2,991,944)	(2,819,886)	172,058	5.75%	▼
Utility charges		(494,062)	(494,062)	(439,899)	54,163	10.96%	▼
Depreciation		(6,088,240)	(6,088,240)	(5,438,681)	649,559	10.67%	▼
Finance costs		(110,565)	(110,565)	(110,854)	(289)	(0.26%)	
Insurance		(221,490)	(221,490)	(200,057)	21,433	9.68%	▼
Other expenditure		(141,172)	(141,172)	(115,788)	25,384	17.98%	▼
Loss on asset disposals	6	0	0	(20,240)	(20,240)	0.00%	▼
		(12,573,498)	(12,573,498)	(11,419,074)	1,154,424	9.18%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,747,658	5,747,658	5,234,245	(513,413)	(8.93%)	▼
Amount attributable to operating activities		(265,846)	(265,846)	3,886,678	4,152,524	1562.00%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	8,588,713	8,588,713	5,669,751	(2,918,962)	(33.99%)	▼
Proceeds from disposal of assets	6	891,500	891,500	671,250	(220,250)	(24.71%)	▼
		9,480,213	9,480,213	6,341,001	(3,139,212)	(33.11%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(3,219,344)	(3,219,344)	(2,491,846)	727,498	22.60%	▼
Payments for construction of infrastructure	5	(9,596,767)	(9,596,767)	(6,637,541)	2,959,226	30.84%	▼
		(12,816,111)	(12,816,111)	(9,129,387)	3,686,724	28.77%	
Non-cash amounts excluded from investing activities	Note 2(c)	0	0	(6,917)	(6,917)	0.00%	
Amount attributable to investing activities		(3,335,898)	(3,335,898)	(2,795,303)	540,595	16.21%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	512,071	512,071	501,879	(10,192)	(1.99%)	▼
		512,071	512,071	501,879	(10,192)	(1.99%)	
Outflows from financing activities							
Repayment of borrowings	11	(310,416)	(310,416)	(310,416)	0	0.00%	
Payments for principal portion of lease liabilities	12	(12,724)	(12,724)	(12,445)	279	2.19%	
Transfer to reserves	4	(2,158,472)	(2,158,472)	(1,896,164)	262,308	12.15%	▼
		(2,481,612)	(2,481,612)	(2,219,025)	262,587	10.58%	
Amount attributable to financing activities		(1,969,541)	(1,969,541)	(1,717,146)	252,395	12.81%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		5,578,503	5,578,503	5,578,503	0	0.00%	
Amount attributable to operating activities		(265,846)	(265,846)	3,886,678	4,152,524	1562.00%	▲
Amount attributable to investing activities		(3,335,898)	(3,335,898)	(2,795,303)	540,595	16.21%	▼
Amount attributable to financing activities		(1,969,541)	(1,969,541)	(1,717,146)	252,395	12.81%	▼
Surplus or deficit after imposition of general rates		7,218	7,218	4,952,732	4,945,514	68516.50%	▲

KEY INFORMATION

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

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

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

SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2024

	Supplementary Information	30 June 2024	30 June 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	10,007,331	11,708,133
Trade and other receivables		534,000	269,668
Inventories	8	13,751	18,901
TOTAL CURRENT ASSETS		10,555,082	11,996,702
NON-CURRENT ASSETS			
Trade and other receivables		6,377	6,377
Investment in associate	16	142,607	142,607
Property, plant and equipment		38,431,582	39,288,557
Infrastructure		266,563,705	268,943,069
Right-of-use assets		17,667	39,636
TOTAL NON-CURRENT ASSETS		305,161,938	308,420,246
TOTAL ASSETS		315,717,020	320,416,948
CURRENT LIABILITIES			
Trade and other payables	9	434,520	385,711
Other liabilities	13	0	714,084
Lease liabilities	12	3,482	12,061
Borrowings	11	310,416	317,147
Employee related provisions	13	391,047	391,047
TOTAL CURRENT LIABILITIES		1,139,465	1,820,050
NON-CURRENT LIABILITIES			
Lease liabilities	12	14,301	28,609
Borrowings	11	3,004,093	2,686,946
Employee related provisions		18,224	18,224
Other provisions		245,704	245,704
TOTAL NON-CURRENT LIABILITIES		3,282,322	2,979,483
TOTAL LIABILITIES		4,421,787	4,799,533
NET ASSETS		311,295,233	315,617,415
EQUITY			
Retained surplus		57,161,861	60,089,758
Reserve accounts	4	4,398,920	5,793,205
Revaluation surplus		249,734,452	249,734,452
TOTAL EQUITY		311,295,233	315,617,415

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 July 2024

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Amended Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	30 June 2024
Current assets		\$	\$	\$
Cash and cash equivalents	3	10,010,626	10,007,331	11,708,133
Trade and other receivables		539,008	534,000	269,668
Inventories	8	13,751	13,751	18,901
		<u>10,563,385</u>	<u>10,555,082</u>	<u>11,996,702</u>
Less: current liabilities				
Trade and other payables	9	(427,740)	(434,520)	(385,711)
Other liabilities	13	(479)	0	(714,084)
Lease liabilities	12	(18,512)	(3,482)	(12,061)
Borrowings	11	(304,001)	(310,416)	(317,147)
Employee related provisions	13	(391,047)	(391,047)	(391,047)
		<u>(1,141,779)</u>	<u>(1,139,465)</u>	<u>(1,820,050)</u>
Net current assets		9,421,606	9,415,617	10,176,652
Less: Total adjustments to net current assets	Note 2(d)	<u>(3,804,097)</u>	<u>(3,837,114)</u>	<u>(5,223,920)</u>
Closing funding surplus / (deficit)		5,617,509	5,578,503	4,952,732

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	Amended Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(333,136)	(333,136)
Add: Loss on asset disposals	6	0	0
Add: Depreciation		6,088,240	6,088,240
Movement in current employee provisions associated with restricted cash		(7,446)	(7,446)
Total non-cash amounts excluded from operating activities		5,747,658	5,747,658

(c) Non-cash amounts excluded from investing activities

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

Adjustments to investing activities

Movement in current other provision associated with restricted cash		0	0	(6,917)
Total non-cash amounts excluded from investing activities		0	0	(6,917)

(d) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets	Amended Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	30 June 2024
	\$	\$	\$
Less: Reserve accounts	4	(4,398,920)	(4,398,920)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	310,416	310,416
- Current portion of lease liabilities	12	41,388	3,482
- Current portion of other provisions held in reserve		243,019	247,908
Total adjustments to net current assets	Note 2(a)	(3,804,097)	(3,837,114)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates	(11,875)	(0.32%)	▼
Interim Rates less than budgeted (\$8,000)		Permanent	
Grants, subsidies and contributions	3,568,138	382.17%	▲
FAGS for 2024-2025 prepaid in June 2024		Permanent	
Fees and charges	41,096	3.23%	▲
Town planning fees, Gym income and Department of Transport commissions more than budgeted		Permanent	
Interest revenue	22,597	6.54%	▲
Interest rates higher than anticipated		Permanent	
Profit on asset disposals	(108,460)	(32.56%)	▼
Higher than budgeted profit for sale of DL103, DL275, DL131, DL350 and Generator (total \$24,000). No Land Sales in 2023/24 (total \$130,000).		Permanent	
Expenditure from operating activities			
Employee costs	252,356	9.99%	▼
Staff expenses less than budgeted - vacant positions during the year		Permanent	
Materials and contracts	172,058	5.75%	▼
Oval maintenance more than budgeted (\$64,000), road maintenance less than budget (\$114,549) and various other small items		Permanent	
Utility charges	54,163	10.96%	▼
Oval water expenses less than budgeted and various other small items		Permanent	
Depreciation	649,559	10.67%	▼
Budget prepared before the valuations completed		Permanent	
Insurance	21,433	9.68%	▼
Plant & Equipment insurance less than budgeted		Permanent	
Other expenditure	25,384	17.98%	▼
Community Grants less than budgeted (\$20,000) and various small items		Permanent	
Loss on asset disposals	(20,240)	0.00%	▼
Sale of DL80 Mack Truck - not budgeted		Permanent	
Non-cash amounts excluded from operating activities	(513,413)	(8.93%)	▼
Timing variance and Depreciation for roads and other infrastructure budgeted using pre valuation figures		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(2,918,962)	(33.99%)	▼
WSFN & remaining DFES projects delayed to 24/25		Permanent	
Proceeds from disposal of assets	(220,250)	(24.71%)	▼
No budgeted land sales and DL80 Mack truck Sale		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	727,498	22.60%	▼
Timing variances - as per actual projects		Permanent	
Payments for construction of infrastructure	2,959,226	30.84%	▼
WSFN and DFES Resilience Grant projects delayed to 24/25		Permanent	
Inflows from financing activities			
Transfer from reserves	(10,192)	(1.99%)	▼
Transfer from leave reserve less than budgeted		Permanent	
Outflows from financing activities			
Transfer to reserves	262,308	12.15%	▼
No land sales so no reserve transfers and Joint Venture reserve transfer as per actual income & expenditure		Permanent	
Surplus or deficit after imposition of general rates	4,945,514	68516.50%	▲
Due to variances described above			

SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION

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SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.58 M	\$5.58 M	\$5.58 M	\$0.00 M
Closing	\$0.01 M	\$0.01 M	\$4.95 M	\$4.95 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.71 M	% of total
Unrestricted Cash	\$5.91 M	50.5%
Restricted Cash	\$5.79 M	49.5%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.39 M	% Outstanding
Trade Payables	\$0.18 M	
0 to 30 Days		98.9%
Over 30 Days		1.1%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.23 M	% Collected
Rates Receivable	\$0.04 M	99.1%
Trade Receivable	\$0.23 M	% Outstanding
Over 30 Days		10.0%
Over 90 Days		2.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.27 M)	(\$0.27 M)	\$3.89 M	\$4.15 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.66 M	% Variance
YTD Budget	\$3.67 M	(0.3%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$4.50 M	% Variance
YTD Budget	\$0.93 M	382.2%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$1.31 M	% Variance
YTD Budget	\$1.27 M	3.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.34 M)	(\$3.34 M)	(\$2.80 M)	\$0.54 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.67 M	%
Amended Budget	\$0.89 M	(24.7%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$6.64 M	% Spent
Amended Budget	\$9.60 M	(30.8%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$5.67 M	% Received
Amended Budget	\$8.59 M	(34.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.97 M)	(\$1.97 M)	(\$1.72 M)	\$0.25 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.31 M)
Interest expense	(\$0.11 M)
Principal due	\$3.00 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$5.79 M
Interest earned	\$0.20 M

Refer to 4 - Cash Reserves

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

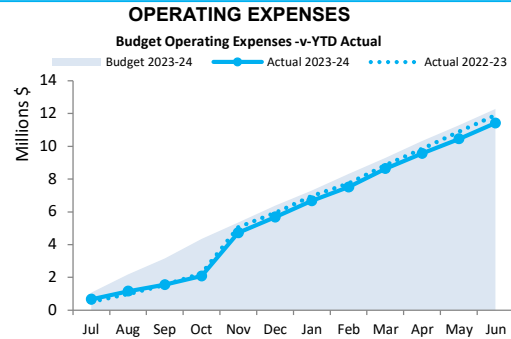
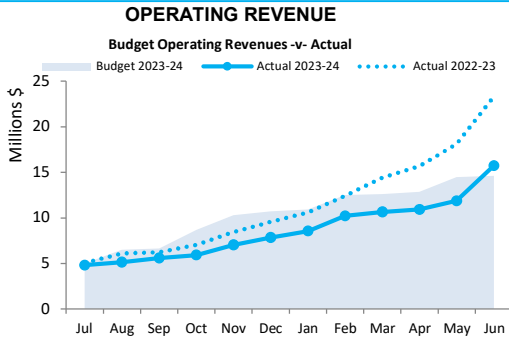
Refer to Note 12 - Lease Liabilities

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

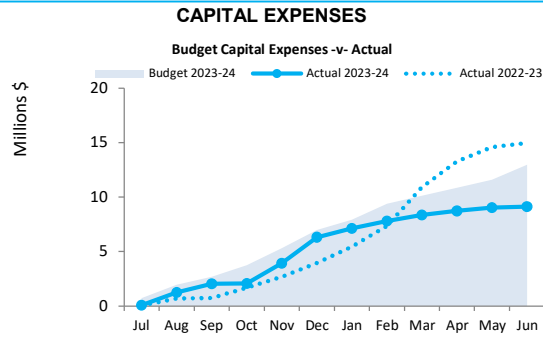
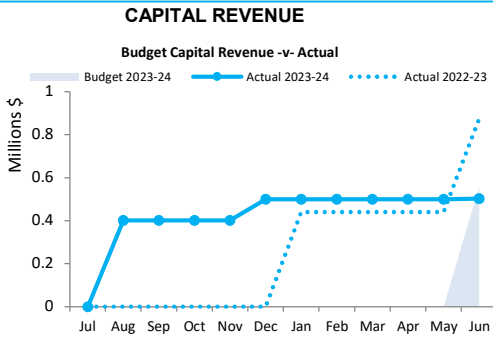
**SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024**

