

# Ordinary Council Meeting Agenda

*24 August 2021*



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**Shire of Dalwallinu**

**NOTICE OF MEETING**

NOTICE is hereby given that the next Ordinary Meeting of Council of the Shire of Dalwallinu will be held on Tuesday, 24 August 2021 in the Council Chambers, Dalwallinu commencing at 3.30pm.

Signed:



Jean Knight

19/8/2021

Date

**Chief Executive Officer**

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## **SHIRE OF DALWALLINU**

**AGENDA** for the Ordinary Meeting of Council to be held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 24 August 2021 at 3.30pm.

**1 OPENING & ANNOUNCEMENT OF VISITORS**

The Chairperson (President) opened the meeting at \_\_\_\_\_ pm.

**2 ANNOUNCEMENTS OF PRESIDING MEMBER**

**3 ATTENDANCE RECORD**

**3.1 Present**

Shire President	Cr SC Carter
Deputy Shire President	Cr KL Carter
	Cr KM McNeill
	Cr NW Mills
	Cr MM Harms
	Cr BH Boys
	Cr KJ Christian
	Cr AR Dickins
Chief Executive Officer	Mrs JM Knight
Executive Assistant	Mrs DJ Whitehead

**3.2 Apologies**

**3.3 Leave of Absence Previously Granted**

**4 DECLARATIONS OF INTEREST**

**5 PUBLIC QUESTION TIME**



**6 MINUTES OF PREVIOUS MEETINGS**

**6.1 Ordinary Council Meeting – 27 July 2021**

**MOTION**

Moved Cr  
Seconded Cr

That the Minutes of the Ordinary Meeting of Council held 27 July 2021 be confirmed.

**0/0**

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

**7.1 Petitions**

**7.2 Presentations**

**7.3 Deputations**

**7.4 Delegates Reports/Submissions**

**8 METHOD OF DEALING WITH AGENDA BUSINESS (SHOW OF HANDS)**



## 9 REPORTS

### 9.1 WORKS & SERVICES

#### 9.1.1 Request to call Tenders for the Provision of Grading Services\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/28 – Financial Management - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	RFT2122-01 Specifications

#### Purpose of Report

Council is requested to authorise the calling of tenders for the provision of grading services for a three (3) year period and to set the tender qualitative criteria.

#### Background

The tender for provision of Grading Services currently provided by Red Dust Holdings expires in February 2022.

In order to seek tenders, assess, award and provide the tenderer with enough lead up time, Council is requested to authorise the calling of tenders.

#### Consultation

Chief Executive Officer

#### Legislative Implications

##### State

*Local Government Act 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

The annual budget allocates funds for the provision of grading services. By having a three (3) year tender the Shire is likely to receive a better response and rate for these works. This will also assist with long term financial management and planning.

#### Strategic Implications

Nil

#### Site Inspection

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**

This is a procedural item as per the *Local Government Act 1995* to allow the Officers to call for tenders as soon as possible and get started on the Works Program as early as possible in the following financial years.

The Tender is proposed to be advertised in the West Australian on Saturday 28 August 2021 with the closing date being 17 September 2021 with the tender being presented to Council at their Ordinary Meeting scheduled for 23 November 2021.

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

Relevant Experience	15%
Key Personnel skills and experience	15%
Tenderer's Resources	20%
Tenderer's OHS policies and procedures	25%
Price	25%

### **Officer Recommendation**

That Council:

1. Authorise the calling of tenders for the Provision of Grading Services for a three (3) year term;
2. Set the qualitative criteria for the tender for the provision of grading services as:

Relevant Experience	15%
Key Personnel skills and experience	15%
Tenderer's Resources	20%
Tenderer's OHS policies and procedures	25%
Price	25%

### **Recommendation/Resolution**

#### MOTION

Moved                    Cr  
Seconded                Cr

0/0





## REQUEST FOR TENDER

<b>Request for Tender (RFT)</b>	Provision of Grading Services
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<b>Deadline:</b>	2pm, Friday 17 September 2021
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<b>Address for Delivery:</b>	Chief Executive Officer Mrs Jean Knight Shire of Dalwallinu 58 Johnston Street DALWALLINU WA 6609
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<b>Tender (RFT) Number:</b>	2122-01
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## 1 PRINCIPAL'S REQUEST

### CONTRACT REQUIREMENTS IN BRIEF

This Request for Tender is for the provision of grading services for the Shire of Dalwallinu's road network.

A full statement of the goods/services required under the proposed contract appears in the Specification (Part 2).

### CONTRACT / TENDER DOCUMENTS

The following items shall form the Contract Documents and shall be read in conjunction with each other:

This Request for Tender is comprised of the following parts:

- (a) Part 1 – Principal's Request (read and keep this part);
- (b) Part 2 – Specification and/or plans/drawings (read and keep this part);
- (c) Part 3 – Tenderer's Offer (complete and return this part);
- (d) Part 4 – Appendix A – Special Conditions of Contract (read and keep this part); and
- (e) Part 5 – Appendix B – General Conditions of Contract (read and keep this part).
- (f) Part 6 – Regional Price preference

### DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

<b>Attachments:</b>	The documents you attach as part of your Tender;
<b>Contractor:</b>	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;
<b>Deadline:</b>	The deadline for lodgement of your Tender;
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract nominated in Part 1;
<b>Offer:</b>	Your offer to be selected to supply the Requirements;
<b>Principal:</b>	Shire of Dalwallinu;
<b>Request:</b>	This document;
<b>Requirements:</b>	The work requested by the Principal;
<b>Selection Criteria:</b>	The criteria used by the Principal in evaluating your Tender;
<b>Special Conditions:</b>	The additional contractual terms;
<b>Specification:</b>	The statement of Requirements that the Principal requests you to provide if selected;
<b>Tender:</b>	Completed Offer form, response to the Selection Criteria and Attachments;
<b>Tenderer:</b>	Someone who has or intends to submit an Offer to the Principal.

## How to prepare your tender

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements.
- (c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
- (d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
- (e) Lodge your Tender before the Deadline.

## CONTACT PERSONS

Tenderers should not rely on any information provided by any person(s) other than those listed below:

### Contractual & Specification Enquiries

Name: Mr Rod Broad – Works Supervisor  
Telephone: (08) 9661 0500  
Facsimile: (08) 9661 1097  
Email: ws@dalwallinu.wa.gov.au

## PRE QUALIFICATION REQUIREMENTS

Not applicable

## TENDER BRIEFING/SITE INSPECTION

There is no mandatory briefing; however we recommend intending tenderers make themselves aware of the area.

## EVALUATION PROCESS

This is a Request for Tender (RFT).

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.
- (c) The most suitable Tenderers may be short listed. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

## SELECTION CRITERIA

The Contract may be awarded to a Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

### 1.1.1 COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

### 1.1.2 QUALITATIVE CRITERIA

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

**NOTE: It is essential that Tenderers address each qualitative criterion.** Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

### 1.1.3 PRICE CONSIDERATIONS

The non-weighted cost method is used where functional considerations such as capacity, quality, transitional and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- (a) the qualitative ranking of each Tenderer; and
- (b) the pricing submitted by each Tenderer.

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

#### FIXED PRICES

Applications for price adjustments (Rise and fall) in accordance with the Price Schedule shall be submitted to the Principal by the Contractor at annual intervals. Price adjustments shall have effect on the first day of the following month after acceptance of the revised pricing by the Principal.

All prices of the contract shall be fixed until the annual CPI reviews. On each Review Date, the Contractor shall be entitled to adjust the Contract Price for the Goods and /or Services in accordance with this Clause 1.22. The Contract Price shall be reviewed by the Contractor and adjusted by the percentage movement as published in the Consumer Price Index (CPI) for All Groups, Table 6401.0 for Perth, Western Australia since the last Review Date. The Contractor shall only be entitled to review the Contract Price for the Goods and/or Services on the Review Date and following such review the Contract Price shall be deemed to be fixed until the next Review Date.

Failure of the Contractor to apply the above CPI clause will negate any claim on the Principal.

Unless otherwise indicated prices tendered must include delivery, mobilisation and demobilisation and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

Tendered prices must exclude Goods and Services Tax (GST).

## THE PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The following policies may affect this selection:

Shire of Dalwallinu Regional Price Preference Policy.

## CONDITIONS OF TENDERING

### 1.1.4 LODGEMENT OF TENDERS AND DELIVERY METHOD

The Tender must be lodged by the Deadline. The Deadline for this Request is 2 pm, Friday 17 September 2021.

The Tender is to be:

- (a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request;
- (b) Delivered by hand and placed in the Tender Box at 58 Johnston Street Dalwallinu WA 6609 (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer, Shire of Dalwallinu, PO Box 141 ,Dalwallinu WA 6609;
- (c) Emailed to [tenders@dalwallinu.wa.gov.au](mailto:tenders@dalwallinu.wa.gov.au) . **(Please note mailbox limit is 5GB)**

### 1.1.5 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that:

- (a) It is not submitted before the Deadline; or
- (b) It is not submitted at the place specified in the Request; or
- (c) It may be rejected if it fails to comply with any other requirements of the Request.

### 1.1.6 LATE TENDERS

Tenders received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Request;

will not be accepted for evaluation.

### 1.1.7 ACCEPTANCE OF TENDERS

The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

### 1.1.8 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

**1.1.9 ALTERNATIVE TENDERS**

All Alternative Tenders MUST be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

**1.1.10 TENDER VALIDITY PERIOD**

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

**1.1.11 GENERAL CONDITIONS OF CONTRACT**

Tenders will be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Supply of Goods.

**1.1.12 PRECEDENCE OF DOCUMENTS**

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

**1.1.13 TENDERERS TO INFORM THEMSELVES**

Tenderers will be deemed to have:

- (a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquiries;
- (c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- (d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- (e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

**1.1.14 ALTERATIONS**

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

**1.1.15 RISK ASSESSMENT**

The Principal may have access to and give consideration to:

- (a) any risk assessment undertaken by any other credit rating agency; and
- (b) any information produced by the Bank, financial institution, or accountant of a Tenderer;

So as to assess that Tender and may consider such materials as tools in the Tender assessment process.

**1.1.16 OWNERSHIP OF TENDERS**

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

**1.1.17 CANVASSING OF OFFICIALS**

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

**1.1.18 IDENTITY OF THE TENDERER**

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

**1.1.19 TENDER OPENING**

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the tender opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held at 2pm, Friday 17 September 2021 at 58 Johnston Street, Dalwallinu.

**1.1.20 IN-HOUSE TENDERS**

The Principal does not intend to submit an in-house Tender.

## 2 SPECIFICATION

### SCOPE OF WORK

The Shire of Dalwallinu is seeking an experienced individual/organisation for the provision of grading services for its sealed and unsealed road network.

This contract will commence **1 March 2022** and is for an initial period of three (3) years with an option to extend for a further three (3) year term, to be exercised at the sole discretion of the Chief Executive Officer.

A draft of the 'General Conditions of Contract – For the Supply of Goods and the Provision of General Services' is provided in Appendix B.

### SPECIFIC REQUIREMENTS OF THE CONTRACT

The contract will be managed by the Principal's representative, Manager Works & Services, Marc Bennett, and any difficulties in maintaining any aspect of this tender must be discussed with him.

In addition, the Tenderer shall be responsible for the following;

#### 2.1.1 GENERAL

The Works and Services required under this contract is for the provision of grading services for the Principals rural roads.

The objective of the grading services is to:

1. Provide a finished graded surface free of ruts, corrugations, depressions, excess loose material and debris;
2. Maintain pavement dimensions in accordance with Council policy;
3. Ensure roads can carry their standard traffic loads;
4. Meet community levels of expectation;
5. Minimise safety hazards to vehicular traffic; and
6. Provide a free draining surface to the formation network.

The types of grading services to be provided include:

1. Maintenance grading of unsealed roads;
2. Maintenance grading of unsealed shoulders, batters and drainage of sealed roads;
3. Construction grading;
4. Final Trim grading.

Typically, the Principals representative will advise the type of grading service to be provided and this will be included on the official order for the work.

#### 2.1.2 MAINTENANCE GRADING OF UNSEALED ROADS

##### 2.1.2.1 GENERAL

There are four (4) maintenance grading operations that may be requested. These include the following:

1. Carriageway grading;
2. Grading Between Batters;
3. Grade and Roll;
4. Grade Water and Roll.

### 2.1.2.2 MAINTENANCE GRADING - CARRIAGEWAY

Grade the carriageway pavement and shoulder surface.

Cut the pavement and shoulders to remove all corrugations and fill in all ruts, holes and depressions.

Spread the trimmed material evenly across the full width of the carriageway to a thickness of 25 to 40 mm to fill depressions and to obtain the typical cross section.

### 2.1.2.3 MAINTENANCE GRADE BETWEEN BATTERS

Grade the road formation width between the tops of both outer batters. Remove all obstructions including dead trees, fallen branches and regrowth from the areas to be graded.

Win suitable material from the area between the tops of outer batters and the edges of the shoulder. Ensure that vegetation material is not included. Cut the pavement and shoulders to remove all corrugations and fill in all ruts, holes and depressions.

Spread the accumulated material uniformly over the pavement and shoulders to a thickness of 25 to 40 mm to fill depressions and to obtain the typical cross section.

Remove windrows from table drains, turnout drains, creek crossings, floodway's and culvert entrances and outlets. Reinstate table drains and table drain blocks.

### 2.1.2.4 GRADE AND ROLL

Typically associated with damp or wet roads.

Grade the area between the inverts of both table drains. Remove all obstructions including dead trees, fallen branches and regrowth from the area to be graded.

Win material from the area between the inverts of both table drains and the edges of the shoulder. Ensure that vegetation material is not included.

Cut the pavement and shoulders to remove all corrugations and fill in all ruts, holes and depressions. Spread the accumulated material uniformly over the pavement and shoulders to fill depressions and to obtain the typical cross section.

Roll the surface to achieve a uniform and tightly bound surface free of corrugations, ruts and depressions. Compact with a Free Roll or equivalent. Reinstate table drain blocks.

### 2.1.2.5 GRADE WATER AND ROLL

Grade the area between the inverts of both table drains. Remove all obstructions including dead trees, fallen branches and regrowth from the area to be graded.

Win material from the area between the inverts of both table drains and the edges of the shoulders. Ensure that vegetation material is not included.

Cut the pavement and shoulders to remove all corrugations and fill in all ruts, holes and depressions. Spread the accumulated material uniformly over the pavement and shoulders to fill depressions and to obtain the typical cross section. Wet mix and roll to produce a uniform and tightly bound surface free of corrugations, ruts and depressions. Compact with a minimum of 10 passes of a 15 tonne multi tyred roller evenly over the carriageway, between the outer edges of the shoulders. Reinstate table drain blocks.

The Principal shall be responsible for the provision of a roller with a qualified operator and water truck if this type of grading operation is requested.

## 2.1.3 MAINTENANCE GRADING OF UNSEALED SHOULDERS, BATTERS AND DRAINAGE OF SEALED ROADS

### 2.1.3.1 GENERAL

The aim is to provide a finished surface free of ruts, corrugations, depressions, excess loose material, and debris and level with the sealed surface.

Attain and maintain pavement dimensions with. Ensure that there is no shoulder material left on the seal.

Remove all vegetation from area to be graded.

### 2.1.3.2 DRAINAGE MAINTENANCE GRADE

Grade the road formation width between the top of the outer batter and edge of shoulder.

Reinstate table drains, turnout drains and table drain blocks. Remove all obstructions, including dead trees, fallen branches and re-growth from areas to be graded and remove windrows which contain vegetation or other unsuitable materials by spreading them evenly outside of the outer batters.

Win material from windrows which contain suitable material and the area back to the edge of the shoulder. Ensure that vegetation material is not included. Spread the accumulated material uniformly over the verge and finish to the standard shape.

### 2.1.3.3 SHOULDER GRADE AND ROLL

A grade and roll operation will generally be ordered following rain, resulting in sufficient moisture in the shoulder material to gain effective compaction.

Grade the area between the invert of the table drain and the edge of seal. Remove all obstructions including dead trees, fallen branches and re-growth from area to be graded.

Win suitable material from the area between the invert of table drain and the edge of the shoulder. Ensure that vegetation material is not included. Spread the accumulated material uniformly over the shoulder and finish to the standard shape, level with the top of the seal to provide a smooth transition between the shoulder and the seal.

Roll the shoulder surface to achieve a uniform and tightly bound surface free of corrugations, ruts and depressions. Compact with a minimum of 4 passes of a 15 tonne multi tyred roller, evenly on each shoulder.

Take care not to damage the seal when cutting or spreading. The contractor shall be responsible for any damage to the seal. Remove all material from the sealed surface after each day's work.

The Principal shall be responsible for the provision of a roller with a qualified operator if this type of grading operation is requested.

### 2.1.3.4 SHOULDER GRADE WATER AND ROLL

Grade the area between the invert of the table drain and the edge of seal. Reinstate table drain blocks. Remove all obstructions including dead trees, fallen branches and regrowth from area to be graded.

Win suitable material from the area between the invert of table drain and the edge of the shoulder and ensure that vegetation material is not included. Spread the accumulated material uniformly over the shoulders and finish to the standard shape, level with the top of the seal to provide a smooth transition between the shoulder and the seal.

Provide thorough mixing with water and rolling to produce a uniform and tightly bound surface free of corrugations, ruts and depressions. Compact with a minimum of 4 passes of a 15 tonne multi tyred roller, evenly on each shoulder.

Take care not to damage the seal when cutting or spreading. The contractor shall be responsible for any damage to the seal. Remove all material from the sealed surface after each day's work.

The Principal shall be responsible for the provision of a roller with a qualified operator and water truck if this type of grading operation is requested.

### 2.1.4 CONSTRUCTION GRADING

Construction grading may be requested and shall be carried out in accordance with the specification set by the Principals Representative at the time the grading is requested.

Construction grading may include:

1. Pavement re-sheeting grading works;
2. Pavement and formation reconstruction grading works; and
3. New formation and pavement construction.

It shall be the Principal's responsibility to provide all other items of plant necessary for the construction works e.g. Rollers, water trucks etc.

**2.1.5 GRADING FREQUENCY**

The frequency of grading shall be as requested by the Principals representative.

**2.1.6 ROADSIDE ENVIRONMENT**

Every attempt shall be made to minimise impact upon the surrounding vegetation and environment. Where practical, only existing turn-around points shall be used. Newly installed turn-around points shall be located such that they minimise disturbance of vegetation and minimise erosion.

No vegetation shall be left growing within the road formation (table drain to table drain). All vegetation growing within the formation shall be cut off the road and shall not be brought back on to the formation or be mixed in to the material being used for the road pavement.

Used engine oil, grease cartridges oil rags and any other contaminants or litter are not to be left on the road reserve and are to be disposed at an approved waste disposal facility.