2 KEY INFORMATION - GRAPHICAL

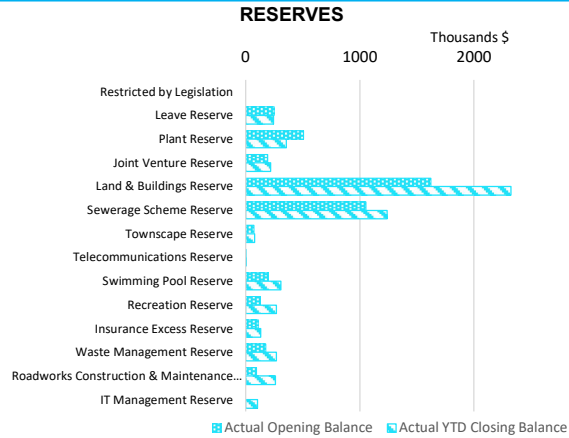
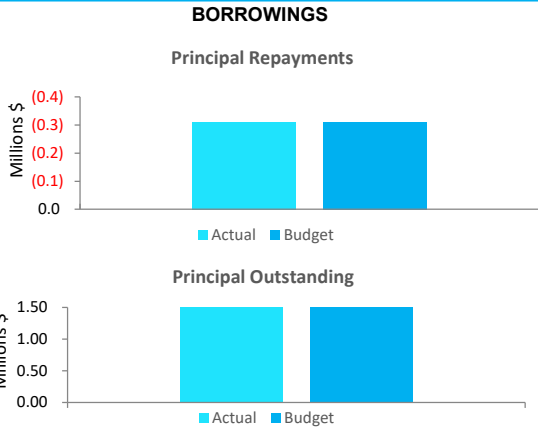
OPERATING ACTIVITIES



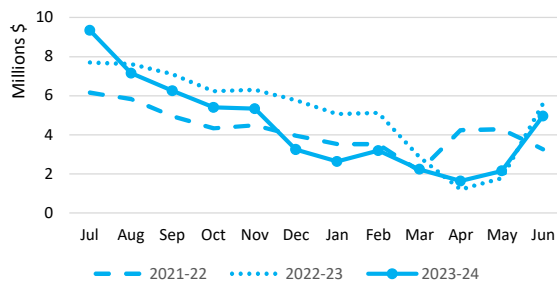
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Business Online Saver	Cash and cash equivalents	911,064		911,064		Bank	1.35%	At call
Municipal Account	Cash and cash equivalents	4,226,718		4,226,718		Bank	0.00%	At call
Term Deposit - Reserves	Cash and cash equivalents	0	5,793,205	5,793,205		Bank	4.52%	5/08/2024
Term Deposit - Municipal Exce	Cash and cash equivalents	776,896		776,896		Bank	4.34%	11/07/2024
Floats Held	Cash and cash equivalents	250		250		Shire float	0.00%	At call
Total		5,914,928	5,793,205	11,708,133	0			
Comprising								
Cash and cash equivalents		5,914,928	5,793,205	11,708,133	0			
		5,914,928	5,793,205	11,708,133	0			

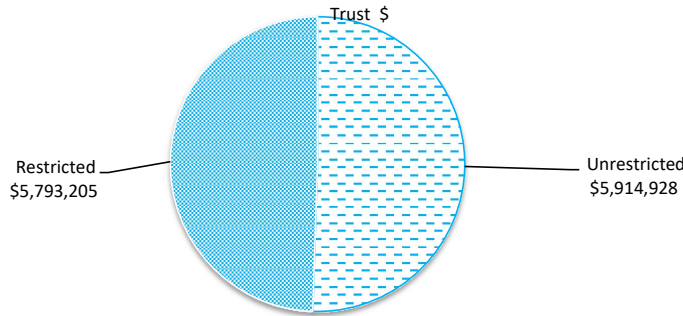
KEY INFORMATION

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

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

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

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



SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Leave Reserve	247,906	9,720	0	(24,885)	232,741	247,906	9,425	0	(14,862)	242,469
Plant Reserve	506,416	15,139	137,000	(305,000)	353,555	506,416	14,653	137,000	(305,000)	353,069
Joint Venture Reserve	191,570	7,909	4,512	(2,000)	201,991	191,570	7,667	19,978	(1,831)	217,384
Land & Buildings Reserve	1,621,642	76,920	1,063,500	(162,712)	2,599,350	1,621,642	74,547	791,507	(162,712)	2,324,984
Sewerage Scheme Reserve	1,052,044	48,518	156,443	(17,474)	1,239,531	1,052,044	47,010	156,443	(17,474)	1,238,023
Townscape Reserve	73,892	2,210	0	0	76,102	73,892	2,957	0	0	76,849
Telecommunications Reserve	507	15	0	0	522	507	20	0	0	527
Swimming Pool Reserve	195,884	11,556	100,000	0	307,440	195,884	11,182	100,000	0	307,066
Recreation Reserve	127,990	9,793	130,000	0	267,783	127,990	9,467	130,000	0	267,457
Insurance Excess Reserve	110,488	5,117	16,000	0	131,605	110,488	4,957	16,000	0	131,445
Waste Management Reserve	176,308	9,352	83,683	0	269,343	176,308	9,853	83,683	0	269,844
Roadworks Construction & Maint	94,273	10,181	157,436	0	261,890	94,273	9,035	157,436	0	260,744
IT Management Reserve	0	3,468	100,000	0	103,468	0	3,342	100,000	0	103,342
	4,398,920	209,898	1,948,574	(512,071)	6,045,321	4,398,920	204,117	1,692,047	(501,879)	5,793,205

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	75,500	75,500	0	(75,500)
Buildings - non-specialised	1,928,245	1,928,245	1,465,316	(462,929)
Furniture and equipment	35,023	35,023	35,741	718
Plant and equipment	1,180,576	1,180,576	990,789	(189,787)
Acquisition of property, plant and equipment	3,219,344	3,219,344	2,491,846	(727,498)
Infrastructure - roads	8,580,630	8,580,630	5,795,579	(2,785,051)
Infrastructure - Other	918,237	918,237	737,452	(180,785)
Infrastructure - Footpaths	97,900	97,900	104,511	6,611
Acquisition of infrastructure	9,596,767	9,596,767	6,637,541	(4,414,222)
Total capital acquisitions	12,816,111	12,816,111	9,129,387	(5,141,720)
Capital Acquisitions Funded By:				
Capital grants and contributions	8,588,713	8,588,713	5,669,751	(2,918,962)
Lease liabilities	35,600	35,600	35,600	0
Other (disposals & C/Fwd)	891,500	891,500	671,250	(220,250)
Reserve accounts				
Leave Reserve	0	0	14,862	14,862
Plant Reserve	305,000	305,000	305,000	0
Joint Venture Reserve	2,000	2,000	1,831	(169)
Land & Buildings Reserve	162,712	162,712	162,712	0
Sewerage Scheme Reserve	17,474	17,474	17,474	0
Contribution - operations	2,813,112	2,813,112	2,250,907	(562,205)
Capital funding total	12,816,111	12,816,111	9,129,387	(3,686,724)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

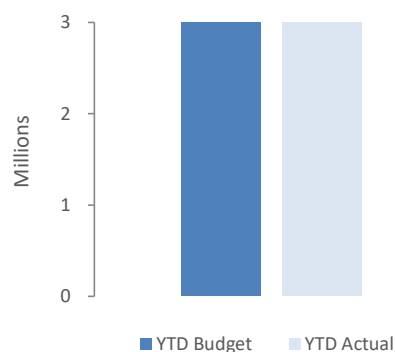
Initial recognition and measurement for assets held at cost

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

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

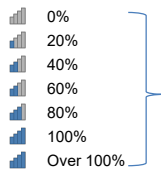
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



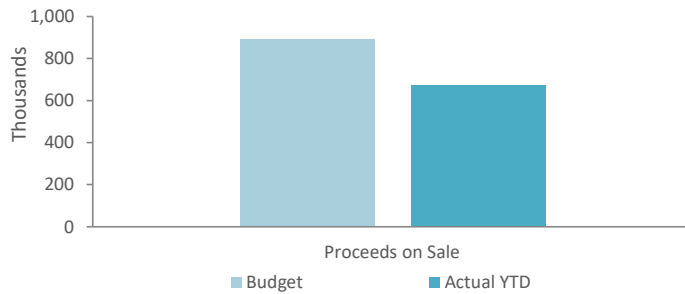
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Amended			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
LAND					
E093855	OTH HOU - Capital Expenditure - Land	52,000	52,000	0	52,000
L42	Purchase of Lot 42 & 43 Arthur St, Wubin	23,500	23,500	0	23,500
BUILDINGS					
E053847	OTH LOPS -Capital Expenditure - Buildings Disaster Resilience DFI	353,000	353,000	53,870	299,130
K60	Dalwallinu Early Learning Centre - Capital Upgrade	378,000	378,000	309,813	68,187
K104	11B Anderson Way, Dalwallinu - DDC Coordinator - Capital Upgrade	5,500	5,500	5,630	(130)
K29	13 Rayner St, Dalwallinu - General Hand - Capital Upgrade	65,000	65,000	55,095	9,905
K123	6B Cousins Rd, Dalwallinu - WM - Capital Upgrade	25,000	25,000	2,982	22,018
E092041	STF HOU - Construction of Employee Housing	190,066	190,066	143,352	46,714
K106	1 Salmon Gum Place, Dalwallinu (Dr) Capital Upgrade	6,000	6,000	0	6,000
K14	Pioneer House Building Upgrade	14,500	14,500	15,567	(1,067)
K98	6 McLevie Way, Dalwallinu JV - Capital Upgrade	24,500	24,500	24,500	0
U65	Dalwallinu Cemetery Toilet - Capital	80,000	80,000	79,321	679
U70	Kalannie Community Building Upgrade	7,150	7,150	8,650	(1,500)
K8	Dalwallinu Town Hall - Capital Upgrade	140,000	140,000	130,357	9,643
C149	Dalwallinu Recreation Centre Gardeners Shed - Capital Upgrade	181,789	181,789	173,566	8,223
C148	Dalwallinu Hockey Pavilion - Capital Upgrade	413,125	413,125	431,936	(18,811)
K112	Wubin Sports Pavilion - Capital Upgrade	9,291	9,291	9,291	0
K85	Kalannie Sports Pavilion - Capital Upgrade	21,324	21,324	21,387	(63)
K88	Administration Office - Capital Upgrade	14,000	14,000	0	14,000
ROADS					
E121700	ROAD CON - Regional Road Group	817,600	817,600	863,547	(45,947)
E121720	ROAD CON - Roads To Recovery	615,514	615,514	615,250	264
E121735	ROAD CON - WSNF	5,736,518	5,736,518	2,951,612	2,784,906
E121730	ROAD CON - Shire Road Program	1,221,818	1,221,818	1,175,989	45,829
E121795	ROAD CON - DRFAWA Works	189,180	189,180	189,180	(0)
OTHER INFRASTRUCTURE					
K61	Landscaping - MPECLC	90,000	90,000	82,516	7,484
Z78	Kalannie Memorial Wall - Capital Upgrade	11,500	11,500	10,750	750
E103844	SEW - Capital Expenditure - Other Infrastructure	217,474	217,474	65,242	152,232
O95	Aquatic Centre Shade Sails - Toddler Pool - Capital Upgrade	92,000	92,000	89,770	2,230
O25	Dalwallinu & Kalannie Recreation Centre Cricket Pitch Upgrade	20,655	20,655	13,877	6,778
O22	Shade Structure - Dalwallinu Sports Club	38,682	38,682	34,660	4,022
O27	Roberts Road 2 x Tanks - Capital Upgrade	107,751	107,751	105,881	1,870
O28	Kalannie Oval 2 x Tanks - Capital Upgrade	99,435	99,435	97,824	1,611
O29	Kalannie Sports Pavilion Sealing - Capital Upgrade	63,802	63,802	67,810	(4,008)
O30	Dalwallinu Playground (Arts Centre) - Capital Upgrade	85,288	85,288	85,478	(190)
O18	Wubin Playground	62,150	62,150	58,155	3,995
O24	New Gazebo to Tourism Carpark	17,700	17,700	16,488	1,212
O31	RV Dump Point Wubin - Capital Upgrade	11,800	11,800	9,000	2,800
FOOTPATH CONSTRUCTION					
F0196A	Hyde St Between McNeil & Johnston - Capital Upgrade	27,500	27,500	34,757	(7,257)
F0181	Dungey Way between Bell & Shannon - Capital Upgrade	39,600	39,600	37,359	2,241
F0189	Leahy St Between South & Annetts - Capital Upgrade	30,800	30,800	32,395	(1,595)
PLANT & EQUIPMENT					
E053848	OTH LOPS -Capital Expenditure - Plant & Equip Disaster Resilience	147,000	147,000	146,937	63
CP004	Transfer Pump Portable 6inch - Capital Upgrade	35,628	35,628	35,628	0
DL122	Purchase Grader DL 122	455,000	455,000	455,000	0
DL10324	Semi Water Taker (DL10324) - Capital Upgrade	150,000	150,000	132,885	17,115
DL350	Utility (DL350) - Capital Upgrade	30,000	30,000	36,340	(6,340)
DL281	Purchase Utility WS	44,000	44,000	0	44,000
DL275	Utility (DL275) - Capital Upgrade	30,000	30,000	37,110	(7,110)
CP005	Second Hand Street Sweeper - Capital Upgrade	100,000	100,000	0	100,000
CP006	Auger Attachment for Track Loader - Capital Upgrade	10,000	10,000	0	10,000
DL9138	2017 Hitachi 5 Wheel Loader (Major Repairs)	85,000	85,000	57,937	27,063
CP001	Purchase Sundry Plant	5,000	5,000	0	5,000
CP003	EV Charging Station - Capital Upgrade	42,005	42,005	42,005	(0)
E145802	ADMIN - MCS Vehicle - DL 131	46,943	46,943	46,946	(3)
FURNITURE & FIXTURES					
C124	Altus Payroll & Procurement Software Implementation	20,000	20,000	20,000	0
C125	HPE Backup Server Proline	8,370	8,370	9,088	(718)
C127	Wall Mounted Television Dally Rec Centre - capital upgrade	6,653	6,653	6,653	(0)
		12,816,111	12,816,111	9,129,387	3,686,724