**2.1.7 COMPLAINTS**

The Contractor's representatives shall make it clear that they are operating on behalf of the Principal and are to take courteous note of complaints and suggestions made by the travelling public or affected landowners and ratepayers.

The Contractor shall report all such discussions to the Principals Representative.

**2.1.8 COMPLIANCE WITH REGULATIONS AND RELEVANT ACTS**

All works shall be conducted in a workmanlike manner in accordance with any relevant Federal and State Acts or Regulations, Council Local Laws and Australian Standards.

**2.1.9 TRAFFIC MANAGEMENT**

The contractor shall ensure that traffic management is used and maintained on the jobsite in accordance with the MRWA Standard applicable at the time.

**2.1.10 HOURS OF WORK**

Work shall generally be performed between sunrise and sunset eleven (11) days per fortnight.

If working in conjunction with the Principals staff, working hours and days shall be agreed and confirmed in writing by the Principals Representative prior to the commencement of works.

**2.1.11 TRAVEL AND TRANSPORTATION**

The following shall be deemed to be included in the hourly rate for the grading services to be provided:

1. Travelling to and from the jobsite; and
2. Mobilisation and Demobilisation to and from the jobsite.

**2.1.12 CAMP FACILITIES**

Camping and support facilities shall be supplied by the contractor and shall be deemed to be included in the hourly rate provided for the grading services.

**2.1.13 HAZARD REPORTING**

The contractor shall report any hazards identified during the execution of the works. Hazards shall be reported to the Principals representative as soon as possible after identification.

**2.1.14 PLANT AND EQUIPMENT MAINTENANCE**

The contractor shall ensure that all plant and equipment used under this contract is maintained in good working order, is fitted with all relevant safety equipment and meets all statutory requirements.

If the Principals Representative identifies any item of plant or equipment which proves or is deemed:

1. not to have all safety systems fully operational;
2. not to be maintained in good working order;
3. is operationally unfit for purpose; and/or
4. is unreliable in its performance of the works under the contract

that plant or equipment shall be removed from site by the contractor at the contractor's expense.

#### **2.1.15 OPERATOR LICENSING AND TRAINING**

All equipment and plant used in the delivery of the works and services under this contract shall comply with all vehicle licensing, insurance and legal requirements. Evidence of licensing shall be provided in the tender submission and may be required to be provided from time to time during the contract period if requested by the Principals Representative.

All drivers/operators of the equipment and plant used in the delivery of the works and services under this contract shall hold all necessary current and valid licences as required by the appropriate licensing authority. Evidence of these licences shall be provided in the tender submission and may be required to be provided from time to time during the contract period if requested by the principals Representative.

#### **2.1.16 PRICE AND PAYMENT INFORMATION**

Tenderers shall complete all Price Schedules provided in Part 3.1.13 Price Schedule. The hourly rate provided shall be a wet hire rate and shall include a qualified operator and all incidentals associated with the operation and maintenance of the grading equipment.

Daily work dockets shall be completed and submitted with all invoices. The following shall be the minimum information to be provided on the daily work dockets:

1. Operator name;
2. Location of work completed;
3. Date work completed; and
4. Start/Finish times.

Invoices shall be submitted in accordance with the conditions of contract.

**3 TENDERER'S OFFER****OFFER FORM**

The Chief Executive Officer  
Shire of Dalwallinu  
58 Johnston Street, Dalwallinu WA 6609

I/We \_\_\_\_\_  
**(BLOCK LETTERS)**

of \_\_\_\_\_  
**(ADDRESS)**

ABN/GST Status \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

**In response to Tender RFT2122-01 – Provision of Grading Services.**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature of authorised signatory of Tenderer: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name of witness: (BLOCK LETTERS): \_\_\_\_\_

Address: \_\_\_\_\_

## TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Tender submission).

### 3.1.1 ORGANISATIONAL PROFILE

Attach a copy of your organisation structure and provide background information on your company and label it <b>“Organisation Structure”</b> .	<b>“Organisation Structure”</b>	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASC company extracts search including latest annual return and label it <b>“ASC Company Extracts”</b> .	<b>“ASC Company Extracts”</b>	Tick if attached <input type="checkbox"/>

### 3.1.2 REFEREES

Attach details of your referees, and label it <b>“Referees”</b> . You should give examples of work provided for your referees where possible.	<b>“Referees”</b>	Tick if attached <input type="checkbox"/>
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### 3.1.3 AGENTS

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it <b>“Agents”</b> .	<b>“Agents”</b>	Tick if attached <input type="checkbox"/>

### 3.1.4 TRUSTS

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled <b>“Trusts”</b> : <ul style="list-style-type: none"> <li>(a) give the name of the trust and include a copy of the trust deed (and any related documents); and</li> <li>(b) If there is no trust deed, provide the names and addresses of beneficiaries.</li> </ul>	<b>“Trusts”</b>	Tick if attached <input type="checkbox"/>

### 3.1.5 SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled <b>“Subcontractors”</b> provide details of the subcontractor(s) including: <ul style="list-style-type: none"> <li>(a) the name, address and the number of people employed; and</li> <li>(b) The Requirements that will be subcontracted.</li> </ul>	<b>“Subcontractors”</b>	Tick if attached <input type="checkbox"/>

### 3.1.6 CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No
---	----------

If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it " <b>Conflicts of Interest</b> ".	<b>"Conflicts of Interest"</b>	Tick if attached <input type="checkbox"/>
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### 3.1.7 FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No

### 3.1.8 QUALITY ASSURANCE

Does your organisation have any quality assurance or quality assurance systems?	Yes / No
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes / No
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled " <b>Quality Assurance</b> ".	<b>"Quality Assurance"</b> <input type="checkbox"/> Tick if attached

### 3.1.9 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled " <b>Insurance Coverage</b> ". A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.		<b>"Insurance Coverage"</b>	Tick if attached <input type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)
Public Liability			
Workers Compensation			
Motor Vehicle			

## SELECTION CRITERIA

### 3.1.10 COMPLIANCE CRITERIA

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Tendering this Request.	Yes / No
(c) Compliance with attendance at any mandatory tender briefing or site inspection.	Yes / No
(d) Compliance with the Quality Assurance requirement for this Request.	Yes / No
(e) Compliance with the Delivery Date.	Yes / No
(f) Compliance with and completion of the Price Schedule.	Yes / No

### 3.1.11 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

A) Relevant Experience	Weighting 15%	
	“Relevant Experience”	Tick if attached <input type="checkbox"/>
<p>Describe your experience in completing /supplying similar Requirements. Tenderers must, as a minimum, address the following information in an attachment and label it “<b>Relevant Experience</b>”:</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Tenderer’s involvement including details of outcomes;</p> <p>(c) Provide details of issues that arose during the project and how these were managed;</p> <p>(d) Demonstrate sound judgement and discretion; and</p> <p>(e) Demonstrate competency and proven track record of achieving outcomes.</p>		

B) Key Personnel skills and experience	Weighting 15%	
	“Key Personnel”	Tick if attached <input type="checkbox"/>
<p>Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <p>(a) Their role in the performance of the Contract;</p> <p>(b) Curriculum vitae;</p> <p>(c) Membership to any professional or business association;</p> <p>(d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and</p> <p>(e) Any additional information.</p> <p>Supply details in an attachment and label it “<b>Key Personnel</b>”.</p>		

<b>C) Tenderer's Resources</b> Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it " <b>Tenderer's Resources</b> ".	<b>Weighting</b> <b>20%</b>	
	<b>"Tenderer's Resources"</b>	<b>Tick if attached</b> <input type="checkbox"/>
<b>D) Tenderer's OHS policies and procedures</b> Tenderers should detail the process they intend to use to achieve the Requirements of OHS legislation. Areas that you may wish to cover include: (a) Detail commitment to achieve legal compliance; (b) Risk assessments, safe systems of work; (c) Training processes; (d) Respective roles and responsibilities to ensure compliance;	<b>Weighting</b> <b>25%</b>	<b>"Demonstrated Understanding"</b> <input type="checkbox"/>
<b>E) Price</b> Tenderers must complete the Price Schedule	<b>Weighting</b> <b>25%</b>	<b>"Price Schedule"</b> <input type="checkbox"/>

### 3.1.12 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts?	Yes / No	
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled " <b>Discounts</b> ".	<b>"Discounts"</b>	<b>Tick if attached</b> <input type="checkbox"/>

**3.1.13 PRICE SCHEDULE**

<b>Grader 1</b>	
<b>Make</b>	
<b>Model</b>	
<b>Blade Size</b>	
<b>Year of Manufacture</b>	
<b>Hourly Rate Maintenance Grading (ex GST)</b>	

<b>Grader 2</b>	
<b>Make</b>	
<b>Model</b>	
<b>Blade Size</b>	
<b>Year of Manufacture</b>	
<b>Hourly Rate Construction Grading (ex GST)</b>	

<b>Grader 3</b>	
<b>Make</b>	
<b>Model</b>	
<b>Blade Size</b>	
<b>Year of Manufacture</b>	
<b>Hourly Rate Final Trim Grading (ex GST)</b>	

\* All Pricing shall be Exclusive of GST

## 4 APPENDIX A – SPECIAL CONDITIONS OF CONTRACT

### PERIOD OF CONTRACT AND TERMINATION

#### PERIOD CONTRACT

The Contract will be in force for the period of three (3) years from the date of issue of tender. The Contract period may be extended with an option for a further three (3) year, to be exercised at the sole and absolute discretion of the Principal. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith terminate the Contract by written notice to the Contractor.

### INSURANCES

The Contractor and its subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in the General Conditions of Contract in the following sums:

- (a) Public liability insurance in the sum of at least \$10,000,000 (Ten Million Dollars) in respect of any one occurrence and for an unlimited number of claims.
- (b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).

### CONTRACTOR UNABLE TO MEET OBLIGATIONS

In circumstances not caused by wilful delay where the Contractor is unable to complete the services in the time required, Council reserves the right to use additional Contractors to carry out the necessary service in the time required.

### LICENSING AND INSURANCE OF PLANT

The Contractor shall ensure that all plant and equipment, including all motor vehicles, shall be legally licensed for their purpose and used in accordance with the relevant statutes.

The Contractor shall maintain a valid insurance cover on all its plant and equipment against all risks of physical damage, loss or damage arising out of or occurring in the course of the execution of the Services.

### PAYMENT

As soon as reasonably practicable following the end of each calendar month (or as otherwise agreed by the Parties), the Contractor must provide to the Principal a Progress Claim or if the Principal directs, an Invoice.

Failure by the Principal to pay the amount payable at the due time will not be grounds to invalidate or void the Contract.

The Contractor shall not be entitled to any interest or charge for extending credit or allowing time of the payment of the Contract price unless otherwise provided in the Contract.

### SUB-CONTRACTING

The Contractor shall not at any time sub-contract any of the work under this Contract without the written consent of the Council having been first obtained. Such consent will not be unreasonably withheld.

### CONTRACTOR'S EMPLOYEES

The Contractor shall take reasonable steps to ensure that all persons employed by the Contractor to perform the services under this Contract are able to perform their duties efficiently.

### RECORD KEEPING

The Contractor shall maintain all relevant records to the Principal's satisfaction. Such records shall be made available for inspection by the Principal.

**5 APPENDIX B – GENERAL CONDITIONS OF CONTRACT**

**GENERAL CONDITIONS OF CONTRACT**

**FOR THE PROVISION OF**

**GRADING SERVICES**

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**1. Governing Law**

The Contract shall be governed by the laws of the State of Western Australia and the parties hereby submit to the exclusive jurisdiction of the courts of the State.

**2. Definitions**

2.1 In the Contract, except where the context otherwise requires:

'Clause' means a clause of these General Conditions.

'Contract' means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor.

'Contract Price' means

- (a) Where payment is to be made on a Lump Sum Basis, the sum which is stated in the contract to be payable to the Contractor for the supply of the Services by the Contractor and the performance of the obligations of the Contractor under the Contract;
- (b) where payment is to be made on a Schedule of Rates basis, the sum ascertained by calculating the product of the rates and the corresponding quantities set out in the Schedule of Rates and adding to the sum thereof the total of any lump sums, provisional sums, contingency sums or other sums included in the Schedule of Rates;
- (c) Where payment is to be made on a Lump Sum and a Schedule of Rates Basis, the aggregate of the sums referred to in paragraphs (a) and (b),

But excluding any additions or deductions, which may be required to be made pursuant to the Contract.

'Contractor' means the person or persons, corporation or corporations, who contract to supply the Services the subject of the Contract.

'Officer' means any officer or person authorised by the Principal and notified to the Contractor as an authorised officer for the purpose of this Contract.

'Principal' means the Shire of Dalwallinu.

'Services' means the whole of the services, tasks, work and requisites to be supplied rendered provided or performed by the Contractor including all variations provided for by the Contract as more fully set out in the Contract.

'Specification' means any Special Conditions, Technical Specification and Schedules forming part of the Contract; and such Specification shall be read with these General Conditions as an integral part of the Contract, but in the event of any inconsistency between the Specification and these General Conditions the former shall (unless the Contract otherwise provides) prevail.

2.2 Unless the context otherwise requires, the singular in all cases includes the plural and vice versa. The clause headings of the General Conditions of Contract shall not in any way affect their interpretation. Any one gender includes all genders.

**3. Quality of Services**

- 3.1 All Services rendered shall conform to the Specification and the standards specified in the Contract.
- 3.2 Where no standards are specified in the Contract, the Services shall comply with the appropriate and current standard of the Standards Association of Australia and if there is no such standard then the appropriate and current standard of the British Standards Institution or such other standard as the Principal shall consider appropriate.
- 3.3 If no standards are applicable, the Services shall be of the highest standard and carried out promptly with all due skill care and diligence.

3.4 The Contractor shall employ only such persons as are careful skilled and experienced in their respective professions trades and callings who hold all necessary licences permits and authorities required by law and whose standards of workmanship are entirely suitable for the performance of the Services and the requirements of the Contract.

#### 4. Patent Rights

4.1 The Contractor shall indemnify and at all times keep the Principal indemnified against any action, claim, demand, costs or expenses arising from or incurred by reason of any infringement or alleged infringement of any letters patent, design, trade mark or name, copyright or other protected right in respect of any goods, articles, services, equipment, machinery, plant or thing, system or method of performing, using, fixing, working or arrangement used, fixed, provided or supplied by the Contractor.

4.2 All payments and royalties payable in respect of any such letters patent or other protected right, shall be included by the Contractor in the Contract and shall be paid by itself to the person, persons, or body to whom they may be due or payable.

4.3 In the event of any claim being made or brought against the Principal in respect of any of the matters stated in this clause, the Contractor shall be immediately notified thereof. The Contractor shall, with the assistance if required of the Principal, but at the Contractor's sole expense, conduct all negotiations for the settlement of the same or any litigation that may arise therefrom and in the event of the failure by the Contractor so to do, the Principal shall have power to suspend payment of any money due to the Contractor under the Contract until such claim has been satisfied, settled, or withdrawn. Should any money due, or which may thereafter become due, to the Contractor, or which may have been deposited by the Contractor as security under the Contract, be insufficient to satisfy or settle any such claim and such claim has not been satisfied or withdrawn at the date when the Contract would otherwise have been completed, the balance outstanding in respect of the claim shall be a debt due by the Contractor to the Principal.

#### 5. Settlement of Disputes

5.1 The parties agree to attempt in good faith to resolve through negotiation any dispute regarding the Contract.

5.2 Either party may refer to an appropriate independent expert, agreed to by the parties, any Services for examination and report as to their compliance with the Contract. The decision of the expert shall be final and binding upon both parties, and the expense of such reference shall be paid by the unsuccessful party.

5.3 Subject to the provisions of clause 5.2, any dispute or unresolved claim arising out of or relating to the Contract or the breach, termination or invalidity thereof ('the dispute') shall first be the subject of conciliation before a conciliator who is either agreed to by the parties or, failing agreement, who is appointed by the President of the Institute of Arbitrators and Mediators (WA Branch).

5.4 If the dispute has not been resolved within 28 days (or such other period agreed in writing between the parties) after the appointment of the conciliator, the dispute shall be referred to arbitration to be effected:

- By an arbitrator mutually agreed upon between the parties; or
- In default of such mutual agreement, by an arbitrator appointed by the President of the Institute of Arbitrators and Mediators,

In accordance with the provisions of the Commercial Arbitration Act 1985.

#### 6. Time

6.1 Services under the contract shall be supplied punctually at or within the time stated in the Order and in this respect time shall be of the essence of the Contract.

6.2 The Contractor shall be entitled only to such extensions of time for compliance with the Contract as the Principal, upon the written application of the Contractor, may in its absolute discretion grant in writing.

**7. Supply of Services by Order**

- 7.1 The Contractor shall fulfil all orders for Services placed by the Principal during the term or currency of the Contract.
- 7.2 Where the Contract is for the supply of Services by reference to a list of Services and prices in a Schedule to the Specification, the Principal shall not be required to take or accept all or any of the Services listed **EXCEPT** such of the Services as may be ordered by the Principal from time to time during the period of the Contract.
- 7.3 Where the quantity or value set out in any Schedule to the Specification is described as 'approximate' it shall be regarded only as an estimate of the quantity or value which may be required under the Contract and the Principal shall not be required to take or accept the said nominated approximate quantity or value of Services.
- 7.4 The right is reserved for the Principal to order its requirements of any one type or item of the Services either at one time or in instalments or in such quantities as may be required from time to time.
- 7.5 Nothing herein contained shall oblige the Principal to take or accept all its needs or requirements of the Services solely from the Contractor nor shall be taken to confer any exclusive right upon the Contractor to provide the Services to the Principal. The Principal shall be free at all times to obtain the Services or any part of them from any other source provider or supplier thereof except Services the subject of an existing order to the Contractor.

**8. Stamp Duty**

The Contractor shall pay all stamp duties in connection with the Contract.

**9. Goods and Services Tax**

- 9.1 For the purposes of this clause:
  - (a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
  - (b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
  - (c) "Supply", "taxable supply" and "tax invoices" have the same meanings as in the GST Act.
- 9.2 Where the supply of the Services or any part thereof is a taxable supply under the GST Act:
  - (a) The Contract Price shall be inclusive of all applicable GST at the rate in force or the time being.
  - (b) The obligation of the Principal to pay the Contract Price or any instalment thereof, and the right of the Contractor to recover the Contract Price or any instalment thereof, shall be subject to and conditional upon the prior issue by the Contractor and the prior receipt by the Principal of a tax invoice in respect of the Contract Price, or the relevant instalment thereof, which complies in all respects with the GST Act.
  - (c) This provision applies notwithstanding any other provision of the Contract or any legislation or rule of law to the contrary, but does not apply if the Contractor is not registered for GST, and is not required to be so registered, under the GST Act.
- 9.3 The Contractor shall at all times observe, perform and comply with all applicable provisions of the GST Act relative to the supply of the Services under the Contract.

**10. Price Variations**

- 10.1 Contract prices shall be firm unless otherwise stated in the Contract.
- 10.2 Where Contract prices are variable, and the Contractor wishes to claim for a variation in price during the term of the Contract, then the Contractor shall give the Principal full details of the make-up of the claim, including all applicable

information as to the cost of materials, direct labour, overheads, profit and such other cost components as the Principal may require to verify any claim for variation. All applications for variation must show in statement form the existing approved Contract prices, the proposed price increase and proposed new Contract price on an item by item basis and shall be accompanied by all relevant determinations and documents in support of the claim.

- 10.3 Where the Contract price is the price ruling at date of performance of the Services the Contractor shall produce to the Principal evidence to verify each claim for payment.
- 10.4 Where trade list prices form the basis of the Contract the Contractor shall identify the trade list referred to by date, number or other suitable reference.
- 10.5 Reductions affecting the Contract rates shall be notified by the Contractor to the Principal immediately they occur and the Contractor shall repay to the Principal the full amount of any overpayment made by the Principal within fourteen (14) days of the reduction being authorised by the Principal.
- 10.6 Applications for variation of variable Contract prices or rates by the Contractor shall be submitted in writing to the Principal as far in advance as practicable of the date from which the variation is sought to commence.
  - (a) All variations approved by the Principal shall operate from a date determined by the Principal, which shall not be earlier than the date of the formal application for variation.
  - (b) The onus shall be upon the Contractor to prove to the satisfaction of the Principal all details of any variation claimed.
- 10.7 In all matters of price variations (up or down) the Contractor shall make available to the Principal within the time specified by the Principal such information, records, facts and figures as the Principal shall require. Failure to supply the required information, records, facts and figures shall entitle the Principal to refuse the variation.
- 10.8 Where the variation is to be determined on the basis of decisions by the Australian Competition and Consumer Commission such variations will be effective on the date nominated by the Australian Competition and Consumer Commission and will be binding on all parties. Should the Australian Competition and Consumer Commission cease to operate during the period of the Contract; a new variation arrangement will be negotiated by mutual agreement. If agreement cannot be reached, the Contract may forthwith be determined by either party by written notice to the other.

#### **11. Security Deposit**

- 11.1 Within the time limited in the Special Conditions of Contract the Contractor shall deposit with the Principal the Security in the amount and in the form (if any) set out in the Special Conditions of Contract. The Principal shall hold such Security as security for the due and proper performance and completion of the Contract, or until the Contract has been terminated in which event the Security shall become forfeited to the Principal.
- 11.2 If the Contract has not been terminated and Orders are not completed in accordance with the terms of the Contract, then the amount of loss and damage (if any) to the Principal caused thereby may be deducted from the Security and appropriated by the Principal.
- 11.3 Where the Contractor fails to deposit the Security within the said period the Principal may give to the Contractor notice in writing terminating the Contract and the Contract shall thereupon be deemed to be discharged.

#### **12. Assigning or Subletting**

The Contractor shall not without the previous consent of the Principal in writing, assign transfer mortgage charge encumber sublet or sub contract the Contract, or any part thereof. The Contractor shall not assign transfer mortgage, charge, or encumber, all or any of the moneys payable or to become payable or any other interest or benefit under the Contract without the consent in writing of the Principal being first obtained. Any consent shall not discharge the Contractor from any liability in respect of the Contract, and shall extend only to the assignment or other transaction actually consented to and shall not be deemed a consent to any other assignment of transaction nor to prevent any proceedings for any subsequent breach of this condition any may be granted or withheld or made subject to conditions in the absolute discretion of the Principal.

**13. Termination of Contract****13.1 Where the Contractor**

- (a) fails to supply and provide the Services on the due date or dates or at the location or locations specified in the Contract or in any order or to duly and punctually observe and perform all or any of the terms or conditions set out in the Contract; or
- (b) assigns subcontracts or sublets the Contract, or any part thereof, or assigns, mortgages, charges, or encumbers, or attempts to assign, mortgage, charge, or encumber, all or any of the moneys payable or to become payable under the Contract, or any other interest or benefit whatsoever arising, or which may arise, under the Contract without the consent in writing of the Principal being first obtained; or
- (c) (if an individual) becomes bankrupt; or
- (d) (if a corporation) goes into voluntary or compulsory liquidation or goes into receivership or enters into voluntary administration; or
- (e) makes an assignment of its estate for the benefit of its creditors, or makes an arrangement or composition with its creditors; or
- (f) includes any statement fact information representation or material in its Tender which is false untrue or incorrect; or
- (g) fails in any manner to perform the Contract to the complete satisfaction of the Principal;

then, and in every such case, the Principal may give notice in writing to the Contractor terminating the Contract, whether there are any orders remaining to be filled or not and engage or contract with any person or corporation other than the Contractor to perform and complete the same.

- 13.2 All damages and expenses incurred by the Principal under or by virtue of the provisions of sub-clause 13.1 shall be ascertained and certified to by the Officer, and shall be deducted from any money that may be then due, or may thereafter become due to the Contractor, or that may have been deposited by itself as security in respect of the Contract. If the money then due, or thereafter becoming due to the Contractor, or deposited by itself as aforesaid, shall be not sufficient for that purpose, the balance remaining unpaid shall be a debt due by the Contractor to the Principal, and may be recovered from the Contractor in any Court of competent jurisdiction.
- 13.3 If the Contract is terminated the moneys which have been previously paid to the Contractor on account of the orders filled shall be taken by the Contractor as full payment and satisfaction for all orders executed under the Contract. All sums of money that may be due to the Contractor and unpaid, and all sums of money (if any) held as security, shall be forfeited and may be retained by the Principal.
- 13.4 Upon termination of the Contract all moneys previously paid to the Contractor shall be deemed to be in full satisfaction of all claims of the Contractor of any kind or description whatsoever under or in respect of the Contract.

**14. Failure to Supply**

Where a state of emergency exists or where the Contractor is unable or fails (for whatever reason) to supply and provide the Services at any time or in any place the Principal may without being liable in any way to the Contractor obtain or acquire such Services as it requires during the state of emergency or at that time or in that place (as the case may be) from any other source supplier or provider thereof. The existence of a state of emergency shall be determined by the Principal in its sole discretion.

**15. Power to Act for the Principal**

Anything to be done or performed by the Principal may be done and performed by any person duly authorised by the Principal.

**16. Variation of Contract Terms**

None of the terms of the Contract shall be varied, waived, discharged or released either at law or in equity, unless by the express agreement of the Principal in writing.

**17. Suspension of Payments**

Should the Contractor refuse or neglect to carry out the instructions of the Principal in regard to any matter connected with the Contract, the Principal may suspend all payments to the Contractor until such instructions have been complied with.

**18. Deduction of Charges or Debts**

- 18.1 Without limiting the Principal's rights under the any of the foregoing clauses hereof any debt due from the Contractor to the Principal may be deducted by the Principal from any moneys which may be or thereafter become payable to the Contractor by the Principal, and if such moneys are insufficient for this purpose, then from the Contractor's security under the Contract. Nothing in this clause shall affect the right of the Principal to recover from the Contractor the whole of the debt or any balance that remains owing after deduction.
- 18.2 The Contractor hereby acknowledges and agrees that all moneys becoming payable by the Contractor in respect of the Contract and all costs, expenses, losses, and damages hereinbefore mentioned, and for which the Contractor shall become liable at any time under the Contract, may be deducted and paid by the Principal from any sum or sums due, or which may become due, to the Contractor under or in respect of any other contract or contracts which may be subsisting between the Contractor and the Principal for the time being.

**19. Payment**

- 19.1 The Principal shall pay or cause to pay to the Contractor, upon the certificate of the Officer, all sums of money due or to become due to the Contractor under the Contract, in the amounts and at the times set forth in the Contract, and shall pay or hand over the Security (if any) deposited to the Contractor within fourteen days after the Officer has certified that the Contract has been satisfactorily completed. Failure by the Principal to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract.
- 19.2 Where the Contract is a schedule of prices Contract to be executed at the rates or prices given in the Contract, then the Services shall be paid for at their schedule rates and not at the total amount of the Contractor's tender.
- 19.3 The Contractor shall not be entitled to any interest, credit charge, service fee or any other fee or charge for extending credit or allowing time for the payment of money becoming due for the provision of Services unless expressly provided for in the Contract.
- 19.4 The Principal shall not be obliged to pay accounts of the Contractor unless received by the paying officer nominated on the Order.
- 19.5 All periods for payment of invoices shall be calculated from the date of preparation of the invoice.

**20. Service of Notices**

Any notice, order, instruction or communication required to be, or that may be served on or given to the Contractor by the Principal or the Officer shall be deemed to have been sufficiently issued or given to or served upon the Contractor if it is handed to the Contractor or is sent by prepaid cost to or is left at the address of the Contractor stated in its Tender or at such other address as is notified in writing by the Contractor to the Principal.

**21. Contractor to Inform Itself**

21.1 The Contractor shall be deemed to have:

- (a) examined carefully and to have acquired actual knowledge of the contents of the Drawings, Specification, Schedules, Bills of Quantities (if any), Conditions of Tendering, these General Conditions of Contract and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Contractor for the purpose of tendering; and
- (b) examined the site and its surroundings; and
- (c) satisfied itself as to the correctness and sufficiency of its tender and that its price covers the cost of complying with all its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the contract.

Failure by the Contractor to do all or any of the things it is deemed to have done under this clause will not relieve the Contractor of its liability to perform and complete the Contract in accordance with the terms and conditions thereof.

**22. Complying with Statutory Requirements**

- 22.1 The Contractor shall comply with the requirements of all Acts of the Parliament of the Commonwealth and with the requirements of the provisions of all Acts of the Parliament of the State of Western Australia and with the requirements of all ordinances, rules, regulations, by-laws, orders, codes of practice and proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Services or the performance of the Contract.
- 22.2 Without limiting in any way the generality of the foregoing, the Contractor shall duly and punctually observe, perform and comply with the provisions of the Occupational Health, Safety and Welfare Act 1984 and all improvement notices, prohibition notices and codes of practice (if any) issued thereunder and having application to this Contract.
- 22.3 If, in the opinion of the Contractor, the provisions of any document forming part of the Contract are at variance with any such requirements, the Contractor shall give written notice to the Principal specifying the departure from such provisions which he considers necessary to comply with such requirements.

**23. Property Damage and Public Risk**

- 23.1 Subject to the next succeeding paragraph of this clause, the Contractor shall indemnify and keep indemnified the Principal against all loss of or damage to the property of the Principal and from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Principal, or the employees, professional consultants or agents of the Principal or any of them in respect of personal injury to or the death of any person whomsoever or loss of or damage to any property whatsoever arising out of or as a consequence of the supply or provision of the Services by the Contractor or its employees, agents or sub-contractors and also from any costs and expense that may be incurred in connection with any such claim, demand, action, suit or proceeding.
- 23.2 The Contractor shall not, under the last preceding paragraph of this clause, be rendered liable for or in respect of personal injury to or the death of any person or loss of or damage to property resulting from any breach by the Principal of any provision of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal or for or in respect of any claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto.

**24. Accident or Injury to Employees**

The Contractor shall indemnify and keep indemnified the Principal against liability for all loss or damage resulting from personal injury to or the death of (other than such injury or death resulting from any breach by the Principal of any of the provisions of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal), the Contractor or of any sub-contractor occurring during the currency of the Contract and arising out of or in connection with the supply or provision of the Services under the Contract or the performance of the Contract and against all claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto, whether at Common Law or under any statute.

**25. Insurance**

- 25.1 Without limiting its obligations and responsibilities the Contractor, in the joint names of itself and the Principal for their respective rights interests and liabilities, shall effect and keep in effect during the currency of the Contract insurance policies covering all matters referred to in clauses 22 and 23.
- 25.2 The insurance policies shall contain a cross-liability clause and otherwise be in terms, and effected with an insurance company, approved by the Principal which approval shall not be unreasonably withheld.
- 25.3 The Contractor shall lodge certificates of proof the required insurance policies with the Principal before the commencement of the Services provision and at such other times as the Principal may require.

**26. Warranties**

The Contractor shall obtain warranties as specified in the Contract and shall ensure that the Principal will have the benefit of the warranties. The Contractor shall ensure that the Principal will have the benefit of any warranties specified in the Contract that are obtained by the sub-contractors of the Contractor.

**27. Industrial Awards**

- 27.1 With respect to all work done in Western Australia under the Contract, the Contractor shall observe, perform and comply in all material respects with all relevant Industrial Awards, Industrial Agreements and orders of Competent Courts or Industrial Tribunals applicable to the Services and the work to be done under the Contract.
- 27.2 Failure by the Contractor to comply with sub clause 27.1 hereof shall entitle the Principal by notice in writing to the Contractor to forthwith terminate the Contract, but without prejudice to any other rights or remedies of the Principal.

## 6. APPENDIX C – Regional Price Preference

Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Dalwallinu determines otherwise, and is to be:

Up to 10% when the contract is for goods and services, up to a maximum price reduction of \$50,000.

Up to 5% when the contract is for construction (building) services, up to a maximum price reduction of \$50,000.

Up to 10% when the contract is for goods and services, including construction (building) services, up to a maximum price reduction of \$500,000 if the local government is seeking tenders from the private sector for the provision of those goods and services for the first time. **That is when a function is being outsourced by the Shire.**

## 9.1.2 Request to call Tenders for the WSFN Civil Works

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/28 – Financial Management - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

### Purpose of Report

Council is requested to authorise the calling of tenders for the provision of civil works for Wheatbelt Secondary Freight Network (WSFN) 2021-2022 projects and to set the tender qualitative criteria.

### Background

The WSFN comprises some 4,400km of local government managed roads across 53 routes that connect with State and National highways to provide access for heavy vehicles into the region.

The Shire of Dalwallinu is included in the Jurien Bay to Dalwallinu and the Dowerin to Dalwallinu routes which total \$50,600,000.

At the Ordinary Council Meeting held 22 June 2021, Council resolved the following:

#### **'MOTION 9737'**

*Moved Cr NW Mills  
Seconded Cr MM Harms*

#### *That Council:*

- 1. Award RFT2020-09 Civil Project Management Services to Prism Contracting & Consulting for the amount of \$170.00 (inc GST) per hour for works associated with the Wheatbelt Secondary Freight Network projects;*
- 2. Authorise the Chief Executive Officer to enter into a contract with Prism Contracting & Consulting as per the tender documentation.*

***CARRIED 7/0'***

Prism Consulting have met with the Manager Works & Services and are now in the process of preparing the tender documentation and require the qualitative criteria for the tender documentation.

### Consultation

Chief Executive Officer

### Legislative Implications

#### State

*Local Government Act 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 of \$4,751,410 has been made in the 2021-2022 budget for works associated with the WSFN.

## **Strategic Implications**

Nil

## **Site Inspection**

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**

This is a procedural item as per the *Local Government Act 1995* to allow the Officers to call for tenders.

Approval to call for tenders is requested so that tenders can be sourced, assessed and appointed by Council to allow the works to proceed.

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

Price	30%
Relevant Experience	15%
Tenderer's Resources	20%
Tenderer's OHS policies and procedures	25%
Methodology of Works	10%

## **Officer Recommendation**

That Council:

1. Authorise the calling of tenders for the Provision of Civil Works for the 2021-2022 Wheatbelt Secondary Freight Network Projects;

2. Set the qualitative criteria for the tender for the provision of Civil Works as:

Price	30%
Relevant Experience	15%
Tenderer's Resources	20%
Tenderer's OHS policies and procedures	25%
Methodology of Works	10%



## Recommendation/Resolution

### MOTION

Moved                    Cr  
Seconded                Cr

0/0



### 9.1.3 New Policy – Road Safety Audits\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/20 – Governance – Policy Manual
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	DRAFT Policy 5.18

#### Purpose of Report

Council is requested to adopt the DRAFT Policy 5.18 Road Safety Audits.

#### Background

Correspondence was received on 9 August 2021 from Main Roads Wheatbelt Region advising that the latest version of the *Austroads Guide to Road Safety Part 6: Managing Road Safety Audit* had just been released and included a new road safety audit policy template for local governments that has been endorsed by WALGA and is being promoted by the Road Safety Panel who are responsible for road safety auditor training and accreditation in Western Australia.

Austroads has indicated that it is desirable for local governments to conduct road safety audits on new roads or road upgrades, to be undertaken whenever practicable during the design, construction and pre-opening phases. Resources and cost implications mean that, in practice, their conduct (number and phasing) nearly always needs to be commensurate with the complexity and circumstance of the particular project.

#### Consultation

Manager Works and Services

#### Legislative Implications

*Local Government Act 1995*

#### Policy Implications

##### Local

*Council Policy 1.1 Policy Manual Amendments*

#### Financial Implications

The adoption of this policy will see increased costs to train existing employees and the engagement of qualified external consultants for road projects that require road safety audits.

#### Strategic Implications

Nil



**Site Inspection**

Nil

**Triple Bottom Line Assessment***Economic implications*

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

*Social implications*

It is vital that road safety audits are undertaken, where relevant and appropriate, to ensure the safety of all road users.

*Environmental implications*

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

**Officer Comment**

The road safety audit process is an assessment of road engineering projects and as such the Safe System sphere of influence is limited to two of the four cornerstones of the Safe System approach, namely, Safe Roads and Roadsides and Safe Speeds.

A road safety audit is a formal examination of a future road or traffic project in which an independent qualified team reports on potential crash occurrences and severity which may result from the introduction of the project.

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

In the implementation of this policy the road safety audit approach to be taken is; that it is not acceptable that any human should die or be seriously injured on the Western Australia road network, and specific road safety audit findings shall be highlighted in this regard.

Resources and cost implications have been taken into account in the policy with the different project values that indicate the type of road safety audit to be undertaken.

**Officer Recommendation**

That Council adopt Policy 5.18 Road Safety Audits.

**Recommendation/Resolution****MOTION**

Moved                    Cr  
Seconded                Cr

0/0



## 5.18 Road Safety Audits

Person Responsible:	Manager Works & Services
History:	New

**Policy** This policy applied to Shire of Dalwallinu road infrastructure projects and to qualifying projects that are subject to the Development Application processes.

The Policy applies to all District Distributor, Local Distributor and Local Access Roads within the Shire of Dalwallinu.

The policy requires that the following commitments be adopted as part of a strategic framework for the implementation of road safety audit principles and practices in the planning and development of infrastructure within the Shire of Dalwallinu.

### ***Background***

In accordance with the Australian National and the Western Australia State Road Safety Strategies, this policy adopts a Safe System approach to the delivery of a road safety audit service by placing emphasis on fatal and serious crash risk.

The road safety audit process is an assessment of road engineering projects and as such the Safe System sphere of influence is limited to two of the four cornerstones of the Safe System approach, namely, Safe Roads and Roadsides and Safe Speeds.