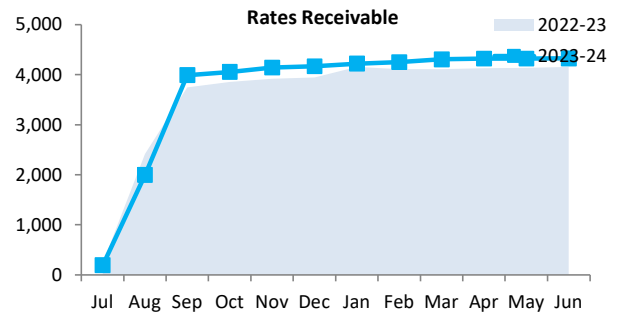
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Land & Buildings									
	Sale of McNeill St lots	75,000	120,000	45,000	0	0	0	0	0
	Sale of Roberts Rd lots	65,000	150,000	85,000	0	0	0	0	0
	Sale of 5 South St	229,000	310,000	81,000	0	227,651	310,000	82,349	0
Plant and equipment									
	Sale of DL122	90,000	140,000	50,000	0	90,000	140,000	50,000	0
	Sale of DL10324	0	40,000	40,000	0	10,000	50,000	40,000	0
	Sale of DL103	28,000	37,000	9,000	0	28,000	45,000	17,000	0
	Sale of DL350	9,182	11,500	2,318	0	9,182	20,682	11,500	0
	Sale of DL281	25,000	38,000	13,000	0	0	0	0	0
	Sale of DL275	9,182	12,000	2,818	0	12,491	20,682	8,191	0
	Sale of DL131	28,000	33,000	5,000	0	28,000	34,545	6,545	0
	Sale of generator	0	0	0	0	0	9,091	9,091	0
	Sale of DL80	0	0	0	0	61,490	41,250	0	(20,240)
		558,364	891,500	333,136	0	466,814	671,250	224,676	(20,240)



7 RECEIVABLES

Rates receivable	30 June 2023	30 Jun 2024
	\$	\$
Opening arrears previous years	59,824	30,307
Levied this year	4,135,012	4,336,786
Less - collections to date	(4,164,529)	(4,326,832)
Gross rates collectable	30,307	40,261
Net rates collectable	30,307	40,261
% Collected	99.3%	99.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(370)	206,775	17,244	1,061	4,696	229,407
Percentage	(0.2%)	90.1%	7.5%	0.5%	2.0%	
Balance per trial balance						
Trade receivables	(370)	206,775	17,244	1,061	4,696	229,407
Total receivables general outstanding						229,407

Amounts shown above include GST (where applicable)

KEY INFORMATION

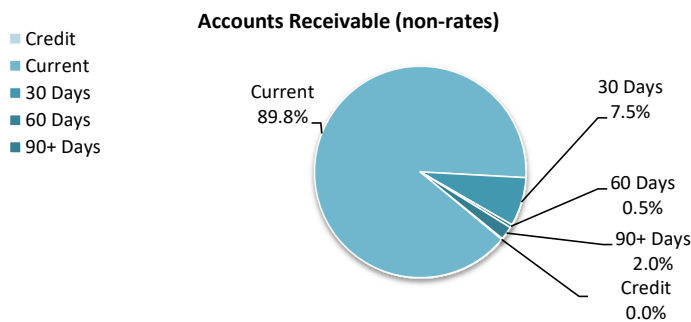
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 June 2024
	\$	\$	\$	\$
Inventory				
Inventories Fuel & Materials	13,751	5,150	0	18,901
Total other current assets	13,751	5,150	0	18,901

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.

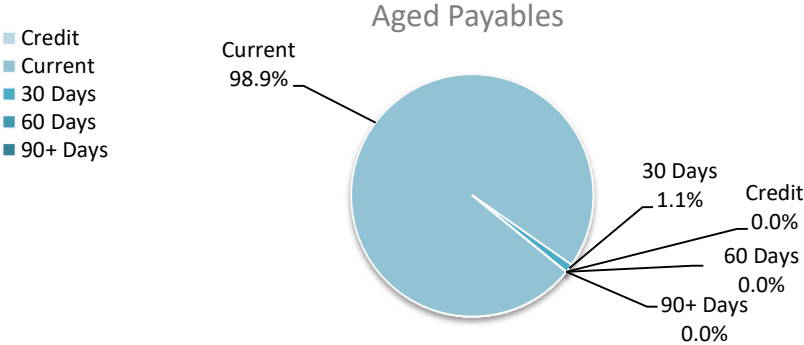
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	179,346	2,031	0	0	181,377
Percentage	0.0%	98.9%	1.1%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	175,046	2,031	0	0	177,077
Accrued salaries and wages						27,935
ATO liabilities						23,911
Other payables						32,956
Accrued interest on loans						65,598
Bonds & Deposits Held						48,969
Rates income received in advance						9,265
Total payables general outstanding						385,711

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget		Rate	YTD Actual	
	\$(cents)	Properties	Value	Revenue	Reassessed	Total	Revenue	Interim	Total
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.098822	326	4,595,852	454,171	4,000	458,171	454,171	539	454,710
Unimproved value									
Unimproved Value	0.012310	364	254,734,000	3,135,776	4,097	3,139,873	3,132,544	(1,085)	3,131,459
Sub-Total		690	259,329,852	3,589,947	8,097	3,598,044	3,586,715	(546)	3,586,169
Minimum payment	Minimum Payment \$								
Gross rental value									
GRV - Dalwallinu	624	105	489,959	65,520	0	65,520	65,520	0	65,520
GRV - Kalannie	624	32	134,773	19,968	0	19,968	19,968	0	19,968
GRV - Other Towns	624	82	261,964	51,168	0	51,168	51,168	0	51,168
Unimproved value									
UV - Rural	728	30	580,478	25,480		25,480	25,480	0	25,480
UV - Mining	728	49	455,057	35,672	0	35,672	35,672	0	35,672
Sub-total		298	1,922,231	197,808	0	197,808	197,808	0	197,808
Discount						(174,968)			(174,968)
Amount from general rates						3,620,884			3,609,009
Ex-gratia rates						51,420			51,420
Total general rates						3,672,304			3,660,429

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Dalwallinu Sewerage Scheme	64	49,389	0	0	(23,507)	(23,507)	25,882	25,882	(3,246)	(4,300)
	Dalwallinu Discovery Centre	157	398,700	0	0	(62,726)	(62,726)	335,974	335,974	(11,084)	(10,573)
	Dalwallinu Recreation Centre	159	2,463,356	0	0	(63,698)	(63,698)	2,399,658	2,399,658	(90,186)	(91,426)
	Bell St Subdivision	160	403,063	0	0	(160,485)	(160,485)	242,578	242,578	(4,174)	(2,227)
Total			3,314,508	0	0	(310,416)	(310,416)	3,004,092	3,004,092	(108,689)	(108,526)
	Current borrowings		310,416					317,147			
	Non-current borrowings		3,004,093					2,686,946			
			3,314,509					3,004,093			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Gymnasium Equipment	E6N0162493	418	35,600	35,600	(8,621)	(8,900)	27,397	27,118	(1,356)	(1,260)
Administration Photocopiers	Ricoh	18,094	0	0	(3,824)	(3,824)	14,270	14,270	(809)	(779)
Total		18,512	35,600	35,600	(12,445)	(12,724)	41,667	41,388	(2,165)	(2,039)
Current lease liabilities		3,482					12,061			
Non-current lease liabilities		14,301					28,609			
		17,783					40,670			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 June 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		0	0	6,888,116	(6,174,032)	714,084
Total other liabilities		0	0	6,888,116	(6,174,032)	714,084
Employee Related Provisions						
Provision for annual leave		187,998	0	0	0	187,998
Provision for long service leave		203,049	0	0	0	203,049
Total Provisions		391,047	0	0	0	391,047
Total other current liabilities		391,047	0	6,888,116	(6,174,032)	1,105,131

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	30 Jun 2024	30 Jun 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Grant - WA Government	0	0	0	0	0	97,484	97,484	2,204,578
Untied Roads Grant - WA Government	0	0	0	0	0	71,357	71,357	1,478,412
DFES Operating Grant	0	0	0	0	0	44,900	44,900	44,900
State Library WA	0	0	0	0	0	4,990	4,990	4,990
COTA Seniors Week Grant	0	0	0	0	0	909	909	909
Direct Grant - Main Roads	0	0	0	0	0	353,438	353,438	353,438
	0	0	0	0	0	573,078	573,078	4,087,227
Contributions								
Collection of Legal Costs	0	0	0	0	0	10,000	10,000	18,513
Miscellaneous Reimbursements - GOV	0	0	0	0	0	2,300	2,300	2,264
Miscellaneous Reimbursements - PREV HEALTH	0	0	0	0	0	1,269	1,269	1,269
Miscellaneous Reimbursements - HEALTH	0	0	0	0	0	9,200	9,200	9,729
Miscellaneous Reimbursements - PRE SCHOOL	0	0	0	0	0	13,162	13,162	11,481
Miscellaneous Reimbursements - OTH WELFARE	0	0	0	0	0	200	200	175
Miscellaneous Reimbursements - STAFF HOUSING	0	0	0	0	0	7,074	7,074	6,015
Miscellaneous Reimbursements - OTH HOUSING	0	0	0	0	0	17,915	17,915	17,631
Miscellaneous Reimbursements - SEWERAGE	0	0	0	0	0	6,040	6,040	5,552
Miscellaneous Reimbursements - OTH COM	0	0	0	0	0	2,378	2,378	2,044
Containers Deposit Scheme Income	0	0	0	0	0	50	50	44
Collection Metal Rubbish	0	0	0	0	0	500	500	0
Miscellaneous Reimbursements - REC & CUL	0	0	0	0	0	159,937	159,937	183,739
Miscellaneous Reimbursements - ROAD MAIN	0	0	0	0	0	500	500	239
Street Light Contribution - Main Roads	0	0	0	0	0	5,000	5,000	5,508
Miscellaneous Reimbursements - ECON SERV	0	0	0	0	0	60,842	60,842	64,156
Miscellaneous Reimbursements - OTH PRO & SERV	0	0	0	0	0	19,200	19,200	39,856
Fuel Rebates - ATO	0	0	0	0	0	45,000	45,000	46,341
	0	0	0	0	0	360,567	360,567	414,556
TOTALS	0	0	0	0	0	933,645	933,645	4,501,783