This is to be achieved by focusing the audit process on considering safe speeds and by providing forgiving roads and roadsides. This is to be delivered through the Road Safety Audit process by accepting that people will always make mistakes and by considering the known limits to crash forces the human body can tolerate with the aim to reduce the risk of fatal and serious injury crashes.

A road safety audit is a formal examination of a future road or traffic project in which an independent qualified team reports on potential crash occurrence and severity which may result from the introduction of the project.

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

In the implementation of this policy, the road safety audit approach to be taken is that it is not acceptable that any human should die or be seriously injured on the Western Australia road network, and specific road safety audit findings shall be highlighted in this regard.

***Application***

Road safety audits and road safety inspections must be conducted in accordance with the Austroads Guide to Road Safety Part 6: Road Safety Audit, and Main Roads Western Australia and IPWEA (WA Division) complimentary checklists and procedures.

The road safety audit process must be completed using the Main Roads/IPWEA-WA road safety audit templated provided on the Road Safety Audit Portal website.

All road safety audits must be repeated if the project design materially changes, if there are many minor changes which together could impact on road user safety, or if the previous road safety audit for the relevant stage is more than three (3) years old. Should a project not begin the next stage in its development within three (3) years of the completion of the previous audit, the project must be re-audited. This is to ensure that due consideration is given to the project's interface with the existing road network.

Relevant staff shall be trained in order to fulfil the training and experience requirements to achieve and maintain road safety auditor accreditation.

Where appropriate, a reciprocal partnership agreement will be arranged with other local governments to create opportunities for road safety audit teams to include qualified independent team members from partnering local governments.

***Road Safety Audit Team***

- All road safety audit teams must comprise a minimum of two (2) members;
- All audit teams must be led by a suitably qualified and experienced Western Australian IPWEA/Main Roads Accredited Senior Road Safety Auditor and shall be listed on the Road Safety Audit Portal so that the maximum emphasis is placed on road safety engineering and Safe System principles;
- All audit team members must be Western Australia IPWEA/Main Roads Accredited Road Safety Auditors and shall be listed on the Road Safety Audit Portal;
- The audit team shall include a Local Government Officer, (they can be a specialist advisor);
- Team Leaders/Members shall excuse themselves from participation in the audit if:

- They have had any involvement in planning, design, construction or maintenance activities for road infrastructure for the project;
- They perceive any possibility of duress or coercion by their employer or employer's staff in relation to the audit;
- Persons not accredited as a Road Safety Auditor or do not have relevant specialist skills may still participate as an observer if invited to do so by the Team Leader.

### ***When to Audit***

#### **Black Spot Projects**

Road Safety Audits shall be conducted on all Black Spot funded projects as per State Black Spot Program Development and Management Guidelines.

#### **Road projects with a project value >\$1 Million**

All road infrastructure projects that involve a permanent change to the Shire of Dalwallinu road network with an estimated project value >\$1 million shall have a road safety audit undertaken at the following three (3) stages as a minimum:

Stage 2 – Preliminary design

Stage 3 – Detailed design

Stage 4 – Pre-opening (when the project is substantially complete and prior to opening to the public)

#### **Road Projects with a project value >\$500,000 and <\$1 Million**

All road infrastructure project that involve a permanent change to the Shire of Dalwallinu road network with an estimated project value of >\$500,000 and <\$1 million shall have a road safety audit undertaken at the following two (2) stages as a minimum:

Stage 3 – Detailed design

Stage 4 - Pre-opening (when the project is substantially complete and prior to opening to the public)

A detailed design road safety audit shall be carried out on a road project that involves a permanent change to the Shire of Dalwallinu road network with a project value <\$250,000 if it is considered complex and/or high risk, at the discretion of the Manager Works and Services.

### ***Land Developments***

Road safety audits shall be conducted on land use developments that intersect the Shire of Dalwallinu road network in accordance with the requirements of this policy. The road project value warrants above, shall be used to determine audit requirements, with the exception of projects with an estimated project value less than \$150,000 that meet any of the following warrants:

- Subdivision of more than 20 lots
- Car parks providing access for more than 50 vehicles
- Developments that are likely to generate traffic movements in excess of 100 movements per day;
- Projects that are likely to generate increased pedestrian or cycle movements, or where significant numbers of pedestrians or cyclists are nearby; or
- Project locations where potential road safety risks are identified by the Shire of Dalwallinu.

Land use developments that involve a permanent change to the public road network with an estimated project value less than \$150,000 that meet any of the above warrants, shall have a road safety audit undertaken at the following two (2) stages as a minimum:

Stage 3 – Detailed design

Stage 4 – Pre-opening (when the project is substantially complete and prior to opening to the public)

The road safety audit shall include the internal road network and parking area within the development.

#### **Existing Roads**

Road safety inspections shall be undertaken for existing intersections or road sections where there is a traffic management or road safety concern, at the discretion of the Manager Works and Services.

#### **Close Out**

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall complete the Corrective Action Report (CAR) within one (1) calendar month of the audit and arrange for the completed and signed report to be recorded on the Shire of Dalwallinu records system and a copy forwarded to the audit team leader.

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall be responsible for the proposed actions and comments resulting from the CAR.

Objective	<p>To set out the requirements for conducting Road Safety Audits in the Shire of Dalwallinu.</p> <p>To improve the safety of the road network and developments in the Shire of Dalwallinu and ensure measures to eliminate or reduce road environment risks for all road users are fully considered with emphasis placed on fatal and serious crash risk.</p>
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To promote the development, design and implementation of a safe road system through the adoption of formal road safety auditing principles and practices.

Definitions

**Audit Team** means a team that shall comprise of at least two (2) people, independent of the design team, including members appropriately experienced and trained in road safety engineering or crash investigation with knowledge of current practice in road designs or traffic engineering principles who undertake the road safety audit.

**Audit Team Leader** means the person with appropriate training and experience with overall responsibility for carrying out the audit and certifying the report. An Audit Team Leader practicing in Western Australia must be an IPWEA/Main Roads Accredited Senior Road Safety Auditor.

**Audit Team Member** means an appropriately experienced and trained person who is appointed to the Audit Team and who reports to the Audit Team leader. An Audit Team Member practising in Western Australia must be an IPWEA/Main Roads Accredited Road Safety Auditor.

**Corrective Action Report (CAR)** means a tabular summary report prepared by the Audit Team to be completed by the Asset Owner, Project Owner, Project Coordinator or delegated representative to respond to identified findings and recommendations detailed in the audit report.

**Crash investigation** means an examination of crashes to identify patterns and common trends that may have contributed to crash causation or crash severity. This can include the detailed investigation of a single crash.

**IPWEA** refers to the Institute of Public Works Engineering Australasia.

**Main Roads** means Main Roads Western Australia.

**Permanent change** means any permanent change to the road network, excluding like for like maintenance replacement works and temporary works.

**Public road** means a road either under the control of Main Roads, Local Government, or any other road accessible by the public (exclusive of private roads).

**Road Safety Audit** means a formal, systematic, assessment of the potential road safety risks associated with a new road project or road improvement project conducted by an independent qualified

team. The assessment considers all road users and suggests measures to eliminate or mitigate those risks.

**Road safety engineering** means the design and implementation of physical changes to the road network intended to reduce the number and severity of crashes involving road users, drawing on the results of crash investigations.

**Road Safety Inspection** means a formal examination of an existing road or road related area in which a qualified team report on the crash potential and likely safety performance of the location, (formerly known as an 'Existing Road Safety Audit').

**Safe System** means a road safety approach adopted by National and State Government to generate improvements in road safety. The Safe System approach is underpinned by three guiding principles; people will always make mistakes on our roads but should not be killed or seriously injured as a consequence; there are known limits to the forces the human body can tolerate without being seriously injured; and the road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

**Specialist Advisor** means a person approved by the client who provides independent specialist advice to the audit team, such as, road maintenance advisors, traffic signal specialists, police advisors and individuals with specialist knowledge.

Guidelines

AustRoads Guide to Road Safety Part 6: Road Safety Audit  
Main Roads WA/IPWEA-WA checklists

## **9.2 PLANNING & DEVELOPMENT**

### **9.2.1 Subdivision Application No 1601123 – Lots 14 & 15 Roche St, Kalannie\***

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	JBA Surveys
<b>File Ref</b>	Property files – A72701
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Supporting documentation

#### **Purpose of Report**

The Western Australian Planning Commission (WAPC) has referred an application for the subdivision of the subject property to Council for comment (refer to attachment). Council has until 8 September 2021 to provide the WAPC with their response.

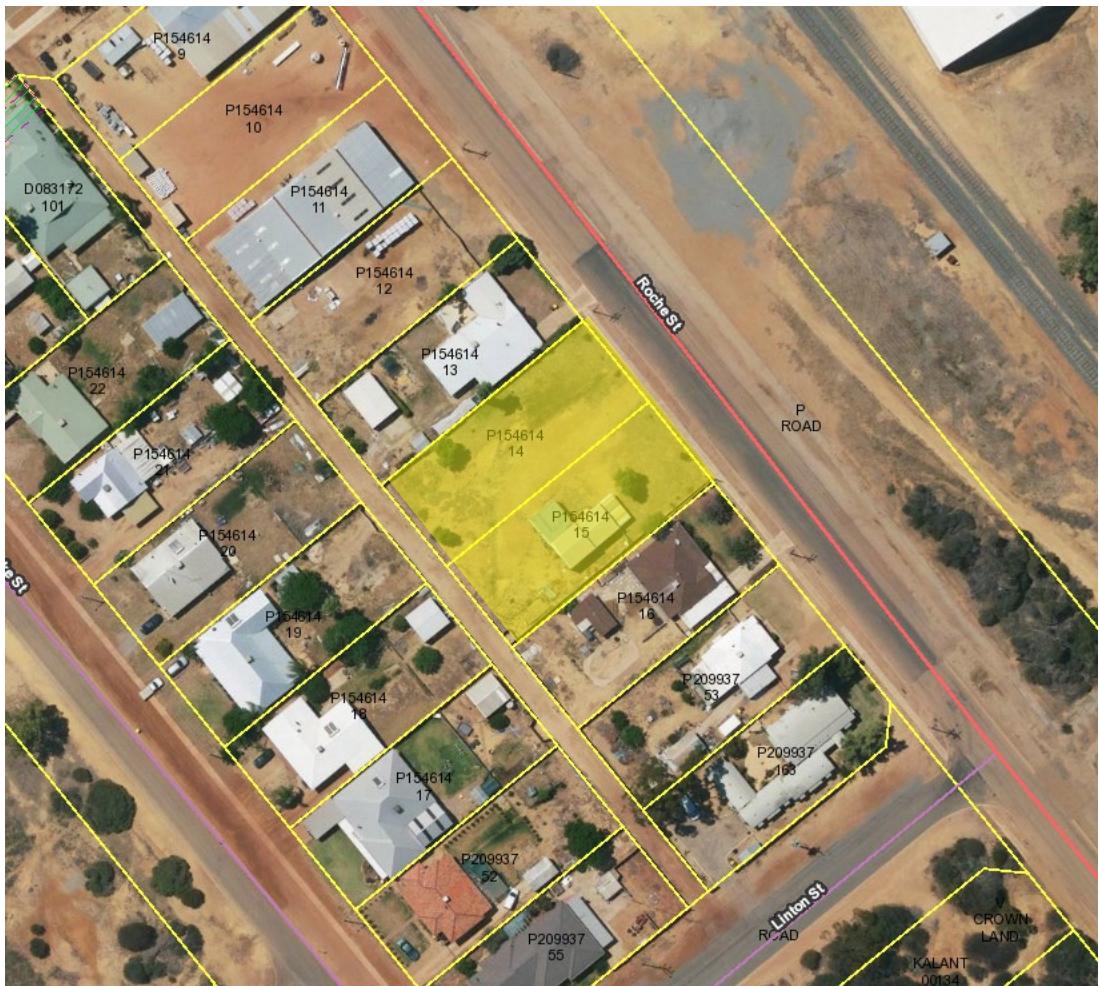
The recommendation is that the WAPC be advised that the Shire of Dalwallinu supports in principle the proposed freehold subdivision.

#### **Background**

Subject Property:	Lot s 14 & 15, Roche Street (A72701)
Land Use Zoning:	Commercial
Property Owner:	Brett Martin
Applicant:	JBA Surveys
Consent Authority:	Western Australia Planning Commission
Proposed Development:	Consolidation of two existing allotments.
Value of Development:	N/A

JBA Surveys has submitted a proposal to amalgamate the existing land parcels into one allotment from the parent parcels. The property is located on the Roche Street near the intersection with Linton Street in the eastern part of the Kalannie townsite. The property is zoned 'Commercial' under the Local Planning Scheme.





*Location of subject properties*  (SynergySoft)

#### **Consultation**

Nil

#### **Legislative Implications**

##### State

*Planning and Development Act 2005*

*Shire of Dalwallinu Town Planning Scheme N° 2*

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

*The Dalwallinu Local Planning Strategy 2013.*

#### **Site Inspection**

An inspection of the site has been undertaken.



## **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**

Lot 15 Roche Street has a shed type building constructed from a timber frame with corrugated steel cladding. The purpose for its construction and ongoing use is unknown. Currently it is vacant other than to store domestic related items. The property has access to potable water, mains power and a rubbish removal service.

Lot 14 Roche Street has recently been improved with the addition of a single dwelling that benefitted from a building permit (BP 172021) issued in December 2020. The property has access to potable water, mains power and a rubbish removal service. A septic system set up onsite treats any domestic waste water so generated.

The proposed consolidation of the two allotments does not detract from the ability to develop the property within the constraints of the Local Planning Scheme.

## **Officer Recommendation**

That Council endorse the proposed subdivision and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for Lots 14 & 15 Roche Street, Kalannie to be consolidated as per the plan of subdivision accompanying the Application No: 161123.

## **Recommendation/Resolution**

### MOTION

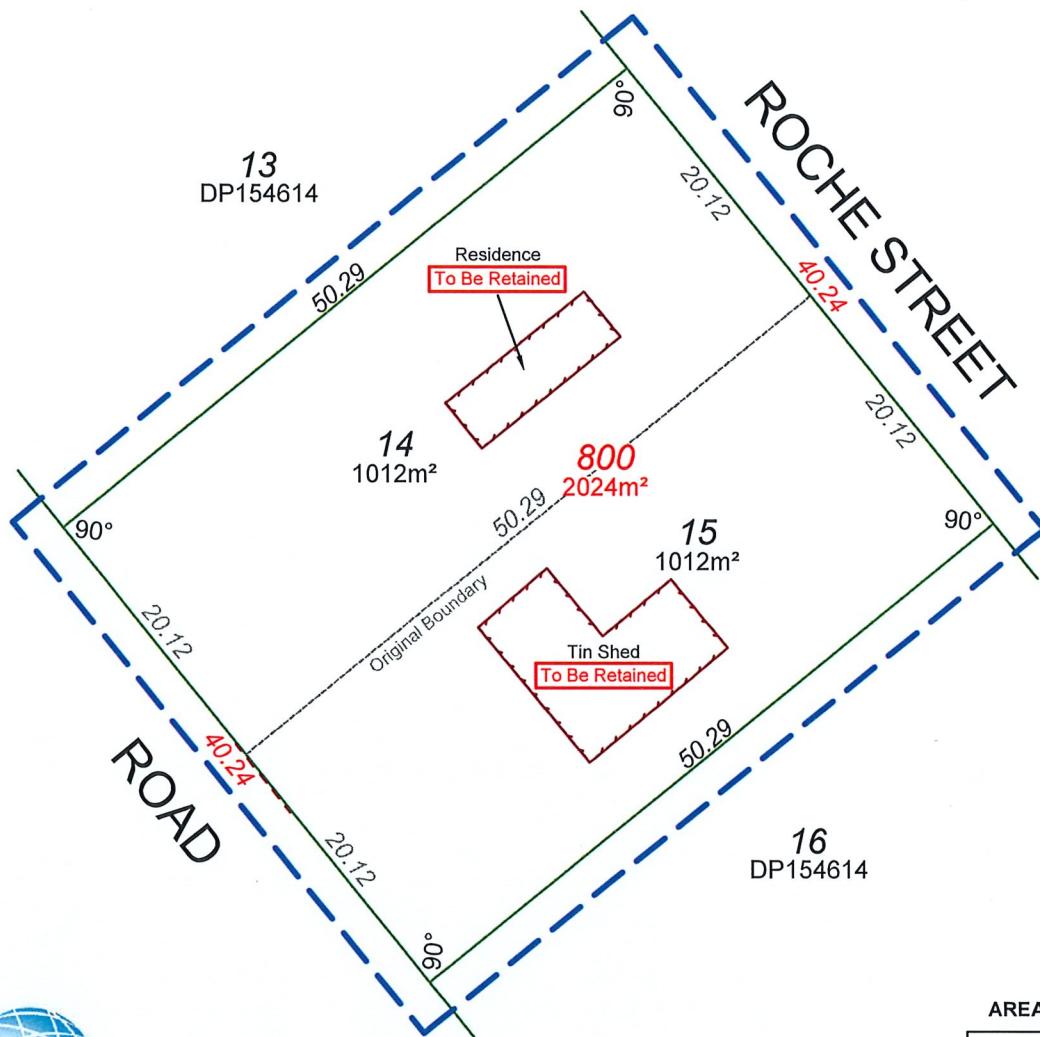
Moved	Cr
Seconded	Cr

0/0





LOCATION SKETCH  
NOT TO SCALE



AREA SCHEDULE

Nº of original lots = 2  
Lot 14 = 1012m<sup>2</sup>  
Lot 15 = 1012m<sup>2</sup>

Nº of proposed lots = 1  
Lot 800 = 2024m<sup>2</sup>



12b Pepler Ave, Salter Point WA 6152  
Ph: 9450 7188  
email: admin@jbasurveys.com.au  
web: www.jbasurveys.com.au

21151-APS01-1.0.dwg

VER.	DATE	BY	AMENDMENTS	FILE SOURCE
1.0	29.06.2021	MDB	Issued for Information	21151-1.0-21062021-Local-P

0 5 10 15 20 25

Scale @A4 1:500

CLIENT:  BRETT MARTIN	JOB NO: 21151  PROJECT:  LOTS 14 & 15 ON DP154614 Nº 47 & 45 ROCHE STREET KALANNIE, WA, 6468 C/T's 1894-352 & 1894-351	TITLE: PROPOSED AMALGAMATION		DATUM	N  VERT: N/A HORIZ: LOCAL SCALE: 1:500
		VER: 1.0	DWG NO: 21151-APS01	VER: 1.0	
	SURVEYOR: JMB   DATE OF SURVEY: 18.06.2021   DRAWN BY: MDB   APPROVED BY: NRW	SHEET NO: 1 OF 1	A4		

## 9.2.2 Proposed Amendment (Nº 8) to Local Planning Scheme: 15 Arthur Street, Wubin\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	Property files (A136)
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Proposal for amendment to the local planning scheme

### Purpose of Report

To consider the proposal for amending the *Shire of Dalwallinu Planning Scheme No. 2* by way of rezoning the subject properties from 'Reserve 21800' to 'Townsit'.

The recommendation is that Council adopt the proposal as a standard amendment to the Planning Scheme and advertise the proposed amendment.

### Background

Subject Properties: 15 Arthur Street, Wubin (Lot 95)-(Reserve 21800)

Land Use Zoning: Crown Reserve

Property Owner: State of Western Australia

Proponent: David Tonkin

Consent Authority: Western Australia Planning Commission

It is proposed to rezone the subject property from that of 'Crown Reserve' to that of 'Townsit' allow for a greater choice of land use as is permissible under the Local Planning Scheme.

### Consultation

Department Planning, Lands and Heritage

### Legislative Implications

#### State

*Planning & Development Act 2005*

*Planning & Development (Local Planning Schemes) Regulation 2015*

*Shire of Dalwallinu Town Planning Scheme No. 2*

### Policy Implications

Nil



## **Financial Implications**

The proponent will be required to pay all disbursements associated with mapping and advertising the amendment locally and in the Government Gazette.

## **Strategic Implications**

Nil

## **Site Inspection**

An inspection of the site has been undertaken.

## **Triple Bottom Line Assessment**

### Economic implications

The support of this proposal will allow for the expansion of the townsite area.

### 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 land was originally purchased by the Country Women's Association in 1938 to establish 'rest rooms' for women waiting for trains to depart from Wubin. It became a Crown Reserve in 1959 and on the demise of the local chapter of the CWA, the reserve was vested in the Shire in 1996 for a set period of 21 years.

On the property is a building with a footprint of approximately 92m<sup>2</sup> including associated structures. The main building consists of a timber framed, asbestos/steel clad structure with four rooms; including a kitchen. The property which is 952m<sup>2</sup> in area, is serviced with access to potable water, mains power and a weekly rubbish removal service.

The property has been left vacant for a lengthy period with no improvements made and a steady deterioration of the building, appurtenances and the landscaping being noted.

The Shire is aware of a proposal by Mr David Tonkin to purchase the site from the State government to repurpose for residential use. Under current land use zoning, the existing building would not be able to be refitted for residential purposes. Mr David Tonkin has approached the Shire with the intention of having the property rezoned to a land use that is conducive to residential accommodation.

The majority of the properties located within the Wubin Townsite are zoned either 'Reserve' or 'Townssite'. Townsite zoning allows for a varied range of land uses (residential, commercial and light industrial) to be realised. Therefore it would be prudent to facilitate the intended use by amending the current land use zoning to that which would be more in line with the proposed residential use.

The proposed amendment has been determined as being a 'standard' amendment for the following reasons as it is:

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- b) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- c) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- d) not a complex or basic amendment.

In consideration of a standard amendment to the Scheme, Council must resolve to:

- a) proceed to adopt the proposed amendment to the local planning scheme without modification; or
- b) proceed to adopt the proposed amendment to the local planning scheme with modifications; or
- c) not proceed to adopt the proposed amendment to the local planning scheme.

If Council resolves to adopt the proposed amendment to the Scheme, the amendment must be referred to the Environmental Protection Authority (EPA) before undertaking to advertise the proposed amendment.



## **Officer Recommendation**

That Council:

1. Adopt the proposed amendment (Amendment No 8) to the *Shire of Dalwallinu Town Planning Scheme No 2* for the purpose of reclassifying:
  - Lot 95 from 'Reserve – Public Purpose' as depicted on the current Scheme map to that of 'Townsite' as depicted on the proposed Amendment map.
2. Request the Chief Executive Officer to prepare a Notice of the proposed amendment and advertise said Notice in compliance with regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Determine that the amendment is standard under Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
  - a) the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
  - b) the amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
  - c) the amendment is not a complex or basic amendment.

## **Recommendation/Resolution**

### **MOTION**

Moved	Cr
Seconded	Cr

**0/0**



SUBJECT

15 ARTHUR STREET INURIN

DATE

29/7/2021

JEAN KNIGHT,

CHIEF EXECUTIVE OFFICER,

SHIRE OF DALWALLIN U,

P.O. BOX 141 6609,

DEAR MRS KNIGHT,

I AM IN THE PROCESS OF PURCHASING (LOT 95) 15 ARTHUR STREET WURIN FROM THE DEPARTMENT OF LAND.

I HAVE BEEN ADVISED THAT THE CURRENT LAND USE ZONING UNDER THE LOCAL PLANNING SCHEME DOES NOT ALLOW FOR RESIDENTIAL USE. AS MY INTENT IS TO CONVERT THE EXISTING BUILDING INTO A RESIDENCE FOR MY PERSONAL USE, I WOULD LIKE TO PROPOSE THAT THE PROPERTY BE REZONED FROM RESERVE TO TOWNSITE.

YOURS SINCERELY,

DAVID TONKIN,

P.O. BOX 40,

DALWALLIN U, 6609

MBS 0477086758

## SCHEME AMENDMENT REPORT



**SHIRE OF DALWALLINU  
LOCAL PLANNING SCHEME N<sup>o</sup> 2  
AMENDMENT N<sup>o</sup> 8**

**An Amendment to rezone:**

**Lot 95 Arthur Street, Wubin (R 21800) from 'Reserve – Public Purpose' to  
'Townsit' zone as depicted on the Scheme Amendment map.**

**SCHEME AMENDMENT REPORT  
PLANNING AND DEVELOPMENT ACT 2005**

**RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

**SHIRE OF DALWALLINU**

**LOCAL PLANNING SCHEME N<sup>o</sup> 2**

**AMENDMENT N<sup>o</sup> 8**

Resolved that the Council, pursuant to section 75 of the *Planning and Development Act, 2005* amend the above Local Planning Scheme by:

1. Rezoning: Lot 95, Arthur Street, Wubin from 'Reserve – Public Purpose' to 'Residential' zone' as depicted on the Scheme Amendment map.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* for the following reasons:

1. The Amendment is consistent with the Council's Local Planning Strategy in that it will consolidate commercial development and supporting services in the Dalwallinu townsite.
2. The Amendment will have minimal impact on land in the Scheme area that is not the subject of the Amendment.
3. The Amendment will not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.
4. The Amendment is not a complex or basic amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

---

**CHIEF EXECUTIVE OFFICER**

# SCHEME AMENDMENT REPORT

1.	<b>LOCAL AUTHORITY</b>	:	SHIRE OF DALWALLINU
2.	<b>DESCRIPTION OF LOCAL PLANNING SCHEME</b>	:	LOCAL PLANNING SCHEME N° 2
3.	<b>TYPE OF SCHEME</b>	:	DISTRICT ZONING SCHEME
4.	<b>SERIAL N° OF AMENDMENT</b>	:	Amendment N° 8
5.	<b>PROPOSAL</b>	:	Rezoning: Lot 95 Arthur Street, Wubin from 'Reserve- Public Purpose' to 'Townssite' zone as depicted on the Scheme Amendment map.

## REPORT

### 1.0 INTRODUCTION

The proponent requests the Council's resolution to adopt the proposed Scheme Amendment. The proposal is for the reclassification of the subject property (Lot 95 Arthur Street, Wubin) from 'Reserve – Public Purpose' to 'Townssite' zone as depicted on the Scheme Amendment map.

### 2.0 BACKGROUND

#### Location

The property is situated on the eastern side of Arthur Street between Glowrey Street and Parker Street, Wubin. The township of Wubin is located within the Shire of Dalwallinu local government area on the Great Northern Highway.

#### Site Area

The total area of the property is 1050m<sup>2</sup>.

#### Ownership

The property is a Crown Land Reserve – R28100 (Public Purpose). The reserve is under the care, control and management of Land Management Central, Department of Planning, Lands and Heritage.

#### Current and Surrounding Land Uses

The subject property is currently zoned 'Reserve – Public Purpose'. The property was developed by the Country Womens' Association (WA) as rest rooms for women travelling by train through the nearby railway station. The property has not been utilised for such purposes since the mid 1990's.

## SCHEME AMENDMENT REPORT

Improvements on the property include a four room building constructed off-the-ground with timber framing, asbestos wall cladding and a rolled steel roof. Other appurtenant structures include an iron water tank and a derelict backyard commode. At one stage the surrounds were landscaped with lawn, edging, fencing and assorted shrubs and trees.

The adjoining property to the north is zoned 'Townssite' and is developed and occupied as a residence. Properties located to the south of the subject property are zoned either Reserve – Recreation/Church of England or Townsite. The majority of the properties zoned Townsite are developed with residential style land use dominating.

### Physical Characteristics

The property is situated on land that is relatively flat land with surface water drainage generally flowing to the south-west. This is consistent with the surrounding natural landform.

The soils are a mixture of gravel, clays and loam. The bedrock formation is generally situated within 2000mm of the surface.

There are no indigenous trees growing on the site. There is no literary evidence that conveys any suggestion that the subject area has issues relating to Rare Declared Flora or Specially Protected Fauna.

### Infrastructure

The property has access to potable water, power, telecommunications and solid waste/waste water disposal. The property has frontage to a sealed public road that provides access for transport, vehicular parking and the catchment and the redirection of storm water runoff from adjacent property.

## 3.0 LOCAL PLANNING CONTEXT

### Local Planning Strategy

The Shire's Local Planning Strategy (endorsed by the WAPC on 24 September 2013) focuses on promoting the Shire as a safe, quiet location, in a country environment with an active community. It seeks to promote, *inter alia*, no loss of townsite amenity, maintaining natural vegetation and utilising existing services so as not to burden the community with increased servicing costs.

The Strategy identifies as a prime objective:

*To provide for a wide range of residential services to cater for all age groups of the population within the Shire to cater for existing and future generations.*

Which is facilitated by:

*Allowing for opportunities to increase residential densities to capitalise on existing infrastructure*

# SCHEME AMENDMENT REPORT

## 4.0 PROPOSAL

This amendment proposes the rezoning of Lot 95 Arthur Street, Wubin from 'Reserve – Public Purpose' to that of 'Townssite'.

The proposed rezoning should be supported as it represents the logical expansion of Townsite zoned land within the Wubin township, which in turn would allow for the maximum flexibility in land use to be realised.

The objectives for the 'Townssite' zone are;

- To maintain a rural town atmosphere and lifestyle choice.
- To provide for a degree of flexibility of uses allowed within the zone whilst maintaining an appropriate level of residential amenity.
- To allow a variety of uses necessary to service the normal functions of a rural townssite.
- To provide for a mix of residential development and a range of commercial, light industrial and other uses considered appropriate in rural towns.

## 5.0 CONCLUSION

The rezoning of the subject properties from Reserve – Public Purpose to Townsite will provide the property to have development flexibility attuned to the Local Planning Strategy and allow for residential style land uses.

# **SCHEME AMENDMENT REPORT**

**PLANNING AND DEVELOPMENT ACT 2005**

**RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

**SHIRE OF DALWALLINU**

**LOCAL PLANNING SCHEME N<sup>o</sup> 2**

**AMENDMENT N<sup>o</sup> 8**

Resolved that the Shire of Dalwallinu pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning: Lot 95 Arthur Street, Wubin from 'Reserve – Public Purposes' to 'Townssite' zone as depicted on the Scheme Amendment map.

# SCHEME AMENDMENT REPORT



## Legend

## EXISTING SCHEME MAP

- White box: Cadastre with Lot number
- Red box: LPS Zones
- Blue box: Special use
- Blue box: Townsite
- Yellow box: LPS Reserves
- Yellow hatched box: Public purposes
- Yellow hatched box with 'ES': ES Public purposes : Emergency services



Department of Planning,  
Lands and Heritage

GOVERNMENT OF  
WESTERN AUSTRALIA

Produced by Geospatial Research and Modelling,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1098-2016-1

Shire of Dalwallinu

Local Planning Scheme No. 2

Amendment No. 8



0 10 20 30 40  
metres

# SCHEME AMENDMENT REPORT



## Legend

Cadastre with Lot number

LPS Zones and Reserves Amendments

Townsite

## PROPOSED SCHEME AMENDMENT MAP



Department of Planning,  
Lands and Heritage

GOVERNMENT OF  
WESTERN AUSTRALIA

Produced by Geospatial Research and Modelling,  
Department of Planning, Lands and Heritage, Perth WA.  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1008-2018-1

6

Shire of Dalwallinu

Local Planning Scheme No. 2

Amendment No. 8



0 10 20 30 40  
metres

# SCHEME AMENDMENT REPORT

## COUNCIL RESOLUTION TO ADOPT AMENDMENT TO SCHEME

This Standard Amendment as adopted by resolution of the Council of the Shire of Dalwallinu at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 .

---

**CHIEF EXECUTIVE OFFICER**

---

**SHIRE PRESIDENT**

## COUNCIL RECOMMENDATION

This Amendment is recommended for support by the resolution of the Shire of Dalwallinu at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and the Common Seal of the Shire of Dalwallinu was hereunto affixed by authority of a resolution of the Council in the presence of:

---

**CHIEF EXECUTIVE OFFICER**

---

**SHIRE PRESIDENT**

## WAPC ENDORSEMENT (r.63)

---

**DELEGATED UNDER S.16 OF  
THE P&D ACT 2005**

---

**DATE**

## APPROVAL GRANTED

---

**MINISTER FOR PLANNING**

6

---

**DATE**

### 9.3 CORPORATE SERVICES

#### 9.3.1 Accounts for Payment for July 2021\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Christie Andrews, Senior Finance Officer
<b>Supervised by</b>	Hanna Jolly, Manager Corporate Services
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	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 July 2021 from the Municipal Account, to the sum of \$529,321.69 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 \$2,250,749.04. There were no payments from the Trust Account. Total payments from all accounts being \$2,250,749.04 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 adopted budget for 2021/22.

**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**

Accounts for Payments are in accordance with the adopted revised budget for 2021/22 or authorised by separate resolution.

**Officer Recommendation**

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 July 2021 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$2,250,749.04 consisting of:

EFT Payments (EFT12105-EFT12206)	\$529,321.69
EFT Payments (Payroll)	\$115,618.00
Direct Debit – Superannuation	\$24,583.01
(DD16194.1-11 & DD16223.1-11)	
Direct Debit – Credit Card (DD16212.1)	\$4,494.71
Direct Debit – Housing Bonds (DD16219.1)	\$107.50
Direct Debit – Gym Equipment (DD16203.1)	\$5,144.45
Direct Debit – Payments to Department of Transport	\$43,542.50
Bank Fees	\$537.22
Loan Payment – Loan 64 Sewerage Scheme	\$13,903.56
Loans 157, 159 & 160 Guarantee Fee	\$13,496.40
Transfer Muni Excess Funds Term Deposit	\$1,500,000.00



## Recommendation/Resolution

### MOTION

Moved                    Cr  
Seconded                Cr

0/0



Date: 05/08/2021  
Time: 3:11:40PM

Shire of Dalwallinu

USER: Christie Andrews  
PAGE: 1

Cheque /EFT				Bank Code	INV Amount	Amount
No	Date	Name	Invoice Description			
EFT12105	01/07/2021	KEITH LESLIE CARTER	Member Attendance Fee's Q4	1		1,756.68
INV Q4	29/06/2021	KEITH LESLIE CARTER	Member Attendance Fee's Q4, Member Travel Reimbursement Q4		1,756.68	
EFT12106	01/07/2021	ANITA DICKINS	Member Attendance Fee's Q4	1		1,603.80
INV Q4	29/06/2021	ANITA DICKINS	Member Attendance Fee's Q4, Member Travel Reimbursement Q4		1,603.80	
EFT12107	01/07/2021	KAREN MARIE MCNEILL	Member Attendance Fee's Q4	1		1,080.00
INV Q4	29/06/2021	KAREN MARIE MCNEILL	Member Attendance Fee's Q4		1,080.00	
EFT12108	01/07/2021	JOHN EDWARD LEESON	Replace & secure sections of roof Wubin CWA Hall	1		550.00
INV 106	18/06/2021	JOHN EDWARD LEESON	Replace & secure sections of roof Wubin CWA Hall		550.00	
EFT12109	01/07/2021	RBC - RURAL	Meterplan charge for admin photocopiers - June 21	1		870.21
INV 0002944322/06/2021	18/06/2021	RBC - RURAL	Meterplan charge for admin photocopiers - June 21		870.21	
EFT12110	01/07/2021	TELSTRA	Medical Ctr phone a/c usage to 18/6/21 & service/rental to 18/7/21	1		107.55
INV 7839697018/06/2021	18/06/2021	TELSTRA	Medical Ctr phone a/c usage to 18/6/21 & service/rental to 18/7/21,		107.55	
EFT12111	01/07/2021	JENNY'S BAKEHOUSE	Catering for Citizenship Ceremony (\$10 per head x 10 people)	1		100.00
INV 1302	25/05/2021	JENNY'S BAKEHOUSE	Catering for Citizenship Ceremony (\$10 per head x 10 people)		100.00	
EFT12112	01/07/2021	SYNERGY	Electricity Usage - Dalwallinu Recreation Centre - 20/05 to 16/06	1		4,869.76
INV 3070673011/05/2021	SYNERGY		Electricity Usage - Dalwallinu Sewerage Scheme - 08/03 to 11/05		118.06	
INV 3962659017/06/2021	SYNERGY		Electricity Usage - Shire Administration Centre - 20/05 - 16/06, Electricity Usage - Council Chambers - 20/05 - 16/06		637.84	
INV 9741694017/06/2021	SYNERGY		Electricity Usage - Dalwallinu Squash Courts - 20/05 to 16/06, Electricity Usage - Dalwallinu Sports Club - 20/05 to 16/06, Electricity Usage - Dalwallinu Sports Club Residence - 20/05 to 16/06, Electricity Usage - Dalwallinu Gymnasium - 20/05 to 16/06, Electricity Usage - Dalwallinu Recreation Centre - 20/05 to 16/06, Electricity Usage - Dalwallinu Aquatic Centre - Insert Dates		2,574.79	