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2023	Liability	Liability	30 Jun 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES LG Resilience Fund Grant	0	0	0	0	0	500,000	500,000	200,083
LRCI Phase 4 - Fecing OTH HOU	0	0	0	0	0	8,000	8,000	13,747
LRCI Phase 4 - Cemetery Toilet OTH COM	0	0	0	0	0	80,000	80,000	80,000
LRCI Phase 4 - Town Hall PUB HALL	0	0	0	0	0	140,000	140,000	130,357
LRCI Phase 4 - Shade Sails SWIM	0	0	0	0	0	92,000	92,000	89,770
CWSP Grant - Water Tank Projects	0	0	0	0	0	137,138	475,849	489,291
LRCI Phase 4 - OTH REC & SPORT	0	0	0	0	0	229,843	0	0
CRFF Grant - Hockey Pavillion	0	0	0	0	0	108,868	0	0
LRCI Phase 4 - Roads	0	0	0	0	0	621,000	669,950	666,434
DoT Footpahts	0	0	0	0	0	48,950	0	0
Main Roads Regional Road Group (RRG)	0	0	0	0	0	539,511	539,511	524,914
Dept Infr Roads to Recovery (RTR)	0	0	0	0	0	637,667	637,667	637,667
Main Roads Wheatbelt Secondary Freight (WSFN)	0	0	0	0	0	5,418,336	5,418,336	2,812,888
LRCI Phase 4 - Tourism	0	0	0	0	0	27,400	27,400	24,600
	0	0	0	0	0	8,588,713	8,588,713	5,669,751

**SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024**

16 INVESTMENT IN ASSOCIATES

(a) Investment in associate

Aggregate carrying amount of interests in Local Government House accounted for using the equity method are reflected in the table below.

Carrying amount at 1 July
Carrying amount at 30 June

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	142,607
0	0	142,607

SIGNIFICANT ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire’s share of net assets of the associate. In addition, the Shire’s share of the profit or loss of the associate is included in the Shire’s profit or loss.

**SHIRE OF DALWALLINU
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 JUNE 2024**

17 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						7,218
Budget Review	10204	Operating revenue		0	0	7,218
				0	0	0

Shire of Dalwallinu Bank Reconciliation as at 30 June 2024

Balance as per General Ledger as at 1 June 2024				
A910000 - Municipal Fund	153,731.32 ✓			
A910001 - Telenet Saver	873,277.30 ✓	1,027,008.62		1,027,008.62
Add Cash Receipts				
Daily Receipts		4,318,976.05 ✓		
BPAY Receipts		51,199.97		
Interest Received		3,612.51		
Transfer from Muni Excess Funds Term Deposit		750,000.00		
				5,123,788.53
				6,150,797.15
Less Cash Payments				
EFT Payments - Payroll ✓		122,079.55 ✓		
EFT Payments (EFT15956 - EFT16051) ✓		319,365.08 ✓		
Direct Debit - Credit Cards (DD17817.1)		2,746.48		
Direct Debit - Superannuation Payments		23,783.13		
Bank Fees		711.10 ✓		
Transfer to Reserves Term Deposit		394,654.00		
Direct Debit - Payment to DoT		149,675.65		
				1,013,014.99
Balance as per General Ledger as at 30 June 2024				
A910000 - Municipal Fund	4,226,717.69 ✓			
A910001 - Telenet Saver	911,064.47 ✓			
		5,137,782.16	0.00	5,137,782.16
Add				
Returned Super Payment 17/11/23 & 23/01/24				64.50 ✓
Less				
Banking 08/06/24, received on 01/07/24				2,674.10 ✓
				5,135,172.56
Balance as per Bank Statements as at 30 June 2024				
BWA Muni Cheque Account - xxxx914		0.00 ✓		
CBA Muni Cheque Account - xxxx379		4,224,108.09 ✓		
CBA Business Online Saver - xxxx395		911,064.47 ✓	0.00	5,135,172.56

Prepared by



1/7/2024


Reviewed by



4/7/2024

Shire of Dalwallinu Trust Bank Reconciliation as at 30 June 2024

Balance as per General Ledger as at 1 June 2024				
2T9900000 - Trust Fund	0.00	0.00		0.00
Add Cash Receipts				0.00
				0.00
Less Cash Payments				0.00
		0.00		0.00
Balance as per General Ledger as at 30 June 2024				
2T9900000 - Trust Fund	0.00	0.00	0.00	0.00
Add				
Less				
Balance as per Bank Statements as at 30 June 2024				0.00
2T9900000 - Trust Fund		0.00	0.00	0.00

Prepared by  1/7/2024

Reviewed by  4/7/2024

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Shire of Dalwallinu Workforce Plan*

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	CU/6 – Customer Services - Requests
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	DRAFT Workforce Plan 2024-2028

Purpose of Report

Council is requested to endorse the Shire of Dalwallinu Workforce Plan 2024-2028.

Background

Council endorsed the second Shire of Dalwallinu Workforce Plan 2020-2024 in May 2020.

Annual reviews have been undertaken by administration in May 2021 and 2022.

Council endorsed the Workforce Plan in 2023.

The 2024 review is now being presented to Council for endorsement.

Consultation

Senior Management Team

Legislative Implications

State

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.



Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environment implications associated with this proposal.

Officer Comment

Employee numbers have remained stable since the last major review of the Workforce Plan.

Employees eligible for retirement in the next ten (10) years remains the biggest statistic in that 41.9% of the current workforce is due to retire within the next 1-10 years. It will be Administration's intention to seek younger workers to roles by way of traineeships with the hope that the employee will remain with the Shire on completion of the traineeship.

Another issue facing the Shire will be housing employees as 53% of the employees that are eligible to retire within the next ten (10) years have their own housing. This equates to seven (7) more houses being required to house employees to fill these vacancies.

Officer Recommendation/Council Resolution

MOTION 10267

Moved Cr SC Carter
Seconded Cr NW Mills

That Council endorse the Shire of Dalwallinu Workforce Plan 2024-2028.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil





Workforce Plan

2024 – 2028

Reviewed: June 2024

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Chief Executive Officer's Message

The Shire of Dalwallinu's first Workplace Plan was developed in 2013. The Workforce plan is reviewed annually and changes made accordingly.

Workforce planning is *"a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and into the future"* (ANAO, 2004).

Workforce Planning:

- is continuous, not a one-off activity;
- is a process, not a static action or set of actions;
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes;
- has its purpose linked with organisational objectives; and
- applies not just to the current workforce but anticipates future workforce requirements.

Workforce Planning will enable our organisation to:

- respond quickly and more strategically to change by recognising emerging challenges;
- improve efficiency, effectiveness and productivity by having employees with the right knowledge and skills and who are a good fit for the job they are in;
- facilitate strategic staffing and planning for future workforce requirements by identifying these in a timely manner, monitoring staff separations and making arrangements to fill key vacancies;
- strengthen our organisation's capacity to achieve the outcomes of the Strategic Community Plan and Corporate Business Plan;
- encourage understanding of our organisation's workforce profile so that existing workforce capacity can be maximised and the future workforce shaped as needed;
- assist with identifying and managing people with the knowledge critical for efficient and effective business operations, and managing corporate memory;
- adapt and integrate management and business processes, technology and systems and adjust our organisational structure to use resources most effectively;
- strengthen our organisation through stronger career paths and staff development.

Jean Knight

CHIEF EXECUTIVE OFFICER

Document Purpose within Integrated Planning Framework

The Integrated Planning Framework and Key Documents

The Department of Local Government introduced regulations which established requirements for local governments in Western Australia. All local governments, including the Shire of Dalwallinu, are required to have an **Integrated Planning and Reporting Framework (IPR)** which consists of several strategic and operational plans. These documents will drive the development of the Annual Budget and will ultimately help local governments plan for the future of their communities.

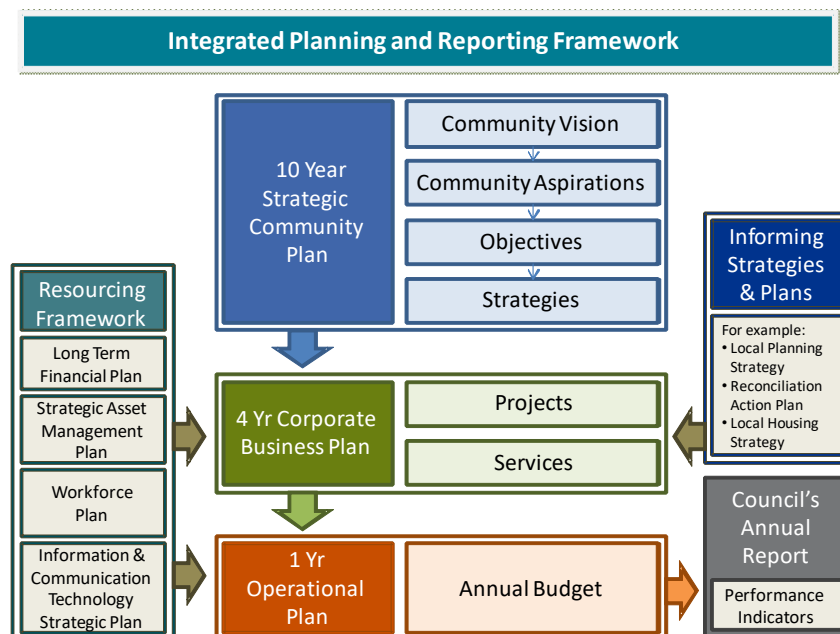
After a process of community consultation, the vision and aspirations of the community are articulated in the Shire's **Strategic Community Plan (SCP)** which sets out the ten-year objectives and strategies within which the operational activities will be delivered.

The **Corporate Business Plan (CBP)** is the Shire of Dalwallinu's four year operating plan and outlines specific projects, programs and services to achieve each of the aspirational outcomes, community objectives and strategies contained within the Shire's SCP.

The CBP aligns with the Shire's resourcing plans to demonstrate both the operational and financial capacity to achieve community outcomes over the medium term. As such, this **Workforce Plan** aligns with the CBP to ensure the workforce needs and limitations are addressed. The Workforce Plan is a resourcing strategy to coordinate the human resource requirements for delivering the Shire's operations.

The graphic below illustrates how the components of the Integrated Planning Framework fit together.

Figure – Workforce planning as an element of integrated planning and reporting



Outcomes of community consultation for the SCP vision

Through the Shire’s community consultation, residents identified a range of community priorities. Continuing from the vision of “building a future together”, the Shire has developed the following aspirations across the four pillars of **environment, society, economy** and **civic leadership**. The community priorities under each pillar were examined to develop a community aspiration for each, as shown below:

SCP Goals

Goal 1 – Community (Social):

To be a progressive and safe community with a high standard of living, valuing acceptance of all people.

Goal 2 – Sustainable Living (Economic):

To be a diverse and innovative economy with a range of local employment opportunities.

GOAL 3 – Environment:

To have a balanced respect for our environment and heritage, both natural and built.

GOAL 4 – Civic Leadership (Governance)

To work together as custodians for now and the future.

What is a Workforce Plan?

At its highest level, workforce planning is the process of identifying an organisation’s human resource requirements and developing plans to ensure those requirements are satisfied. A workforce management plan is the foundation upon which other human resource management activities (i.e. recruitment, selection, induction, training, and retention) are built, and links these strategies to the organisational goals. Based on all the work that has been done to capture the organisational goals via the **Strategic Community Plan (SCP)** and **Corporate Business Plan (CBP)** as outlined in the previous pages, the Shire of Dalwallinu’s Workforce Plan aligns with these documents to ensure the workforce needs and limitations are addressed.

This plan is a resourcing strategy to coordinate the human resource requirements for delivering the Shire's operations. It provides a strategic basis for making human resource decisions, allows change to be anticipated, and provides approaches for addressing present and anticipated workforce issues.

There are a number of approaches to workforce planning, and the approach used at the Shire, guided by the Department of Local Government, covers the following elements:

Analysis of Internal and External Environment and Workforce

A workforce analysis helps the Shire understand the current internal workforce through a range of metrics. The external analysis assists in the understanding of community demographics, and how they compare to the internal Shire workforce, where possible. It also aids an understanding of the quantity and quality of available resources in the community and any challenges in accessing these resources.