Date: 05/08/2021  
Time: 3:11:40PM

Shire of Dalwallinu

USER: Christie Andrews  
PAGE: 2

Cheque /EFT			Bank Code	INV Amount	INV Amount
No	Date	Name	Invoice Description		
INV 9667269125/06/2021		SYNERGY	Electricity Usage - Dalwallinu Sewerage Scheme - 23/04 to 24/06 2021		822.97
INV 7975433125/06/2021		SYNERGY	Electricity Usage - Dalwallinu Aerodrome - 30/04 to 25/06 2021		260.33
INV 4144813928/06/2021		SYNERGY	Electricity Usage - Pithara Sports Pavilion - 27/04 to 28/06		116.22
INV 2936120528/06/2021		SYNERGY	Electricity Usage - FM Radio Transmitter - 23/04 to 28/06		339.55
EFT12113	01/07/2021	The Liebe Group Inc	Refund of venue & key bond paid 3/5 for hire 15/6	1	490.00
INV BOND RI	01/07/2021	The Liebe Group Inc	Refund of venue & key bond paid 3/5 for hire 15/6		490.00
EFT12114	01/07/2021	PJ BYWATERS & CO	Cart debris from drains on Dalwallinu Kalannie Rd	1	6,756.75
INV 42565	29/06/2021	PJ BYWATERS & CO	Cart debris from drains on Dalwallinu Kalannie Rd		6,756.75
EFT12115	01/07/2021	The Workwear Group Pty Ltd	Uniforms for Angella Davey 2020/21 allowance	1	514.19
INV 1323903410/06/2021		The Workwear Group Pty Ltd	Uniforms for Angella Davey 2020/21 allowance		514.19
EFT12116	01/07/2021	ELECTRICAIR	Fixing of air conditioner in theMedical Center, main doctors office.	1	288.75
INV 0000432529/06/2021		ELECTRICAIR	Fixing of air conditioner in theMedical Center, main doctors office.		288.75
EFT12117	01/07/2021	Conquest Group Of Companies Pty Ltd	Galv sheet 1200x3460mm for Wubin Banner - quote 21051015	1	405.90
INV 21524	30/06/2021	Conquest Group Of Companies Pty Ltd	Galv sheet 1200x3460mm for Wubin Banner - quote 21051015		405.90
EFT12118	01/07/2021	MAMMOTH EQUIPMENT & EXHAUST PTY LTD	800ltr of echoblue delivered to the Dalwallinu Shire Depot	1	528.00
INV 145795	18/06/2021	MAMMOTH EQUIPMENT & EXHAUST PTY LTD	800ltr of echoblue delivered to the Dalwallinu Shire Depot		528.00
EFT12119	01/07/2021	STEVEN CLIFFORD CARTER	Member Attendance Fee's Q4	1	2,400.00
INV Q4	29/06/2021	STEVEN CLIFFORD CARTER	Member Attendance Fee's Q4		2,400.00
EFT12120	01/07/2021	EXECUTIVE MEDIA PTY LTD	Advertising in Caravanning Australia winter edition 2021	1	950.00
INV 162963	28/06/2021	EXECUTIVE MEDIA PTY LTD	Advertising in Caravanning Australia winter edition 2021		950.00

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EFT12121	01/07/2021	ROWDY'S ELECTRICAL	Install Banner Poles in Johnston Street & additional on cnr Myers & Annetts Rd	1		6,535.10
INV INV-038129/06/2021		ROWDY'S ELECTRICAL	Install Banner Poles in Johnston Street & additional on cnr Myers & Annetts Rd		6,535.10	
EFT12122	01/07/2021	Hanks Maintenance And General	General maintenance of Kalannie parks & gardens - Jun 21	1		2,145.00
INV 115	30/06/2021	Hanks Maintenance And General	General maintenance of Kalannie parks & gardens - Jun 21		2,145.00	
EFT12123	01/07/2021	Toll Transport Pty Ltd	Freight charges on chemicals for pool	1		512.71
INV 0432-S4222/09/2019		Toll Transport Pty Ltd	Freight charges on chemicals for pool		128.70	
INV 0470-S4230/08/2020		Toll Transport Pty Ltd	Freight charges on sewerage pond sample, Freight charges on water samples - pool, Freight charges on chlorine breathing apparatus, Freight charges on speed signs for Kalannie, Freight charges on return library exchange, Freight charges on work uniforms ex Totally Workwear, Freight charges on parts for standpipe		204.71	
INV 0491-S4207/03/2021		Toll Transport Pty Ltd	Freight charges on employee samples Western Diganostic, Freight charges on sign for Community Arts playground		21.45	
INV 0499-S4202/05/2021		Toll Transport Pty Ltd	Freight charges on box of foam eskies for pool samples		20.79	
INV 0504-S4206/06/2021		Toll Transport Pty Ltd	Freight charges on Machinery crossing signs (PW1341-998), Freight charges on signage for Buntine Emergency services shed, Freight charges on photocopy paper for admin, Freight charges on parts for DL695		109.34	
INV 0505-S4213/06/2021		Toll Transport Pty Ltd	Freight charges on signs ex Jason signmakers, Freight charges on clothing for works crew ex Totally Workwear		27.72	
EFT12124	01/07/2021	Brett Henderson Boys	Member Attendance Fee's Q4	1		1,440.00
INV Q4	29/06/2021	Brett Henderson Boys	Member Attendance Fee's Q4		1,440.00	
EFT12125	01/07/2021	EG & AK Sawyer	Annual lease payment for Kalannie tip site as per agreement	1		3,406.33
INV KALANN01/07/2021		EG & AK Sawyer	Annual lease payment for Kalannie tip site as per agreement		3,406.33	
EFT12126	01/07/2021	Liberty Plumbing & Gas	Replace Backflow Device @ Lot 806 Huggett Drive, Dalwallinu	1		3,200.00
INV INV-136821/06/2021		Liberty Plumbing & Gas	Sewer inspection and disabling pumps at Dalwallinu Caravan Park		350.00	

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INV INV-136622/06/2021		Liberty Plumbing & Gas	Repairs to James Street Sewer Rise		660.00	
INV INV-136723/06/2021		Liberty Plumbing & Gas	Lot 806 Huggett Dr Backflow Testing		600.00	
INV INV-136923/06/2021		Liberty Plumbing & Gas	Annual Backflow Testing Leahy st Pithara		600.00	
INV INV-137323/06/2021		Liberty Plumbing & Gas	Replace Backflow Device @ Lot 806 Huggett Drive,, Dalwallinu		990.00	
EFT12127	01/07/2021	Moore Stephens	Attendance at Moore Australia GST Workshop 29 July 2021 for Christie Andrews & Angella Davey	1		1,650.00
INV 1920	23/03/2021	Moore Stephens	Attendance at Moore Australia GST Workshop 29 July 2021 for Christie Andrews & Angella Davey		1,650.00	
EFT12128	01/07/2021	Advanced Traffic Management Wa	Traffic Management for clearing drains @ Dalwallinu-Kalannie Rd - 6days	1		11,667.70
INV 0014724622/06/2021		Advanced Traffic Management Wa	Traffic Management for clearing drains @ Dalwallinu-Kalannie Rd - 6days,		11,667.70	
EFT12129	01/07/2021	Totally Workwear Joondalup	Uniforms, Neil Stalkey, Steve Brindley, Rod Broad, Greg Whitehead	1		527.40
INV 7200505005/05/2021		Totally Workwear Joondalup	Embroid 7 items, Uniforms, Neil Stalkey, Steve Brindley, Rod Broad, Greg Whitehead		335.60	
INV 7200513822/06/2021		Totally Workwear Joondalup	4 x 92R pants for Martin Leahy		165.40	
INV 7200514023/06/2021		Totally Workwear Joondalup	Garments for Jo Jones embroidered		26.40	
EFT12130	01/07/2021	Wa Contract Ranger Services Pty Ltd	Ranger services, Jun 21	1		1,683.00
INV 03356	29/06/2021	Wa Contract Ranger Services Pty Ltd	Ranger services, Jun 21		1,683.00	
EFT12131	01/07/2021	LinkForce Holdings Pty Ltd	Excavate new hole at Dalwallinu Refuse site	1		2,860.00
INV 186	24/06/2021	LinkForce Holdings Pty Ltd	Excavate new hole at Dalwallinu Refuse site		2,860.00	
EFT12132	01/07/2021	Deep Bush Mechanical	Repairs to Buntine Fire Truck DL475	1		5,901.23
INV 1249/2	27/08/2020	Deep Bush Mechanical	Repair left hand door lock DL80		216.32	
INV 1472	27/06/2021	Deep Bush Mechanical	Repairs to Buntine Fire Truck DL475		1,089.94	
INV 1473	27/06/2021	Deep Bush Mechanical	Service on DL 159 40,646k		601.67	
INV 1471	27/06/2021	Deep Bush Mechanical	Service for Dynapac roller DL 9039		1,024.19	

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INV 1470	27/06/2021	Deep Bush Mechanical	Service for DL 147			948.52
INV 1469	27/06/2021	Deep Bush Mechanical	70k service on DL 420			594.13
INV 1467	27/06/2021	Deep Bush Mechanical	Fix broken oil hose on DL647,			437.50
INV 1468	27/06/2021	Deep Bush Mechanical	Replace broken hydraulic ram on the tree grab,			988.96
EFT12133	01/07/2021	Tractus Australia	Strip fit and balance DL 102	1		617.60
INV 1001908	18/06/2021	Tractus Australia	Strip fit and balance DL 102			445.40
INV 1001954	18/06/2021	Tractus Australia	Fitting of 1 light truck tyre for street sweeper			172.20
EFT12134	01/07/2021	Dalwallinu Baptist Church	Refund of bond paid 25/6 for DDC/Town Hall hire 27/6	1		210.00
INV BONDRE01/07/2021		Dalwallinu Baptist Church	Refund of bond paid 25/6 for DDC/Town Hall hire 27/6			210.00
EFT12135	01/07/2021	Chris's Contracting	Supply & Installation of fencing to playground area as per updated Quote A1299 dated 17/6/21	1		9,571.93
INV A1299	29/06/2021	Chris's Contracting	Supply & Installation of fencing to playground area as per updated Quote A1299 dated 17/6/21			9,571.93
EFT12136	01/07/2021	Twinkarri Pty Ltd	Verge Clearing - Centre Rd (14 days)	1		66,990.00
INV INV-660	15/06/2021	Twinkarri Pty Ltd	Verge Clearing - Rabbit Proof Fence Rd (5 days), Verge Clearing - Centre Rd (14 days), Verge Clearing - Birdwood Rd (4 days), Mobilisation and De-mobilisation			66,990.00
EFT12137	01/07/2021	Eva Roxas	Return of key & venue bonds paid 16/6 for Rec C tr hire 19th & 26th June 21	1		490.00
INV BONDRE01/07/2021		Eva Roxas	Return of key & venue bonds paid 16/6 for Rec C tr hire 19th & 26th June 21			490.00
EFT12138	01/07/2021	Three Sons Pty Ltd	Flu vaccination for outdoor staff May 2021	1		286.00
INV 160621	16/06/2021	Three Sons Pty Ltd	Flu vaccination for admin staff May 2021, Flu vaccination for outdoor staff May 2021			286.00
EFT12139	01/07/2021	Shire Of Mingenew	Access to Velpic Online Induction from 1 January 2021 - 30 June 2021	1		231.00
INV 9500	03/06/2021	Shire Of Mingenew	Access to Velpic Online Induction from 1 January 2021 - 30 June 2021			231.00

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EFT12140	01/07/2021	Jemma Reynolds	Refund of Rec Ctr key bond to Jemma Reynolds paid 9/4/21	1		70.00
INV KEYBON	01/07/2021	Jemma Reynolds	Refund of Rec Ctr key bond to Jemma Reynolds paid 9/4/21			70.00
EFT12141	01/07/2021	Maximum Drainage	Clear Drains at Dalwallinu-Kalannie Rd	1		12,898.60
INV 0000034	12/06/2021	Maximum Drainage	Clear Drains at Dalwallinu-Kalannie Rd, Mobilisation and Demobilsation (approx 319km x 2)			12,898.60
EFT12142	01/07/2021	J C Mechanics	Fix gear section on Mack Tipper	1		440.00
INV 186	09/06/2021	J C Mechanics	Fix gear section on Mack Tipper			440.00
EFT12143	01/07/2021	The Trustee For Barnesdale Family Trust	Gravel taken from Barnes's Jackson Road pit for works on Buntine Marchagee Road	1		2,363.00
INV GRAVEL	28/06/2021	The Trustee For Barnesdale Family Trust	Gravel taken from Barnes's Jackson Road pit for works on Buntine Marchagee Road			2,363.00
EFT12144	01/07/2021	NOEL WILLIAM MILLS	Member Attendance Fee's Q4	1		1,440.00
INV Q4	29/06/2021	NOEL WILLIAM MILLS	Member Attendance Fee's Q4			1,440.00
EFT12145	01/07/2021	BOEKEMAN MACHINERY	15,000km service on CEO car 23/06	1		417.59
INV 320775	30/06/2021	BOEKEMAN MACHINERY	15,000km service on CEO car 23/06			417.59
EFT12146	01/07/2021	LANDGATE	Annual SLIP Subscription - Small Non Commercial Customer May 2021 to April 2022	1		4,125.73
INV 364070-1	28/04/2021	LANDGATE	Interim valuation charges schedules no G 2021/3 and 4 Dated 06/03/2021 to 19/04/2021			887.86
INV 364937-1	25/05/2021	LANDGATE	Consolidated Mining Tenement Roll			485.50
INV 364995-1	26/05/2021	LANDGATE	Interim valuation charges schedules no G 2021/5 Dated 17/04/2021 to 14/05/2021			127.52
INV 68545296	18/06/2021	LANDGATE	Annual SLIP Subscription - Small Non Commercial Customer May 2021 to April 2022			2,505.90
INV 366182-1	23/06/2021	LANDGATE	Interim valuation charges schedules no G 2021/6 Dated 15/05/2021 to 11/06/2021			118.95
EFT12147	01/07/2021	KALANNIE COMMUNITY RESOURCE CENTRE	Advertising - Kalannie Kapers - June 2021	1		160.00

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INV IV00000030/06/2021		KALANNIE COMMUNITY RESOURCE CENTRE	Advertising - Kalannie Kapers - June 2021			160.00
EFT12148	01/07/2021	Child Support Agency	Payroll deductions	1		520.33
INV DEDUCT	25/06/2021	Child Support Agency	Payroll Deduction for emp 389 25/06/2021, Payroll Deduction for emp 399 25/06/2021			520.33
EFT12149	01/07/2021	MELISSA MAE HARMS	Member Attendance Fee's Q4	1		1,740.30
INV Q4	29/06/2021	MELISSA MAE HARMS	Member Attendance Fee's Q4, Member Travel Reimbursement Q4			1,740.30
EFT12150	01/07/2021	KAREN JOY CHRISTIAN	Member Attendance Fee's Q4	1		1,440.00
INV Q4	29/06/2021	KAREN JOY CHRISTIAN	Member Attendance Fee's Q4			1,440.00
EFT12151	01/07/2021	DALWALLINU COMMUNITY RESOURCE CENTRE	2020/21 Round 2 community grant payment for Photo Kiosk	1		3,096.58
INV 0005868314/06/2021		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Tourism Officer 16/6			10.00
INV 0000282617/06/2021		DALWALLINU COMMUNITY RESOURCE CENTRE	2020/21 Round 2 community grant payment for Photo Kiosk			3,086.58
EFT12152	14/07/2021	West Coast Media/West Coast On Hold	Monthly on hold message - Jul 21	1		215.00
INV INV1445	03/08/2020	West Coast Media/West Coast On Hold	Monthly on hold message for admin - Aug 20			69.00
INV INV1970	04/06/2021	West Coast Media/West Coast On Hold	Monthly on hold message for admin - Jun 21			69.00
INV INV2032	06/07/2021	West Coast Media/West Coast On Hold	Monthly on hold message - Jul 21			77.00
EFT12153	14/07/2021	JOHN R WALLIS ENGINEERING	Supply new electronic fuel meter (Adblue) - Depot	1		2,105.84
INV INV-191901	04/2021	JOHN R WALLIS ENGINEERING	Assorted reticulation - Dally oval, Mtr fuel hose -sundry plant, Battery for DL304, 20lts 15/40 Diesel max DL122, Filter DL122, Joiner - Dally oval, Starter rope & knob for fuel filter, Chain, grab hook & chain binders - low loader, Filters - DL9047, Coupling - pig trailer, Bolt & washers - Toror mower, Bolt & washers - Toro mower, Assorted fittings - Dally ablutions, Toner for licensing printer, Rubber fuel hose & hose clamp, Box 20 grease cartridges, 5L Alu clean - DL2478, Hose clamps - gardens, Globe - DL9360			1,801.84
INV INV-191901	04/2021	JOHN R WALLIS ENGINEERING	Supply new electronic fuel meter (Adblue) - Depot			304.00

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EFT12154	14/07/2021	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel for DL103 - Jun 21	1		1,808.47
INV JUN21	30/06/2021	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel for DL131 - Jun 21, Fuel for DL492 - Jun 21, Fuel for DL186 - Jun 21, Fuel for DL281 - Jun 21, Fuel for DL2 - Jun 21, Fuel for DL103 - Jun 21, Fuel for DL89 - Jun 21, Fuel for sundry plant - Jun 21, Admin fee on fuel for DL103 - Jun 21, Admin fee on fuel for DL89 - Jun 21		1,808.47	
EFT12155	14/07/2021	AUSTRALIA POST - SHIRE	Postage charges for Shire admin - Jun 21	1		161.48
INV 1010703303/07/2021		AUSTRALIA POST - SHIRE	Postage charges for Shire admin - Jun 21		161.48	
EFT12156	14/07/2021	BOC LIMITED	Monthly container rental for R020G Industrial Oxygen, R040G Acetylene & R060F3VIPR - w/shop	1		36.93
INV 5005416428/06/2021		BOC LIMITED	Monthly container rental for R020G Industrial Oxygen, R040G Acetylene & R060F3VIPR - w/shop		36.93	
EFT12157	14/07/2021	AVON WASTE	Domestic waste collections for June 2021	1		14,862.74
INV 0004475630/06/2021		AVON WASTE	Domestic waste collections for June 2021, Commercial waste collections for June 2021, Recycling collections for June 2021, Additional Monday rubbish collections for June 2021, Street Bin collections for June 2021, Bulk recycling collections for June 2021, Processing charges kerbside recycling services for June 2021, Processing charges frontlift recycling services for June 2021		14,862.74	
EFT12158	14/07/2021	IT VISION	Annual Licence fee for Synergy Software for 2021/22	1		34,080.89
INV 35519	30/06/2021	IT VISION	Tax tables upload for 2021/22		275.00	
INV 35381	01/07/2021	IT VISION	Annual Licence fee for Synergy Software for 2021/22		33,805.89	
EFT12159	14/07/2021	DEPUTY COMMISSIONER OF TAXATION	Business activity statement for the month of June 2021	1		37,207.00
INV BASJUN21/07/2021		DEPUTY COMMISSIONER OF TAXATION	Business activity statement for the month of June 2021		37,207.00	
EFT12160	14/07/2021	BURGESS RAWSON (WA) PTY LTD	Water usage 5/5 to 7/7	1		84.92
INV 12084	09/07/2021	BURGESS RAWSON (WA) PTY LTD	Water usage 5/5 to 7/7		84.92	
EFT12161	14/07/2021	ST JOHN AMBULANCE DALWALLINU	St John Ambulance memberships collected for June 21	1		304.00

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INV SJAJUNE	07/07/2021	ST JOHN AMBULANCE DALWALLINU	St John Ambulance memberships collected for June 21		304.00	
EFT12162	14/07/2021	STENET AGENCIES	Deposit for supply & installation of Solar System to roof of Dalwallinu Recreation Centre	1	2,000.00	
INV 10455	06/07/2021	STENET AGENCIES	Deposit for supply & installation of Solar System to roof of Dalwallinu Recreation Centre,		2,000.00	
EFT12163	14/07/2021	Building and Construction Industry Training Board Training Board	BCITF Levy for 13 Gamenya Place	1	1,463.50	
INV INV-10801	12/07/2021	Building and Construction Industry Training Board Training Board	BCITF levy - 61 Roberts Rd		71.75	
INV INV-10801	12/07/2021	Building and Construction Industry Training Board Training Board	BCITF Levy for 13 Gamenya Place		1,391.75	
EFT12164	14/07/2021	SYNERGY	Electricity Usage - Streetlights - 25/5 to 24/6	1	15,875.81	
INV 715336270	2/07/2021	SYNERGY	Electricity Usage - Streetlights - 25/5 to 24/6		6,444.56	
INV 115281630	6/07/2021	SYNERGY	Electricity Charges - Pithara Town Hall & Supper Room - 5/5 to 30/6		112.07	
INV 411059730	7/07/2021	SYNERGY	Electricity Usage - Lot 503 Salmon Gum Pl - 6/5 to 1/7		256.12	
INV 962445610	7/07/2021	SYNERGY	Electricity Usage - Richardson Park - 6/6 to 1/7		219.47	
INV 241916750	7/07/2021	SYNERGY	Electricity Usage - Wilfred Thomas Lodge - 6/5 to 1/7		379.24	
INV 897104550	7/07/2021	SYNERGY	Electricity Usage - Lot 504 Salmon Gum Place - 6/5 to 1/7		502.06	
INV 209914700	7/07/2021	SYNERGY	Electricity Usage - 11B Anderson Way - 6/5 to 1/7		200.49	
INV 980254590	7/07/2021	SYNERGY	Electricity Usage - Dalwallinu Oval Dam - 6/5 to 1/7		437.43	
INV 917524590	9/07/2021	SYNERGY	Electricity Charges - Buntine Town Hall - 5/5 to 8/7		120.16	
INV 609024720	9/07/2021	SYNERGY	Electricity Usage - Dalwallinu Medical Centre - 6/5 to 8/7		996.93	
INV 542352540	9/07/2021	SYNERGY	Electricity Usage - Dalwallinu Ablution Block - 5/5 to 8/7, Electricity Usage - Memorial Park - P&G - 5/5 to 8/7, Electricity Usage - Dalwallinu Craft Shop - 5/5 to 8/7, Electricity Usage - Dalwallinu Community Arts Building - 5/5 to 8/7		492.15	
INV 264785920	9/07/2021	SYNERGY	Electricity Usage - 8 Harris St - 5/5 to 8/7		309.38	
INV 200021040	9/07/2021	SYNERGY	Electricity Usage - Dalwallinu Sewerage Scheme -6/5 to 8/7		163.48	

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INV 5721914209/07/2021		SYNERGY	Electricity Usage - 6A Cousins Rd - 6/5 to 8/7		346.76	
INV 3609104009/07/2021		SYNERGY	Electricity usage, 6B Cousins Rd - 6/5 to 8/7		230.93	
INV 1212566709/07/2021		SYNERGY	Electricity Usage - Kalannie Sports Pavilion - 7/5 to 8/7		1,392.94	
INV 3166751509/07/2021		SYNERGY	Electricity Usage - Kalannie Emergency Services Building - 7/5 to 6/7		117.61	
INV 3168110709/07/2021		SYNERGY	Electricity Usage - Kalannie Parks & Garden-7/5 to 6/7		134.29	
INV 7359440309/07/2021		SYNERGY	Electricity Usage - Wubin Sports Pavilion -5/5 to 8/7		197.85	
INV 2556820309/07/2021		SYNERGY	Electricity Usage - Memorial Park - 5/5 to 8/7		254.23	
INV 8740002709/07/2021		SYNERGY	Electricity Usage - Kalannie Town Hall - 7/5 to 6/7		799.13	
INV 8237364109/07/2021		SYNERGY	Electricity Usage - Works Depot - 55/ to 8/7		1,142.31	
INV 4941567509/07/2021		SYNERGY	Electricity Usage - Buntine Emergency Services Building - 5/5 to 8/7		261.43	
INV 5605877509/07/2021		SYNERGY	Electricity Charges - Wheatbin Muesum Building - 5/5 to 8/7		120.16	
INV 9463785809/07/2021		SYNERGY	Electricity Usage - Buntine Tennis Club - 5/5 to 8/7		120.16	
INV 3070673012/07/2021		SYNERGY	Electricity Usage - Dalwallinu Sewerage Scheme - 6/5 to 8/7, Odue notice fee on prev a/c - Dalwallinu Sewerage Scheme		124.47	
EFT12165	14/07/2021	DALWALLINU NETBALL ASSOCIATION	Refund of venue & key bond paid 19/4/21 for 2021 Monday night season	1	490.00	
INV BONDRE07/07/2021		DALWALLINU NETBALL ASSOCIATION	Refund of venue & key bond paid 19/4/21 for 2021 Monday night season		490.00	
EFT12166	14/07/2021	Refuel Australia	9,000 Ltr of diesel for Shire Depot	1	12,256.20	
INV 0177929124/06/2021		Refuel Australia	9,000 Ltr of diesel for Shire Depot		12,256.20	
EFT12167	14/07/2021	G & M COUNSEL	Refund of airstrip key bond paid 2/7/21	1	70.00	
INV BONDRE12/07/2021		G & M COUNSEL	Refund of airstrip key bond paid 2/7/21		70.00	
EFT12168	14/07/2021	Hitachi Construction Machinery (Australia) Pty Ltd	Tail Lamp and Rear combination Lamp Lense's	1	60.43	
INV SIO7398301/06/2021		Hitachi Construction Machinery (Australia) Pty Ltd	Tail Lamp and Rear combination Lamp Lense's		60.43	

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EFT12169	14/07/2021	Conquest Group Of Companies Pty Ltd	1x GALV SHEET 1200X3460MM	1		405.90
INV 21523	30/06/2021	Conquest Group Of Companies Pty Ltd	1x GALV SHEET 1200X3460MM			405.90
EFT12170	14/07/2021	LGIS RISK MANAGEMENT	2nd instalment - Regional Risk Co-ordinator Fee 20-21	1		7,990.92
INV 156-0215	28/06/2021	LGIS RISK MANAGEMENT	2nd instalment - Regional Risk Co-ordinator Fee 20-21			7,990.92
EFT12171	14/07/2021	ROWDY'S ELECTRICAL	Install lighting to front office area at DDC	1		3,695.51
INV INV-029103	05/2021	ROWDY'S ELECTRICAL	Call out to indoor netball to fix lighting			489.01
INV INV-037421	06/2021	ROWDY'S ELECTRICAL	Repair lead on metal drop saw at Shire Depot			60.50
INV INV-037721	06/2021	ROWDY'S ELECTRICAL	Rescan and position satelite dish- 4 Dowie St			99.00
INV INV-037121	06/2021	ROWDY'S ELECTRICAL	Replaced sensor on auotmatic doors at DDC			822.80
INV INV-038508	07/2021	ROWDY'S ELECTRICAL	Install lighting to front office area at DDC			1,037.74
INV INV-038308	07/2021	ROWDY'S ELECTRICAL	Rectify issue with BBQ at Richardson Park			99.00
INV INV-038408	07/2021	ROWDY'S ELECTRICAL	Fix outside lighting at DDC			369.49
INV INV-039208	07/2021	ROWDY'S ELECTRICAL	RCD check compliant & replaced smoke alarm 13 Rayner, Installed RCD switch on light, RCD's compliant & replace both smoke alarms 15 Rayner, Installed RCD on light switch, power RCD's & smoke alarms comply, RCD's are compliant & replaced two smoke alarms, RCD & Smoke alarm's check - are complaint, 1 Wasley St			717.97
EFT12172	14/07/2021	SAFEROADS PTY LTD	Annual Zone Care Package for VMS Trailer	1		704.00
INV SR-INV-106	07/2021	SAFEROADS PTY LTD	Annual Zone Care Package for VMS Trailer			704.00
EFT12173	14/07/2021	DAVE WATSON CONTRACTING PTY LTD	Prune Street trees to Western power specifications,	1		6,600.00
INV 0000229911	07/2021	DAVE WATSON CONTRACTING PTY LTD	Prune Street trees to Western power specifications,			6,600.00
EFT12174	14/07/2021	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	Gold Assoc membership to Australia Day Council 2021-22	1		650.00
INV INV-080928	05/2021	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	Gold Assoc membership to Australia Day Council 2021-22			650.00

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EFT12175	14/07/2021	Access 1 Security Systems	Alarm monitoring service for Shire depot - 1/7 to 30/9	1		283.92
INV 42083	01/07/2021	Access 1 Security Systems	Alarm monitoring service for Shire depot - 1/7 to 30/9			141.96
INV 42053	01/07/2021	Access 1 Security Systems	Alarm monitoring service for Shire admin - 1/7 to 30/9			141.96
EFT12176	14/07/2021	Regional Development Australia - Wheatbelt Wa	Year 2 subscription (21/22), to the collaborative RDA Wheatbelt & Midwest Gascoyne Grant guru portal	1		852.50
INV GRANTG02/06/2021		Regional Development Australia - Wheatbelt Wa	Year 2 subscription (21/22), to the collaborative RDA Wheatbelt & Midwest Gascoyne Grant guru portal			852.50
EFT12177	14/07/2021	Toll Transport Pty Ltd	Freight charges on work uniforms ex Totally Workwear	1		19.25
INV 0506-S4220/06/2021		Toll Transport Pty Ltd	Freight charges on work uniforms ex Totally Workwear			19.25
EFT12178	14/07/2021	R n R Auto Electrics	Call out to Reynolds Rd to investigate starting issues with DL2478	1		1,083.50
INV 8081	28/06/2021	R n R Auto Electrics	Call out to Reynolds Rd to investigate starting issues with DL2478			1,083.50
EFT12179	14/07/2021	DALLCON	Refund of overpaid rent at 10 Roberts Rd Dalwallinu, vacated 3/6/21	1		1,228.57
INV RENTRE112/07/2021		DALLCON	Refund of overpaid rent at 10 Roberts Rd Dalwallinu, vacated 3/6/21			1,228.57
EFT12180	14/07/2021	P & J Transport Pty Ltd	Freight charges for calcium hypochlorite for pool	1		74.80
INV 0000442408/07/2021		P & J Transport Pty Ltd	Freight charges for calcium hypochlorite for pool			74.80
EFT12181	14/07/2021	Ixon Operations Pty Ltd	Container service fee - sewearge scheme - Jun 21	1		81.84
INV 6401210	30/06/2021	Ixon Operations Pty Ltd	Container service fee - sewearge scheme - Jun 21			81.84
EFT12182	14/07/2021	Marketforce Pty Ltd	Manager Work & Services Advert - West Australian Saturday 26 June 2021	1		3,391.89
INV 36835	03/05/2021	Marketforce Pty Ltd	Early settlement discounts for inv 37714, 37715 & 37716			-56.68
INV 39218	28/06/2021	Marketforce Pty Ltd	Advertising for Design and Construct Ablution Facility - Dalwallinu Caravan Park - RFT2020-10 (Saturday 26 June 2021 - LG Tenders West Australian)			524.08
INV 39216	28/06/2021	Marketforce Pty Ltd	RFT 2020-08 Civil Engineering Consultancy Services & RFT 2020-09 Civil Project Management Services, - The West Australian - Local Govt Tenders - Saturday 29/5/2021			684.55

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No	Date	Name				
INV 39217	28/06/2021	Marketforce Pty Ltd	Manager Work & Services Advert - West Australian Saturday 26 June 2021		2,239.94	
EFT12183	14/07/2021	Doug Burke	Refund of venue & key bond paid 24/6/21 for hire 30/6/21	1	490.00	
INV BONDRE07/07/2021		Doug Burke	Refund of venue & key bond paid 24/6/21 for hire 30/6/21		490.00	
EFT12184	14/07/2021	Liberty Plumbing & Gas	Replace sewer wet well pump at the Dalwallinu Caravan Park	1	24,992.50	
INV INV-136505/07/2021		Liberty Plumbing & Gas	Replace sewer wet well pump at the Dalwallinu Caravan Park		4,906.00	
INV INV-138005/07/2021		Liberty Plumbing & Gas	Works at the Dalwallinu Shire Depot to mens bathroom		300.00	
INV INV-138206/07/2021		Liberty Plumbing & Gas	Replaced sewer wet well pump behind units @ Dalwallinu Caravan Park		4,521.00	
INV INV-138106/07/2021		Liberty Plumbing & Gas	Repairs to Kalannie Sports Pavillion female toilet cisterns & waste pipes		1,318.00	
INV INV-138307/07/2021		Liberty Plumbing & Gas	Locate & clear blocked toilets at Kalannie Hall		665.50	
INV INV-137413/07/2021		Liberty Plumbing & Gas	Supply & Installation of water fountain/chiller at Dalwallinu Discovery Centre		4,295.00	
INV INV-137513/07/2021		Liberty Plumbing & Gas	Supply & Installation on water fountain/chiller at Kalannie Sports Pavilion		2,981.00	
INV INV-137013/07/2021		Liberty Plumbing & Gas	Supply and installation of water fountain/chiller at Dalwallinu Aquatic Centre		2,761.00	
INV INV-137113/07/2021		Liberty Plumbing & Gas	Supply and installation of water fountain/chiller at Dalwallinu Recreation Centre		3,245.00	
EFT12185	14/07/2021	Tally Homes Group Pty Ltd	Balance of payment for upgrade to Dalwallinu Ablution Facility - additional works as per Quote 000676 dated 10/2/21	1	19,134.27	
INV INV 000701/07/2021		Tally Homes Group Pty Ltd	Balance of payment for upgrade to Dalwallinu Ablution Facility - additional works as per Quote 000676 dated 10/2/21		14,190.00	
INV INV 000702/07/2021		Tally Homes Group Pty Ltd	Balance of payment for upgrade to ticket box at Dalwallinu Recreation Centre (including upgrade to electrics)		4,944.27	
EFT12186	14/07/2021	Dalwallinu Foodworks	Assorted goods as selected by shire staff for refreshments/receptions, Jun 21- asstd savouries, alcohol, water, napkins	1	365.13	

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INV JUN21	30/06/2021	Dalwallinu Foodworks	Assorted goods as selected by shire staff for Jun 21 - tissues, Assorted goods as selected by shire staff for refreshments/receptions, Jun 21- asstd savouries, alcohol, water, napkins, Assorted goods as selected by shire staff for Jun 21 - milk, coffee beans, Assorted goods as selected by shire staff for refreshments/receptions, Jun 21- asstd savouries, alcohol, water, napkins, Supplies for Better Beginnings program - library, Supplies for Better Beginnings program - library, Cleaning supplies - van, Cleaning supplies - 10 Roberts Rd		365.13	
EFT12187	14/07/2021	E Fire & Safety	Fire indicator panel testing at Shire Admin building - 1/6 to 30/6	1	495.00	
INV 545588	30/06/2021	E Fire & Safety	Fire indicator panel testing at Shire Admin building - 1/6 to 30/6		495.00	
EFT12188	14/07/2021	Department Of Mines, Industry Regulations And Safety	Building service levy collected for June 21	1	2,284.02	
INV BSLJUNI	07/07/2021	Department Of Mines, Industry Regulations And Safety	Building service levy collected for June 21		2,284.02	
EFT12189	14/07/2021	Red Dust Holdings Pty Ltd	Maintenance grading Kulja Central Rd	1	50,172.10	
INV 0000386630	06/2021	Red Dust Holdings Pty Ltd	Maintenance grading Lehmann Rd, Maintenance grading Dal North Rd, Maintenance grading Martin Rd, Maintenance grading Leeson Rd, Maintenance grading Hollywell & Thornton Rd, Maintenance grading Hollywell & Thornton Rd, Maintenance grading Leeson Rd, Maintenance grading Leeson/Scally Rd, Maintenance grading Leeson/Scally Rd, Maintenance grading Scally Rd, Maintenance grading Scally/Denton Rd, Maintenance grading Scally/Denton Rd, Maintenance grading Denton/Black Rd, Maintenance grading Black Rd, Maintenance grading Glamoff Rd, Maintenance grading Kulja Central Rd, Maintenance grading Lehman Rd, Maintenance grading Black/Lehman Rd, Maintenance grading Lehman Rd, Maintenance grading Denton/Black Rd		50,172.10	
EFT12190	14/07/2021	RICOH FINANCE	Lease fees for Shire admin printers MPC4504EXP & MPC6004 - 8/7/21 to 7/8/21	1	507.09	

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INV 346816	09/06/2021	RICOH FINANCE	Lease fees for Shire admin printers MPC4504EXP & MPC6004 - 8/7/21 to 7/8/21, Lease fees for Shire admin printers MPC4504EXP & MPC6004 - 8/7/21 to 7/8/21, Lease fees for Shire admin printers MPC4504EXP & MPC6004 - 8/7/21 to 7/8/21, Lease fees for Shire admin printers MPC4504EXP & MPC6004 - 8/7/21 to 7/8/21		507.09	
EFT12191	14/07/2021	Domain Digital	IT Support Services as per RFT 2019/08 for July 2021	1	3,372.49	
INV SLA-P68	01/07/2021	Domain Digital	IT Support Services as per RFT 2019/08 for July 2021, Cloud Storage for July 2021, IT Support Services for Dalwallinu Recreation Centre July 2021, Back up & Disaster Recovery workstation software licence x 3 - July 2021, Anti-Virus licence x 25 July 2021		3,297.25	
INV CW683940	09/07/2021	Domain Digital	Domain renewal 4/7 to 3/7, dalwallinu.wa.gov.au		75.24	
EFT12192	14/07/2021	Castle Alarms	GPRS alarm monitoring for period 1/7/21 to 30/6/22	1	1,029.60	
INV 1002362	01/07/2021	Castle Alarms	GPRS alarm monitoring for period 1/7/21 to 30/6/22		1,029.60	
EFT12193	14/07/2021	TELAIR PTY LTD	Shire admin NBN service fee Jul 21	1	430.90	
INV TA11981	30/06/2021	TELAIR PTY LTD	Shire admin NBN service fee Jul 21		430.90	
EFT12194	14/07/2021	Poolshop Online Pty Ltd	Calcium Hypochlorite - Dalwallinu Pool	1	439.45	
INV INV-056525	06/2021	Poolshop Online Pty Ltd	Calcium Hypochlorite - Dalwallinu Pool		439.45	
EFT12195	14/07/2021	Three Sons Pty Ltd	Provision of GP Services to Dalwallinu 1 July 2021 - 30 September 2021	1	55,000.00	
INV 21011	01/07/2021	Three Sons Pty Ltd	Provision of GP Services to Dalwallinu, 1 July 2021 - 30 September 2021		55,000.00	
EFT12196	14/07/2021	BUNNINGS TRADE	Fluor globes - stores	1	156.29	
INV JUNE21	30/06/2021	BUNNINGS TRADE	Large white hooks for lighting/banner poles, Globes for DDC, Fluor globes - stores		156.29	
EFT12197	14/07/2021	Dalwallinu Traders	Boots - Ted Richards	1	1,706.78	
INV 372705	01/06/2021	Dalwallinu Traders	Octopus Strap - DL350		6.70	