Workforce Implications of the SCP and CBP

The actions the Shire plan to take in response to the SCP and CBP have multiple workforce implications. The Shire has analysed where their gaps lie in terms of workforce in order to achieve these outcomes.

Strategies to Meet Future Workforce Needs

Planning and designing specific programs, projects and initiatives that will enable the Shire to develop and maintain a workforce capable of delivering upon the objectives.

Monitoring and Evaluation

Monitoring and evaluating determines the effectiveness, efficiency and appropriateness of the workforce planning strategies and activities. The current workforce plan illustrates how the Shire plans on monitoring and evaluating its performance, and in future years will report on these metrics.

Analysis of Internal and External Environment and Workforce

According to the 2021 Census Data the Shire of Dalwallinu experienced a 3.5% decline in their population since the 2016 census. The majority of local governments in Western Australia have challenged the validity of the data provided by the 2021 Census. The population of the Shire at the 2021 Census was 1,379 persons.

To meet the needs of our community, the Shire will focus on providing infrastructure, services, facilities and programs in a timely, cost effective and sustainable manner. A key component of providing these items will be our workforce.

To understand the workforce needs of the organisation in the future, it is important to understand where we are now. To assist in this process, a review of the internal workforce and external environment demographics has been undertaken.

Staff Satisfaction Survey

In July 2017, a staff satisfaction survey was distributed to all permanent staff. 39 were distributed and 27 were returned achieving a 69.23% response rate. *(No survey completed by Chief Executive Officer and two casual employees)*

A follow up survey was conducted in June 2019. 33 were distributed and 11 were returned achieving a 33.33% response rate. *(No survey completed by Chief Executive Officer and two casual employees).*

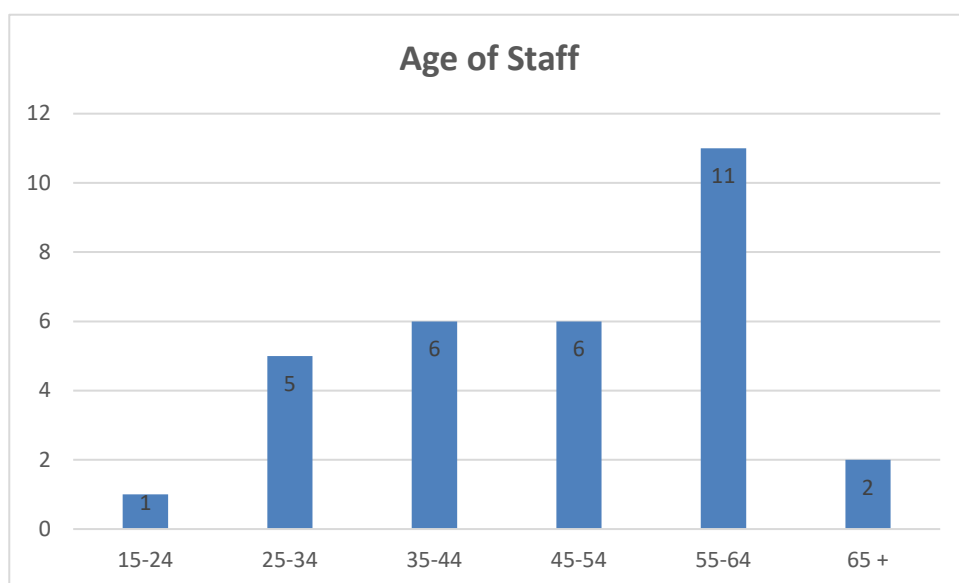
A new survey will be distributed in the coming months.

These results will be used as a benchmark for future bi-annual surveys of all staff.

Age – Gender Profile

The current age statistics for Shire of Dalwallinu employees (permanent and casual) are as follows:

- 3.23% are 24 and under;
- 16.13% are 25-34 years;
- 19.35% are 35 – 44 years;
- 19.35% are 45 – 54 years;
- 35.48% are 55 – 64 years;
- 6.45% are 65 plus years



It will be important that the Shire has training, development and succession planning to support younger age groups develop the right skills and competencies for leadership roles in the future. This also requires a fundamental shift within the existing leadership culture and recruitment practices, to encourage consideration and appointment of younger, but equally suitable employees, into leadership roles.

It will also be important that the Shire develop programs that engage and retain youth within the Shire of Dalwallinu, and conversely look at options of retaining employees who are due to retire in the coming years.

Given the age of current Shire staff it will be important that mature employees (i.e. 60 years and over) who undertake a critical role within the Shire and are identified as positive role models for supporting a succession planning process, are provided options to support them to continue to work at the Shire, whilst their corporate knowledge is passed onto other employees through a planned approach.

The Shire of Dalwallinu community profile indicates that 24% of residents are 15 - 34 years, which provides the Shire with potential future employees. It will be critical that the Shire is able to engage with the youth in the community and promote the opportunities of working in Local Government.

Years to Retirement

When reviewing the data for Shire of Dalwallinu employees, it is clear that 41.9% of staff are eligible to retire in the next 10 years.

Table – Years to Retirement across Organisation

Years to Retirement	Employees
0	6.45%
1 to 10	35.48%
11 to 20	19.35%
21 to 30	19.35%
31 to 40	16.13%
40 +	3.23%

Given the above, (in the next 1-10 years 41.9% are due to retire) it will be important that the Shire has in place effective succession planning strategies to ensure there is a pool of future leaders within the organisation. It will also be important to look at phased retirement options, part-time work and the effective on boarding of youth (and all new employees) to ensure the skills of the retiring employees are not lost when they leave the organisation.

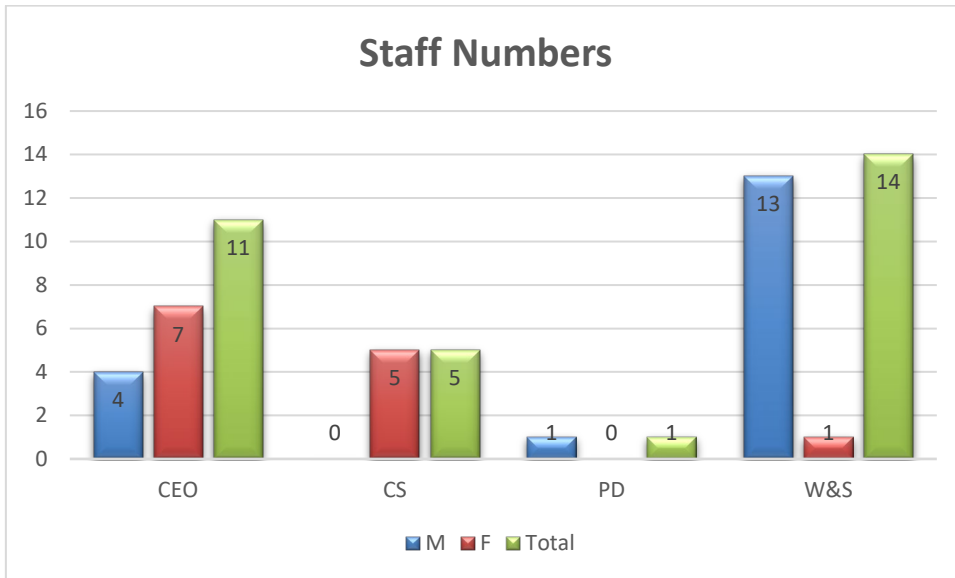
To assist in this process the development of an ageing workforce strategy will be important and will provide support to staff as they progress towards retirement.

This plan intends to bring trainees into the workforce in both Administration and the Outside Crew.

Gender Profile

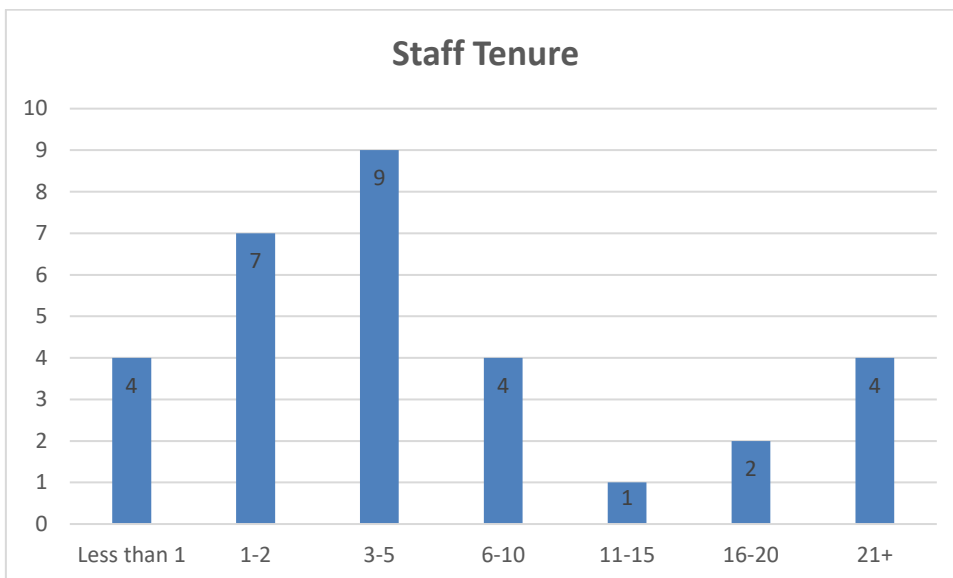
In 2024 the overall total split for employees is 61% males and 39% females for the Shire.

Figure – Gender by organisational unit



Staff Tenure

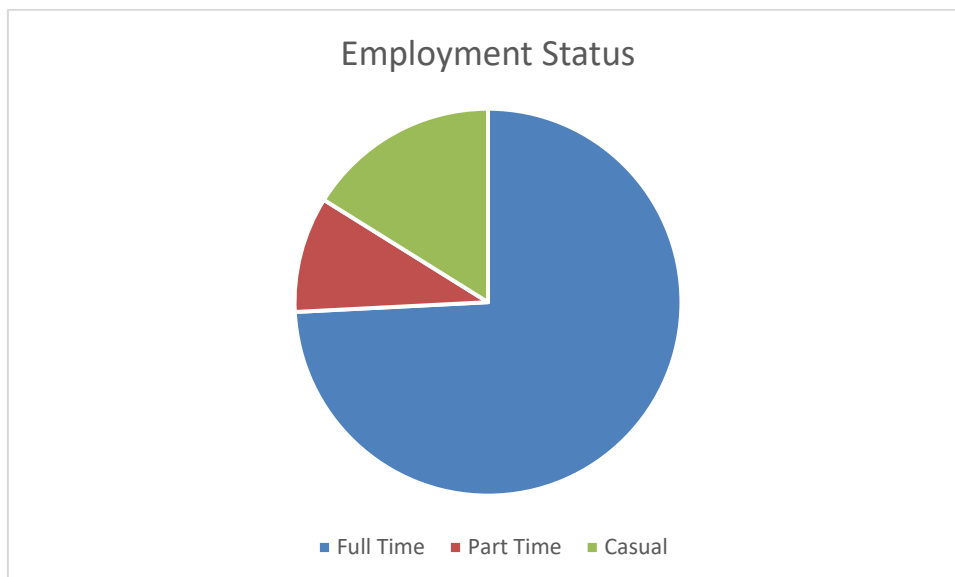
The majority of the staff (52%) have an employment tenure of between 1-5 years.



Employment Status

The majority of employees are employed on a permanent full time basis (74%) with (10%) on a part time basis and (16%) on a casual basis. Casual positions are aligned to operations that fluctuate due to seasonal operations and leave cover.

Figure – Employment Status of employees at Shire of Dalwallinu



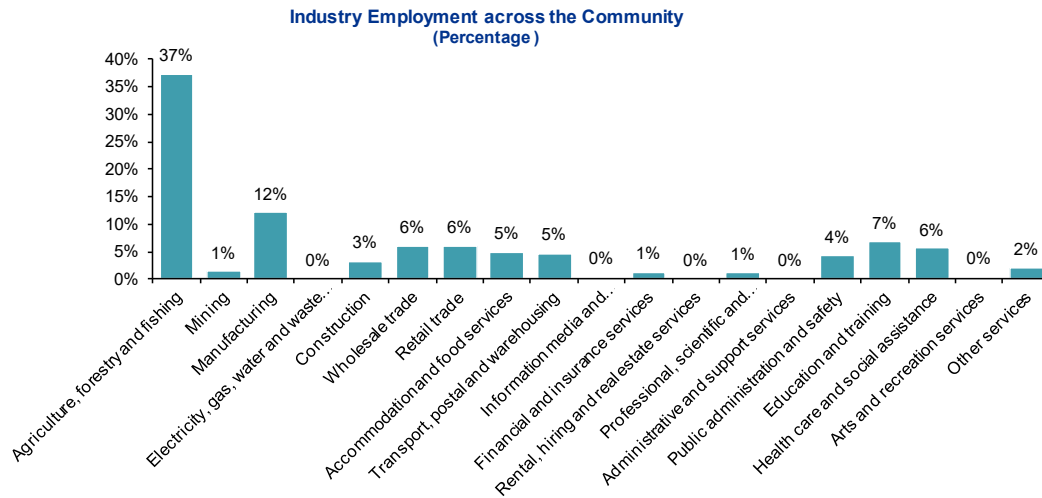
Industry of Employment Profile

When considering the industry of employment of the Shire's residents the majority are working in the agricultural, manufacturing or education industry.

The areas in high demand at the Shire of Dalwallinu and the main industries for turnover which requires ongoing recruitment are administration and support services, and professional and public administration industries. Only 4% of overall Shire residents work in these industries. Potentially, this means future employees will need to be attracted from outside the Shire. The Shire will need to look at specific strategies to attract potential employees and retain them once commenced. Amenities to encourage non-residents to the area include childcare and crèche facilities, flexible working arrangements, provision of housing and close access to health facilities and recreation centres to support health and wellbeing.

Other industries that are most common at the Shire are healthcare, wholesale and retail (which includes the combined recreation centres in Dalwallinu and other towns) and other support services which include transport, accommodation and food services.

Figure – Percentage of Shire of Dalwallinu Residents by Industry

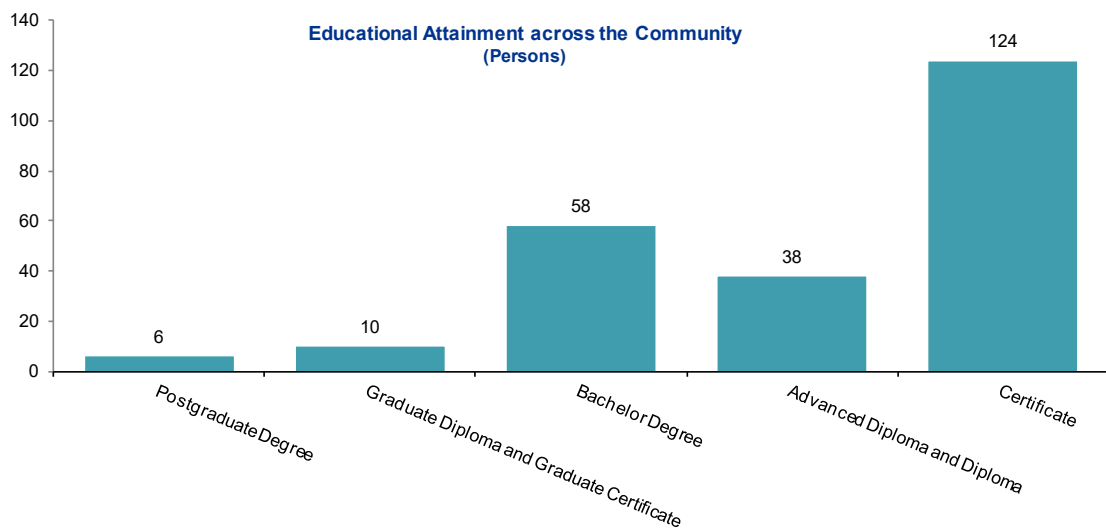


source: Australian Bureau of Statistics 2011

Level of Education

When looking at the education levels of residents, the large majority (over 47%) have a certificate III or IV which would support the industry of employment statistics detailed on the previous page. Over 37% have a Bachelor Degree or Advanced Diploma or Diploma. Less than 7% of residents have a Postgraduate Degree or Graduate Diploma or Certificate.

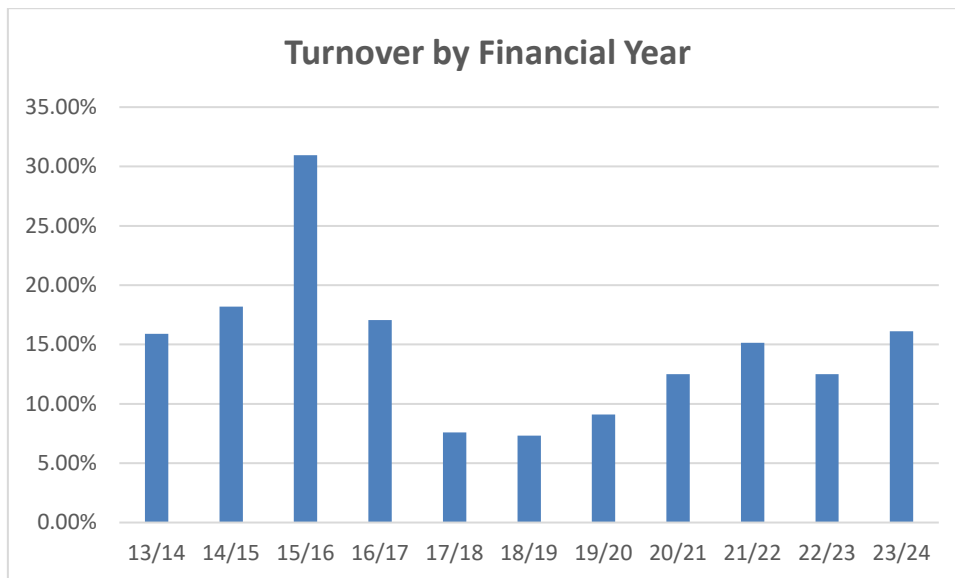
Figure – Percentage of Shire of Dalwallinu residents' maximum attained level of education



source: Australian Bureau of Statistics 2011

Turnover

Figure – Staff turnover by financial year



Additional Comments on External Environment

In the data analysis above, the external environment is discussed in most sections as it compares to the Shire workforce metrics. The Shire of Dalwallinu faces the similar environment as many local governments in Western Australia.

Some considerations:

- Working in a local council is not necessarily considered a highly desirable career ambition for many younger people. The Shire may wish to consider its approach towards recruitment and how it markets itself to better engage with the local youth, and promote the many benefits and career opportunities that exist by working for a key local organisation. This statement would also be true for all age groups (i.e. how the Shire recruits and markets itself to all age groups within the local community).
- Pay rate for both Admin and Work & Services roles is considered to be low compared to salaries for similar jobs in the area.
- The Shire's recruitment strategy should be geared towards both internal promotions with this seen as a positive opportunity for existing staff to help retain locally recruited talent.
- Externally the Shire can strengthen its profile with local students early in their studies; there is a real potential opportunity to capture some of the best local youth both whilst they study (as trainees) once they graduate.

Identification of Gaps between Internal / External Environment

There are potential future gaps that exist in the organisation as the Shire embarks on growth in the future (for example, increased training and development for younger demographics, planning for an ageing workforce, etc.). Although there hasn't yet been a structured gap analysis or talent management plan developed, nor the introduction of a clear succession plan for leadership and critical roles; the Shire is positioning itself to address the issues within the immediate future.

The Shire's approach is to ensure there is a pro-active effort towards addressing future gaps. This includes clear assignment of 'ownership by senior staff', regarding the development and implementation of essential (human resource) systems that are required to prepare for and address the future gaps in employment. Senior staff have been assigned, and will be held accountable for developing contemporary systems within:

- Recruitment and Selection;
- On-boarding and Induction;
- Remuneration and Benefits;
- Workforce Planning;
- Employee Development (incorporating traineeships; talent management and succession planning; recognition & reward etc);
- De-selection and Removal (i.e. management of non performing employees or those who are unable to demonstrate commitment to the Shire's values);
- Industrial Relations;
- Employee Support (including health and wellness, and ageing workforce programs);
- Effective change management practices.

An important element of effectively implementing these initiatives is ongoing leadership development, incorporating senior staff members. This is a significant first step towards introducing succession planning, holding leaders accountable for performance management and for developing members within their teams.

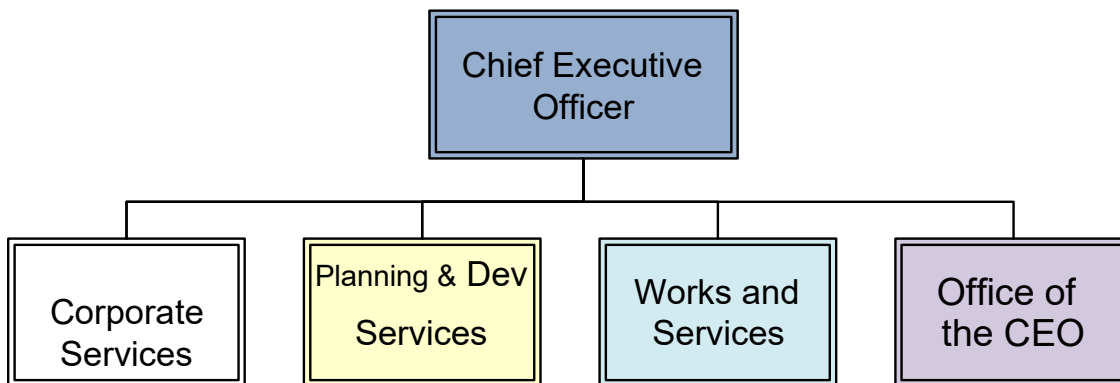
The Shire seeks to develop systems that will ensure it is an exciting; engaged; and futuristic place to work, and that it has practical support for work/life balance and career opportunities for current and future employees. The Shire is focused in its endeavours to promote and attract only the best possible people.

For senior positions that are more difficult to recruit, more junior appointments may be made, with support provided for internal development until they are capable at operating at a senior level and encouraged to apply for promotion.

Current Organisational Structure

The following shows the current structure of the Directorates and Service Units at the Shire of Dalwallinu.

Figure – Organisational Structure – Shire of Dalwallinu



The Shire acknowledges that it is growing and the structure of the Shire needs to be flexible and responsive to this growth. In response, the Shire has budgeted in the coming years to review its workforce to ensure it is able to meet anticipated growth, as well as ensure it is resourced to an adequate level to successfully achieve the outcomes of the Strategic Community Plan and commitments made through community consultation. In planning for the future growth, the Shire is also taking a corporate approach and strategic view of analysing current services to ensure only those services which are core to its business as a local council, should be approved or continue in the future.

Although restructuring the Shire's organisational structure can be an effective solution for some issues, the Shire does also recognise there is a critical need to adjust work processes, practices, and systems for improved effectiveness and efficiency. Much work needs to be done in the coming years to enable the Shire to move away from paper-intensive and manual processes.

The Shire has committed to develop an information and communications strategy to determine systems requirements and conduct a 'stock-take' of all corporate systems that require priority focus over the next few years to ensure the potential efficiencies, and need for increased corporate governance compliance, are realised.

Workforce Implications of the SCP and CBP

As discussed this Workforce Plan is a key input document to the Integrated Planning and Reporting Framework. Given the projected growth of the Shire and the community expectations outlined in the SCP, there will be constant pressure on staff to deliver the CBP objectives. Workforce planning at the Shire is essential in order to map out the staffing requirements and the strategies required over the medium term to address this.

Analysis of gaps, issues, risks which have workforce implications

Many of the objectives that support the aspirations of the community require the Shire to respond and take action. Many projects are planned in the next four years that will support the achievement of these objectives. However, the increase in work that is required to deliver on these projects will put pressure on an already busy organisation and workforce. In order to deliver the projects and business-as-usual local government services, the workforce of the Shire is projected to increase over the next 4 years. However, the increased workload cannot only be addressed by increasing the Shire's workforce full time equivalent (FTE) staff numbers – it must also adjust a combination of changing skills and competencies, as well as introduce increased efficiency and business systems to support that increase in efficiency.

Based on the community needs of the Shire, there are potential workforce issues that must be addressed in the coming years. The Shire should identify areas where it can more effectively utilise information technology to improve efficiencies. The Shire had previously implemented EFT payments and electronic banking to reduce high volume time and paper intensive processes. Since the first workforce plan, additional efficiencies have been implemented including greater use of credit cards for small low cost items, the use of iPads/smart phones and improvements to the Shire's asset management system.

Research and Development of Improved Corporate (Administrative) Systems

One of the highest risks and challenges for the Shire to meet its future operational needs, (whilst working within a realistic workforce FTE) will be the recruitment and/or development of employees to review the existing practices and introduce new more efficient solutions. This needs to be balanced by finding capacity to focus on efficiency improvement whilst continuing to respond to business as usual (BAU). The Shire currently does not have employees or FTE to dedicate to this work, with the specialist skills that are required to research, analyse and introduce meaning efficiencies where they have the most impact.

Equally, once the systems are developed and ready for implementation, it will require skilled and dedicated employees to initially train the other employees within the business; provide ongoing advice and support; and to ensure actual implementation of those systems, and ongoing compliance monitoring.

Consideration should be given to additional housing being built specifically to house future employees. To gain the best applicants for positions accommodation would be one of the incentives required to offer potential candidates.

Project Management Capabilities

The Shire has budgeted for capital works projects that it currently cannot resource or achieve without additional grant funding or funding from other sources.

The Shire therefore needs to focus upon recruiting and/or developing its leadership and certain critical roles, with high-end project management capabilities.

Governance and Legislative Compliance

There is an increasing need for local government employees, at all levels, to have more understanding and awareness of governance and legislative compliance requirements. This is nowhere more evident than safety compliance.

Again, future recruitment and promotional practices for all employees, but particularly the appointment to leadership roles, must have a focus upon building a safety culture through training and awareness.

To address the current gap and risk, the Shire hopes to find an Officer to undertake or Work Health & Safety requirements. To date no Officer has been recruited for this role. This will include reviewing all safety systems across the Shire; for co-ordinating safety training across all positions across the Shire; and reviewing and addressing our current compliance risks. The intent is that safety will be embedded into the business through the development of a safety culture in all employees but especially those within a leadership role.

The Shire acknowledges the need for improved compliance reporting across a range of activities including safety, procurement, misconduct, etc. and has commenced a process of developing a 'training matrix'. This process entails working across the business to collate a capabilities matrix for all positions, to ensure the Shire's future training calendar adequately responds to the Shire's compliance needs, especially as it relates to safety. Again however, this will require significant future investment in training, which the Shire is preparing for by developing learning packages for mandatory compliance training, and auditing all other training to identify cost efficiencies in regards to procuring expert training providers and contractors through a more coordinated approach.

The Shire has undertaken a comprehensive workforce risk assessment to identify, prioritise, and plan mitigation actions.

Critical positions / groups

A position may be deemed critical:

- ⦿ If it drives the delivery of a future vision;
- ★ If the required skills are extremely difficult to sources / replace; and
- ◆ Where critical corporate knowledge is held solely by an individual in a particular position.

Overall risk level ratings

Risk level	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Significant	Significant	High	High	High
Likely	Moderate	Significant	Significant	High	High
Possible	Low	Moderate	Significant	High	High
Unlikely	Low	Low	Moderate	Significant	High
Rare	Low	Low	Moderate	Significant	Significant

Risk rating definitions

Rating	Definition
High	Control is critical. Requires immediate action as the potential could be devastating to the organisation. If it cannot be reduced from High , management must provide continuing assurance that due diligence systems are in place so that appropriate corporate governance processes can be demonstrated to be in operation
Significant	Active monitoring. Requires action as it has the potential to be damaging to the organisation. Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate corporate governance processes can be demonstrated to be in operation
Moderate	Periodic monitoring. Allocate specific responsibility and implement monitoring or response procedures. Treatment includes periodic monitoring to ensure that the residual risk rating does not increase over time. Residual risk rate impacted by availability of potential applicant / employee pool. Ensure that management system controls risk.
Low	Acceptable risk. Review consequences and likelihood and manage through routine procedures. Consider excess of redundant controls.

POSITION REPLACEMENT RISK ASSESSMENT

Position Details	Catastrophic	Major	Moderate	Minor	Insignificant
Chief Executive Officer, five year contract, expires 16/04/2029 – significant loss of corporate and legislative knowledge, highly skilled and difficult to replace		✓			
Manager Corporate Services –MCS has a five year contract, expires May 2028 – significant loss of corporate knowledge, highly skilled and difficult to replace.		✓			
Manager Planning & Development Services, five year contract, expires 31/08/2025 – significant loss of corporate knowledge, highly skilled and difficult to replace.		✓			
Manager Works & Services, five year contract, expires 7/11/26 – specialised area, shortage within the industry, highly skilled and difficult to replace.		✓			
Community Development/Discovery Centre Officer			✓		
Works Supervisor – specialised area, shortage within industry			✓		
Executive Assistant – corporate and legislative knowledge no formal qualification required			✓		
Finance Officer – specialised area, shortage within the industry		✓			
Payroll/Creditors Officer – specialised area, shortage within the industry		✓			
Customer Service Officer – Cashier, corporate knowledge, back up staff available			✓		
Technical Support Officer – Works & Services			✓		
Building Maintenance Officer – specialised area			✓		
Swimming Pool Manager – specialised area, qualifications required, shortage within the industry		✓			

POSITION REPLACEMENT RISK ASSESSMENT					
Position Details	Catastrophic	Major	Moderate	Minor	Insignificant
Cleaners			✓		
Leading Hand/Grader Operator– skilled position, supervisor skills required			✓		
Supervisor Parks and Gardens – skilled position, supervisor skills required			✓		
General Hands – Road Construction				✓	
General Hands – Road Maintenance				✓	
General Hands – Town Parks & Gardens				✓	

Strategies to Meet Future Workforce Needs

Workforce Planning through 2024 and beyond

The Shire recognises that workforce planning is a key component to delivering business-as-usual services as well as the CBP projects.

Two separate processes were utilised to quantify the full workforce requirements. The first process uses growth assumptions for each current Shire service to forecast staff required to deliver “business-as-usual” operations to the Shire’s community. This process and associated FTE count is detailed in the following pages.

The second process involves estimating the FTEs required to deliver the operating projects that are the outcomes of the SCP and CBP.

It is believed that with the additional staff included in the projections both the business as usual services and the CBP projections will be adequately staffed.

Business-As-Usual and CBP Workforce Projections

The Shire’s management team developed the workforce planning projections by analysing the services (both internal and external) that it provides and estimated the FTE required to deliver the current level of service over the next four years. Critical in these estimations is the effort to ensure compliance with statutory requirements and addressing any areas where compliance is currently difficult to achieve. The following tables detail workforce projections by service area.

Table – Employee Numbers – Office of the Chief Executive Officer

OFFICE OF THE CEO (All Staff)					
Position	Current	2024/25	2025/26	2026/27	2027/28
Chief Executive Officer	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Community Development/DDC Officer	1	1	1	1	1
Aquatic Centre Manager	1	1	1	1	1
Aquatic Centre Educators	2	2	2	2	2
Cleaners	4	4	4	4	4
Building Maintenance	1	1	1	1	1
TOTAL	11	11	11	11	11

NB: Five of the above employees are casual employees (Cleaners & Aquatic Centre Educators)

Activities conducted under the Office of the Chief Executive Officer include but are not limited to:

<i>Organisation Leadership</i>	<i>Councillor Relationships</i>
<i>Governance & Compliance</i>	<i>Strategic Planning & Projects</i>
<i>Economic Development</i>	<i>Community Development</i>
<i>Human Resource Management</i>	<i>Aquatic Centre Operations</i>
<i>Cleaning Services</i>	<i>Library Services</i>
<i>Tourism</i>	<i>Building Maintenance</i>

Increased hours for a cleaner is anticipated for the Office of the Chief Executive Officer during the next four years.

Table – Employee Numbers – Corporate Services

CORPORATE SERVICES					
Position	Current	2024/25	2025/26	2026/27	2027/28
Manager Corporate Services	1	1	1	1	1
Finance Officer - Rates	1	1	1	1	1
Finance Officer – Payroll/Creditors	1	1	1	1	1
Customer Service Officer FT	1	1	1	1	1
Customer Service Officer PT	1	1	1	1	1
Trainee	0	0	1	0	1
TOTAL	5	5	6	5	6

Activities conducted under Corporate Services include but are not limited to:

<i>Audit & Risk Management</i>	<i>Asset Management</i>
<i>Budget Management</i>	<i>Council Reporting</i>
<i>Customer Service</i>	<i>Financial Management</i>
<i>Governance</i>	<i>Information Management</i>
<i>Property Administration</i>	<i>Vehicle Licensing</i>
<i>Records Management</i>	

One new position for a trainee is anticipated for Corporate Services during the next four years.

Table – Employee Numbers – Works and Services

WORKS & SERVICES					
Position	Current	2024/25	2025/26	2026/27	2027/28
Manager Works & Services	1	1	1	1	1
Works Supervisor	1	1	1	1	1
General Hands	10	12	12	13	13
Mechanic	1	1	1	1	1
Trainee	0	0	1	0	0
Support Officer	1	1	1	1	1
TOTAL	14.0	16.0	17.0	17.0	17.0

Activities conducted under Works & Services include but are not limited to:

- | | |
|-----------------------------|-----------------------------|
| <i>Cemetery Maintenance</i> | <i>Refuse Collection</i> |
| <i>Footpaths</i> | <i>Town Sewerage system</i> |
| <i>Town Maintenance</i> | <i>Road Construction</i> |
| <i>Road Maintenance</i> | <i>Workshop Operations</i> |
| <i>Fleet Management</i> | <i>Asset Management</i> |

A new trainee position has been included for 25/26 with the hope that employee remains as a General Hand the following year.

Table – Employee Numbers – Planning & Development Services

PLANNING & DEVELOPMENT SERVICES					
Position	Current	2024/25	2025/26	2026/27	2027/28
Manager Planning & Development	1	1	1	1	1
Support officer	0	0	1	1	1
TOTAL	1	1	2	2	2

Activities conducted under Planning & Development Services include but are not limited to:

Building/Planning/Health Services

One new position for a Support Officer is anticipated for Planning & Development Services during the next four years.

Shire Total Workforce Projections

This projection constitutes the required employee numbers to deliver projects identified in the CBP and to maintain services.

Table – Shire of Dalwallinu total Employee Numbers

SHIRE OF DALWALLINU					
Unit	Current	2024/25	2025/26	2026/27	2027/28
Office of the CEO	11	11	11	11	11
Corporate Services	5	5	6	5	6
Works & Services	14	16	17	17	17
Planning & Development Services	1	1	2	2	2
TOTAL	31	33	36	35	36

The employee number projections for operations show that the Shire is expected to remain stable over the next four years.

Link to Financial Plan

Given the anticipated stable employee numbers, the Shire's salary budget will reflect this. The will be modelled in the Shires long term financial plan (LTFP). This is reviewed and aligned with the Shire's Annual Budgeting process and takes into account various assumptions such as salary increases, cost of living increases, etc.

Financial Analysis

Gross salaries and wages for the Shire of Dalwallinu comparison since the 2012-2013 financial year.

Financial Year	Gross Salaries & Wages	#FTE	Increase %	Ave cost per FTE
2012-2013	2,740,333	37	5.83%	74,063
2013-2014	2,941,363	40	7.33%	73,534
2014-2015	2,870,238	42	-2.42%	69,339
2015-2016	3,025,789	39	5.42%	77,584
2016-2017	3,050,788	40	0.82%	76,270
2017-2018	3,058,014	38	0.24%	80,474
2018-2019	2,605,560	34	-14.79%	76,634
2019-2020	2,401,370	29	-7.84%	82,806
2020-2021	2,116,271	28	-11.87%	75,581
2021-2022	2,164,875	28	2.29%	77,318
2022-2023	2,286,904	28	5.63%	81,675
2023-2024	2,405,630	28	5.19%	85,915

The Budget

Allowances for additional staff is required to be budgeted in future budgets.

Strategies to Meet Future Requirements and Service Delivery

As indicated previously, the Shire will need to take a more strategic focus upon reviewing and developing priority efficiency initiatives. Systems and processes will need to be addressed to support the Shire to achieve its objectives whilst ensuring it is financially sustainable over the following four years.

A number of strategies have been developed to support the Shire to attract and retain its staff in the coming years. The following pages outline a number of the systems and strategies proposed for implementation.

Table – Workforce planning strategies

RECRUITMENT AND SELECTION			
	REVIEW	OUTCOME	TIMEFRAME FOR IMPLEMENTATION
1	Policy, Procedures	A fair, equitable and transparent recruitment process that is free from bias and nepotism. Improved flexibility to direct appoint for short durations (less than six months) to meet project management and urgent and/or specialised operational requirements.	Ongoing Closely associated people removed from employment process.
2	Marketing and submission of applications strategy	Use of contemporary AND efficient online systems to promote vacancies and receive applications. Reduction in media advertising costs and paper based processing.	Ongoing Size of advert reduced and directing prospective employees to website for further information
3	Training and education provided to all leaders	Most suitable person is appointed, and encourages and genuinely considers applications from youth; and people with disabilities, or those meeting EEO and diversity guidelines.	Ongoing

ON BOARDING AND INDUCTION			
4	Introduction of Guidelines to support leaders to provide an effective 12 month on boarding experience	Improved retention of the right people (reduced turnover during the first 12 months of appointment). Effective use of the probation process to exit those incorrectly appointed, and ensures budgeted FTE is only allocated to the best people for the position.	Ongoing
5	Training and education to leaders on effective use of probation process, and practices to retain the best people.	Effective leadership practices to retain the best people. Improved morale by not employing or keeping inappropriate appointees.	Ongoing
6	Improved systems to streamline the appointment process, and develop new staff to work to the best of their abilities	High performing staff appointed.	Ongoing
7	Comprehensive induction	Completion of the Training Matrix to ensure the appointee has access to essential training and development, and is provided with the necessary knowledge to meet local government compliance requirements.	Ongoing. Actioned & reviewed during annual performance reviews

REMUNERATION AND BENEFITS			
8	Introduction of flexible work/life balance practices, and provision of education to leaders.	Ensure leadership practices support the application of work/life balance, whilst still ensuring the operational needs of the business and team members are met.	Ongoing Accessed on case by case basis
9	Review of the existing Recognition and Reward program to ensure it encourages and rewards high performance, innovation, and values based behaviours.	A transparent Reward and Recognition program that encourages every day leadership and peer acknowledgement of positive work practices and values based behaviours. Attraction and retention of the right employees.	Ongoing

		Availability and flexibility for the Shire to appropriately remunerate employees who are high performing; difficult to attract the necessary skills, or at risk of exiting the Shire.	
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EMPLOYEE DEVELOPMENT			
11	Introduction of a formal succession plan for leadership roles and positions identified as of risk (i.e. strategic roles that are hard to fill or recruit the required expertise) to the Shire	<p>Plan established that clearly identifies the most suitable person to be developed as a successor to leadership roles and those at risk.</p> <p>Where a suitable successor is not available internally, a recruitment strategy is identified with a timeline for recruiting the correct person.</p> <p>Development plan is in place to support staff identified for succession to address any gaps in capabilities.</p>	Ongoing
12	Training Capabilities Matrix completed	<p>Training and development budget and resources are focused on developing skills, capabilities, and knowledge identified as essential for the Shire to meet its current and future workforce plan.</p> <p>Training and education meets local governance compliance requirements.</p>	Ongoing
13	Review of the existing traineeship, apprenticeship program	Introduction of a traineeship program	New trainees planned for 24/25
14	Review of the annual performance appraisal process	Current performance review forms to be reviewed for relevance and appropriateness.	Completed 17/18
15	Introduction of new Policy relating to employees being able to purchase Shire owned Properties	This policy will enable employees to purchase the properties that they rent from the Shire encouraging them to remain in the Shire as an employee and new ratepayer.	Adopted September 2017

DE-SELECTION & REMOVAL OF EMPLOYEES			
16	Review and implementation of a performance management system. Training and development of leaders	Introduction of a fair, equitable, and transparent system for leaders to manage grievances, and the performance of employees. Termination processes comply with Fair Work Australia and reduce risk to claims being lodged against the Shire.	Ongoing Ongoing
17	Efficient resignation systems are established	Administrative processes related to the resignation process that captures exit interview information, and which encourages a proactive approach towards replacing the person is established.	Ongoing

INDUSTRIAL RELATIONS FRAMEWORK			
18	Future negotiated Industrial Agreements meet the future growing and changing needs of the Shire	Future negotiated industrial agreements offer flexibility to support the Shire to meet its future operational needs. Conditions are attractive and competitive against the external market to attract high calibre employees to the Shire.	Ongoing
19	EEO Programs	The Shire to review its recruitment practices and programs that encourage the employment of people with disabilities, or who meet equity guidelines.	Ongoing

EMPLOYEE SUPPORT PROGRAMS			
20	Health & Wellness Program is in place and reviewed on an annual basis	Investigate health and wellness initiatives for all staff to participate in. (e.g step challenge) An annual health & wellness calendar of events is introduced to encourage a proactive approach towards the health and wellbeing of staff. The health & wellness program is considered as much a benefit to working with the Shire, as it is a system of support for injured workers.	Employees took part in Fit24 challenge in March 2018 Employees taking part in a State Wide challenge in July 2023

21	Introduction of a Mature Aged Worker Program	<p>Introduction of a program to support the exiting of mature aged workers no longer fit to remain within the workforce.</p> <p>A program that supports the retention of mature aged workers, who are positive role models to support succession planning.</p> <p>A program that supports the prevention and/or rehabilitation of mature aged workers injured on the job.</p>	Ongoing
22	Ongoing focus upon reducing Workers Compensation Claims and Injuries	<p>WSH Training on an annual basis for all leaders and staff, especially those in high risk areas.</p> <p>Program to support the early return to work of staff injured (psychologically or physically) within the workplace to reduce injuries and premiums.</p> <p>Structure ensures leaders and staff are provided with accurate advice and early intervention to support staff wellbeing and return to the workplace (for both work related, and personal injuries).</p>	Ongoing
23	Effective Employee Assistant Program in Place	<p>The Shire's EAP program is promoted and provides access to early intervention strategies for staff at risk.</p> <p>There is an effective internal system of support for staff, but which does not unduly provide added stress and/or burden upon those staff providing support (i.e. Contact Officers or Employee Support Officers)</p>	Ongoing

WORKFORCE PLANNING SYSTEM			
24	Develop an annual process of review and ongoing monitoring of WFP projections and strategies against unanticipated change (internal and external)	<p>A planned and projected Workforce Plan, to meet the immediate 4 year Integrated Planning Framework, and beyond (where possible).</p> <p>Ensure systems and processes support the Shire to meet its workforce plan, and achieve the associate CBP and other framework elements.</p>	Ongoing annual review and adjustment.

Alignment to Asset Management and Information Technology

Human Resources and workforce planning will also align and integrate with the Asset Management Plan and the ICT Strategy and Plan (once completed), in particular planning for future growth with assets such as office accommodation, vehicles, office equipment and technological resources such as devices, hardware/software and systems. The plans associated with Asset Management and ICT will be available once completed.

Monitoring and Evaluation

How do we know when we have achieved the objectives of the SCP and CBP?

The Shire recognises that monitoring and evaluation is a key component to a successful workforce plan. As the Shire further develops its strategies and key performance indicators in the next years, an adequate evaluation program for the workforce plan will also be developed.

Overall, the workforce plan is a core component of managing the human resources of the Shire and as such, will be owned and monitored by the team. The plan will be monitored and updated in alignment with the annual review of the CBP. Some of the components that will be monitored in the future may include:

- Has progress been made / key performance indicators been achieved from each of the Strategies?
- Have the workforce risk indicators been reduced / progress made?
- Has progress been made on key identified workforce targets / metrics?

Overall, the Shire has made much progress on workforce planning and does identify that there is more work to be done as this is a continuous process to ensure the needs of the Shire, workforce, and local community are met.

9.4.2 Western Australian Local Government Association – Annual Convention 2024

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	GR/4 – Government Relations
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to authorise attendance to the 2024 Western Australian Local Government Convention and appoint delegates and proxy's to vote at the 2024 WALGA Annual General Meeting.

Background

The Annual Local Government Convention will be held at Perth Convention and Exhibition Centre from Tuesday 8 October to Thursday 10 October 2024. The theme for this year is *'Innovation Ecosystem'*. The schedule is as follows:

<i>Tuesday 8 October 2024</i>	START	FINISH
Mayors and Presidents Forum (by invitation only)	4:00pm	5:30pm
Welcome Drinks hosted in Exhibition Pavilion	6:00pm	9:00pm
<i>Wednesday 9 October 2024</i>	START	FINISH
Heads of Agency Breakfast (by invitation only)	6:30am	8:45am
Opening Segment/Welcome to Country	9:00am	9:20am
Premier's Address TBC	9:20am	9:50am
President's Address – Cr K Chappel	9:50am	10:05am
Keynote Speaker	10:05am	11:00am
Morning Tea	11:00am	11:30am
Minister's Address TBC	11:30am	11:45am
State of Play – Facilitated by Gareth Parker	11:45am	12:45pm
Supporting Keynote Speaker	12:45pm	1:30pm
Lunch	1:30pm	2:30pm
WALGA AGM	2.30pm	
Cocktail Gala (TBC)	6:30pm	10:30pm
<i>Thursday 10 October 2024</i>	START	FINISH
Icons Breakfast	7:00am	8:45am
Federal Minister Address and Q&A	9:30am	10:00am
Collaborative Panel Session	10:00am	11:00am
Opposition Leader's Address TBC	11:00am	11:15am
Morning Tea	11:15am	11:45am



Break Out Sessions	11:45am	1:15pm
Lunch	1:15pm	2:15pm
ALGA President's Address	2:15pm	2:30pm
Closing Keynote and President's Close	2:30pm	
Conference Closes		

Consultation

Councillors

Legislative Implications

Nil

Policy Implications

Local

Council Policy – 1.7 Members Conference/Course Attendance and Partners Expenses

Financial Implications

A budget allocation has been included in the 2024-2025 budget.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) is to be held on Wednesday 9 October 2024 at the Perth Convention and Exhibition Centre.

Delegates will need to be appointed to vote on motions put forward for consideration at the AGM.



Officer Recommendation/Council Resolution

MOTION 10268

Moved Cr JL Counsel
Seconded Cr JH Cruz

That Council:

1. Appoint Cr K Carter and Cr S Carter as the Shire of Dalwallinu Delegates for the WALGA Annual General Meeting to be held on Wednesday 9 October 2024;
2. Appoint Chief Executive Officer, Jean Knight as the Shire of Dalwallinu Proxy Delegate for the WALGA Annual General Meeting to be held on Wednesday 9 October 2024;
3. Authorise Cr K Carter, Cr S Carter, Cr J Counsel, Cr D Cream, Cr J Cruz, Cr Harms and Chief Executive Officer Jean Knight to attend the Local Government Convention from Tuesday 8 October 2024 to Friday 11 October 2024;
4. Meets the costs of registration, accommodation and incidentals for all delegates, Chief Executive Officer and Partners.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



10 APPLICATION FOR LEAVE OF ABSENCE

MOTION 10269

Moved Cr SC Carter

Seconded Cr JH Cruz

That the application for leave of absence for Cr SC Carter to the Ordinary Meeting of Council to be held on Tuesday 27 August 2024 be approved.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills

Against: Nil

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE (INTRODUCED BY DECISION OF THE MEETING)

Nil



14 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT, 1995, SECTION 5.23(2)

PROCEDURAL MOTION 10270

Moved Cr SC Carter
Seconded Cr JH Counsel

That Council moves into a confidential session at 3.40pm as per *Local Government Act 1995*, Section 5.23(2)

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,where the trade secret or information is held by, or is about, a person other than the local government; and

to discuss:

14.1 Disposal of Lot 723 (40) Leahy Street, Dalwallinu

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



14.1 Disposal of Lot 723 (40) Leahy Street, Dalwallinu

Report Date	23 July 2024
Applicant	Shire of Dalwallinu
File Ref	A6212
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to consider the disposal of a Shire property situated at Lot 723 (40) Leahy Street, Dalwallinu.

Officer Recommendation/Council Resolution

MOTION 10271

Moved Cr SC Carter
Seconded Cr JL Counsel

That Council:

1. Authorise the Chief Executive Officer to advertise the disposal of Lot 723 (40) Leahy Street, Dalwallinu with a price 'from \$330,000' for a four (4) week period;
2. Authorise the Chief Executive Officer to obtain a 'market valuation' for Lot 723 (40) Leahy Street, Dalwallinu.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil

PROCEDURAL MOTION 10272

Moved Cr JL Counsel
Seconded Cr JH Cruz

That the meeting come from behind closed doors at 3.42pm.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr JH Cruz, Cr NW Mills
Against: Nil



15 **SCHEDULING OF MEETING**

The next Ordinary Meeting of Council will be held on 27 August 2024 at the Shire of Dalwallinu Council Chambers, Dalwallinu commencing at 3.30pm.

16 **CLOSURE**

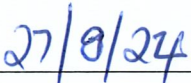
There being no further business, the Chairperson closed the meeting at 3.43pm.

17 **CERTIFICATION**

I MELISSA HAEMS, certify that the minutes of the Ordinary Council meeting held on the 23 July 2024, as shown on page numbers 1 to 91 were confirmed as a true record at the meeting held on 27 August 2024.



CHAIRPERSON



DATE