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INV 372707	01/06/2021	Dalwallinu Traders	Fence Post's - 7 South st		25.90
INV 372740	01/06/2021	Dalwallinu Traders	Disinfectant - Pound		22.25
INV 372754	01/06/2021	Dalwallinu Traders	PVC pipe and Cement - Kalannie oval		16.65
INV 372755	01/06/2021	Dalwallinu Traders	Storm water pipe - Kalannie oval retic		141.00
INV 372769	01/06/2021	Dalwallinu Traders	Rivet's and Flexovit - Dalwallinu Ablutions		16.75
INV 372779	01/06/2021	Dalwallinu Traders	Caulk Gun - Dalwallinu Ablutions		23.25
INV 372812	02/06/2021	Dalwallinu Traders	Silicone - Early Learning Centre		22.90
INV 372863	02/06/2021	Dalwallinu Traders	Door handle - CEO house		21.25
INV 372913	03/06/2021	Dalwallinu Traders	Nylon Card - 23 Rayner, Nylon Card - 23 Rayner		20.10
INV 372956	03/06/2021	Dalwallinu Traders	Drill Bit - Petrudor, Credit for returned item - Adhesive Anchorfix		-38.00
INV 372965	03/06/2021	Dalwallinu Traders	Rapidset - Road Signs		43.40
INV 372967	03/06/2021	Dalwallinu Traders	Bremick Screws - Pithara stand pipe		22.50
INV 372992	04/06/2021	Dalwallinu Traders	Flexovit - Petrudor		6.10
INV 373249	08/06/2021	Dalwallinu Traders	Accent Sheen - 11 B Anderson		68.50
INV 373355	09/06/2021	Dalwallinu Traders	Wire dispenser - Stores		11.00
INV 373363	09/06/2021	Dalwallinu Traders	Rapidset - Road signs		65.10
INV 373372	09/06/2021	Dalwallinu Traders	Assorted nuts and washers - Depot		15.10
INV 373381	09/06/2021	Dalwallinu Traders	Pressure sprayer and broom - Dept		21.75
INV 373385	09/06/2021	Dalwallinu Traders	Rapidset - Leahy st landscaping		130.20
INV 373400	09/06/2021	Dalwallinu Traders	Rapidset - Road Signs		54.25
INV 373324	09/06/2021	Dalwallinu Traders	Tape measure & poly nipple - stores		16.30
INV 373390	09/06/2021	Dalwallinu Traders	4L l/sheen accent & spakfilla		86.00
INV 373433	10/06/2021	Dalwallinu Traders	Rapidset - Oval bins		86.80
INV 373440	10/06/2021	Dalwallinu Traders	Exhaust Fan - 4/11 James st		28.75
INV 373468	10/06/2021	Dalwallinu Traders	Ket cutting - 3/11 James st		13.90

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INV 373529	11/06/2021	Dalwallinu Traders	Insecticide and batteries - 10 Roberts		22.49	
INV 373826	15/06/2021	Dalwallinu Traders	Gun Spray - DL9360		31.34	
INV 373829	15/06/2021	Dalwallinu Traders	Air socket - DL 9360		14.50	
INV 373934	16/06/2021	Dalwallinu Traders	PVC pipe - Stores		3.40	
INV 373947	16/06/2021	Dalwallinu Traders	Silicone and dustpan - 46 Leahy st		15.80	
INV 373975	16/06/2021	Dalwallinu Traders	Utility blades - 46 Leahy st		2.25	
INV 374067	17/06/2021	Dalwallinu Traders	Screwdriver s and electrical tape - DL350		18.65	
INV 374346	21/06/2021	Dalwallinu Traders	Flap disc - Pioneer place		17.80	
INV 374475	22/06/2021	Dalwallinu Traders	Key cutting - Dalwallinu oval		41.70	
INV 374476	22/06/2021	Dalwallinu Traders	Nuts and bolts - Street banners		11.00	
INV 374477	22/06/2021	Dalwallinu Traders	Boots - Ted Richards		199.95	
INV 374557	22/06/2021	Dalwallinu Traders	Key cutting - Kalannie BBQ		20.85	
INV 374586	23/06/2021	Dalwallinu Traders	Rapidset - Medical centre paving		21.70	
INV 374616	23/06/2021	Dalwallinu Traders	Key cutting, wire dispense and chain - Dalwallinu Aerodrome		58.75	
INV 374677	23/06/2021	Dalwallinu Traders	Masterlock - Admin office		14.20	
INV 374695	24/06/2021	Dalwallinu Traders	Door handles and screw - Kalannie hall		32.00	
INV 374735	24/06/2021	Dalwallinu Traders	Drill bit and screws - Town verge's		27.75	
INV 374755	24/06/2021	Dalwallinu Traders	Rose fertiliser - Parks and gardens		18.00	
INV 374800	24/06/2021	Dalwallinu Traders	Master padlock - Grader		28.25	
INV 374840	25/06/2021	Dalwallinu Traders	Paint - Rec centre concrete blocks		45.10	
INV 374883	25/06/2021	Dalwallinu Traders	Rapidset - Road signs		54.25	
INV 374817	25/06/2021	Dalwallinu Traders	Trio hinge door butt & key cut - Kalannie Hall		26.35	
INV 375090	29/06/2021	Dalwallinu Traders	Cable ties for banner poles		24.50	
INV 375161	29/06/2021	Dalwallinu Traders	Wilmaplex angle perg & minigrip - skate park gazebo		7.80	

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EFT12198	14/07/2021	ARC Clean Energy Pty Ltd	Supply and install new oven at 7 South Street Dalwallinu	1		1,100.00
INV INV-115530/06/2021		ARC Clean Energy Pty Ltd	Supply and install new oven at 7 South Street Dalwallinu			1,100.00
EFT12199	14/07/2021	J C Mechanics	Fix Hyd oil leak on loader	1		102.30
INV 202	02/07/2021	J C Mechanics	Fix Hyd oil leak on loader			102.30
EFT12200	14/07/2021	ABLE SALES	Supply One (1) Generator Diesel Silent 160Kva 3 Phase	1		27,390.00
INV 801492	07/07/2021	ABLE SALES	Supply One (1) Generator Diesel Silent 160Kva 3 Phase			27,390.00
EFT12201	14/07/2021	BRENDON JOHN STEWART WELBON	Refund of cancelled gym membership - cancelled 5/7 & debit came out same day	1		65.00
INV REFUND13/07/2021		BRENDON JOHN STEWART WELBON	Refund of cancelled gym membership - cancelled 5/7 & debit came out same day			65.00
EFT12202	14/07/2021	BOEKEMAN MACHINERY	20,000km service for DL89	1		482.71
INV 320958	30/06/2021	BOEKEMAN MACHINERY	20,000km service for DL89			482.71
EFT12203	14/07/2021	LANDGATE	Gross rental valuations chargeable, schedule no:G 2021/6, dated 15/5/21 to 11/6/21	1		176.35
INV 366182-1023/06/2021		LANDGATE	Gross rental valuations chargeable, schedule no:G 2021/6, dated 15/5/21 to 11/6/21			118.95
INV 366351-1026/06/2021		LANDGATE	Mining tenements chargeable, schedule no M2021/6, 20/5 to 10/6			57.40
EFT12204	14/07/2021	Child Support Agency	Payroll deductions	1		637.07
INV DEDUCT09/07/2021		Child Support Agency	Payroll Deduction for Emp 389 09/07/2021, Payroll Deduction for Emp 399 09/07/2021			637.07
EFT12205	14/07/2021	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Design & construct ablution - Iss 22 - 30/6	1		20.00
INV 0005874428/06/2021		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Design & construct ablution - Iss 22 - 30/6			20.00
EFT12206	26/07/2021	WATER CORPORATION	Water Usage - Standpipe Deacon St - 5/5 to 7/7	1		16,718.11
INV 9007957007/07/2021		WATER CORPORATION	Water Service Charges - Standpipe Dalwallinu Kalannie Rd - 1/7 to 31/8, Water Usage - Standpipe Dalwallinu Kalannie Rd - 3/5 to 6/7			64.52

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INV 9007882308/07/2021		WATER CORPORATION	Water Service Charges - 13 Rayner St - 1/7 to 31/8, Water Usage - 13 Rayner St - 5/5 to 7/7, Water Service Charges - 15 Rayner St - 1/7 to 31/8, Water Usage - 15 Rayner St - 5/5 to 7/7	261.76
INV 9007824908/07/2021		WATER CORPORATION	Water Service Charges - 65 Johnston St - 1/7 to 31/8, Water Usage - 65 Johnston St - 5/5 to 7/7	434.63
INV 9007824908/07/2021		WATER CORPORATION	Water Service Charges - Dalwallinu Discovery Centre - 1/7 to 31/8, Water Usage - Dalwallinu Discovery Centre - 5/5 to 7/7	541.65
INV 9007823308/07/2021		WATER CORPORATION	Water Usage - Dalwallinu Aquatic Centre - 5/5 to 7/7, Water Usage - Dalwallinu Recreation Centre - 5/5 to 7/7, Connection fee - Aquatic Centre - 1/7 to 31/8, Connection fee - Dalwallinu Recreation Centre - 1/7 to 31/8	3,823.27
INV 9007820308/07/2021		WATER CORPORATION	Water Service Charges - Buntine Standpipe Nelson St - 5/5 to 7/7, Water Usage - Buntine Standpipe Nelson St - 5/5 to 7/7, Water Usage - Buntine Standpipe Nelson St - 4/3 to 5/5	154.39
INV 9007820308/07/2021		WATER CORPORATION	Water Usage - Buntine Town Hall - 4/3 to 5/5, Water Usage - Buntine Town Hall - 5/5 to 7/7	23.96
INV 9007825208/07/2021		WATER CORPORATION	Water Usage - Memorial Park - 5/5 to 7/7, Water Usage - CBD Gardens - 5/5 to 7/7	1,078.11
INV 9007824108/07/2021		WATER CORPORATION	Water Usage - Early Learning Centre - 5/5 to 7/7	71.87
INV 9007824308/07/2021		WATER CORPORATION	Water Usage - 1/11 James St - 5/5 to 7/7, Water Usage - 2/11 James St - 5/5 to 7/7	192.29
INV 9007824308/07/2021		WATER CORPORATION	Water Usage - Pioneer House - 5/5 to 7/7, Water Usage - Sullivan Lodge - 5/5 to 7/7, Water Usage - Wilfred Thomas Lodge - 5/5 to 7/7	401.96
INV 9007827308/07/2021		WATER CORPORATION	Water Usage - Shire Admin Centre - 5/5 to 7/7, Water Usage - Council Chambers - 5/5 to 7/7	452.54
INV 9007826108/07/2021		WATER CORPORATION	Water Usage - Richardson Park - 6/5 to 7/7	1,285.75
INV 9007825708/07/2021		WATER CORPORATION	Water Usage - Works Depot - 5/5 to 7/7	47.92
INV 9014377208/07/2021		WATER CORPORATION	Water Usage - 1 Wattle Close - 5/5 to 7/7, Water Usage - 36 Annetts Rd - 5/5 to 7/7	187.42
INV 9019937708/07/2021		WATER CORPORATION	Water Service Charges - 1 South St - 1/7 to 31/8	45.69
INV 9016574308/07/2021		WATER CORPORATION	Water Service Charges - 6A Cousins Rd - 1/7 to 31/8, Water Usage - 6A Cousins Rd - 5/5 to 7/7	186.14
INV 9016574308/07/2021		WATER CORPORATION	Water Service Charges - 6B Cousins Rd - 1/7 to 31/8, Water Usage - 6B Cousins Rd - 5/5 to 7/7	116.28

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Cheque /EFT				Bank Code	INV Amount	INV Amount
No	Date	Name	Invoice Description			
INV 9019937808/07/2021		WATER CORPORATION	Water Service Charges - 3 South St - 1/7 to 31/8		45.69	
INV 9007825808/07/2021		WATER CORPORATION	Water Usage - Dalwallinu Caravan Park - 5/5 to 7/7, Water Usage - 2 Dowie St - 5/5 to 7/7, Water Usage - 4 Dowie St - 5/5 to 7/7, Water Usage - 10 Roberts Rd - 5/5 to 7/7		886.45	
INV 9007825808/07/2021		WATER CORPORATION	Water Service Charges - 8 Harris St - 1/7 to 31/8, Water Usage - 8 Harris St - 5/5 to 7/7		127.53	
INV 9008646908/07/2021		WATER CORPORATION	Water Service Charges - Lot 503 Salmon Gum Pl - 1/7 to 31/8, Water Usage - Lot 503 Salmon Gum Pl - 5/5 to 7/7		84.63	
INV 9010747508/07/2021		WATER CORPORATION	Water Service Charges - Standpipe Deacon St - 1/7 to 31/8, Water Usage - Standpipe Deacon St - 5/5 to 7/7		2,857.28	
INV 9011969308/07/2021		WATER CORPORATION	Water Service Charges - 8 Pioneer Pl - 1/7 to 31/8, Water Usage - 8 Pioneer Pl - 5/5 to 7/7		345.90	
INV 9013851508/07/2021		WATER CORPORATION	Water Service Charges - 1/11 James St - 1/7 to 31/8, Water Usage - 1/11 James St - 5/5 to 7/7, Water Service Charges - 2/11 James St - 1/7 to 31/8, Water Usage - 2/11 James St - 5/5 to 7/7		84.06	
INV 9019937808/07/2021		WATER CORPORATION	Water Service Charges - 38 Leahy St - 1/7 to 31/8		45.69	
INV 9018742208/07/2021		WATER CORPORATION	Water Service Charges - 7 South St - 1/7 to 31/8		45.69	
INV 9007824108/07/2021		WATER CORPORATION	Water Usage - Dalwallinu Sewerage Scheme - 4/3 to 7/7		5.19	
INV 9008646908/07/2021		WATER CORPORATION	Water Service Charges - Lot 504 Salmon Gums Place - 1/7 to 31/8, Water Usage - Lot 504 Salmon Gums Place - 5/5 to 7/7		55.43	
INV 9018742208/07/2021		WATER CORPORATION	Water Service Charges - 46 Leahy St - 1/7 to 31/8		45.69	
INV 9014389708/07/2021		WATER CORPORATION	Water Service Charges - 1 Wattle Close - 1/7 to 31/8		45.69	
INV 9013897208/07/2021		WATER CORPORATION	Water Service Charges - 36 Annetts Rd - 1/7 to 31/8		45.69	
INV 9013851508/07/2021		WATER CORPORATION	Water service charges - U2/11 James St - 1/7 to 31/8		45.69	
INV 9013851508/07/2021		WATER CORPORATION	Water Service Charges - 1/11 James St - 1/7 to 31/8		45.69	
INV 9009281908/07/2021		WATER CORPORATION	Water Service Charges - 23 Rayner St - 1/7 to 31/8		45.69	
INV 9009281908/07/2021		WATER CORPORATION	Water Service Charges - 21 Rayner St - 1/7 to 31/8		45.69	
INV 9007868408/07/2021		WATER CORPORATION	Water Service Charges - Standpipe Ellison Rd - 1/7 to 31/8		48.55	
INV 9007826909/07/2021		WATER CORPORATION	Water Usage - 1 Wasley St - 6/5 to 8/7, Water Service Charges - 1 Wasley St - 1/7 to 31/8		101.67	

Date: 05/08/2021  
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<b>Cheque /EFT</b>				<b>Bank</b>	<b>INV</b>	
<b>No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Code</b>	<b>Amount</b>	<b>Amount</b>
INV 9007851809/07/2021	WATER CORPORATION		Water Service Charges - Standpipe Pithara - 1/7 to 31/8, Water Usage - Standpipe Pithara - 6/5 to 8/7		373.67	
INV 9007852009/07/2021	WATER CORPORATION		Water Usage - Pithara Town Hall - 6/5 to 8/7		69.21	
INV 9010293909/07/2021	WATER CORPORATION		Water usage charges - 11B Anderson Way - 6/5 to 8/7, Water service charges - 11B Anderson Way - 1/7 to 31/8		96.85	
INV 9019525809/07/2021	WATER CORPORATION		Water Usage - Unit 1, 806 Huggett Dve - 5/5 to 8/7, Water Usage - Unit 2, 806 Huggett Dve - 5/5 to 8/7, Water Usage - Unit 3, 806 Huggett Dve - 5/5 to 8/7		469.80	
INV 9009276009/07/2021	WATER CORPORATION		Water Service Charges - 6 McLevie Way - 1/7 to 31/8		45.69	
INV 9007826909/07/2021	WATER CORPORATION		Water Service Charges - 2 Dungey Rd - 1/7 to 31/8		45.69	
INV 9010293909/07/2021	WATER CORPORATION		Water Service Charges - 11A Anderson Way - 1/7 to 31/8		45.69	
INV 9007842020/07/2021	WATER CORPORATION		Water Service Charges - 72 Prior St, 1/7 to 31/8		45.69	
INV 9007841820/07/2021	WATER CORPORATION		Water Service Charges - Standpipe Kalannie - 1/7 to 31/8, Water Usage - Standpipe Kalannie - 18/5 to 19/7		1,102.08	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal - 536591-4	<b>529,321.69</b>
<b>TOTAL</b>		<b>529,321.69</b>

DIRECT DEBITS FOR THE MONTH OF JULY 2021

Chq/EFT	Date	Name	Description	Amount	Bank	Type
DD16194.1	09/07/2021	Aware Super	Superannuation contributions	-6956.58	1	CSH
DD16194.2	09/07/2021	AUSTRALIA SUPER	Payroll deductions	-528.17	1	CSH
DD16194.3	09/07/2021	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Payroll deductions	-424.40	1	CSH
DD16194.4	09/07/2021	CBUS	Superannuation contributions	-237.62	1	CSH
DD16194.5	09/07/2021	Local Government Superannuation Scheme	Payroll deductions	-824.44	1	CSH
DD16194.6	09/07/2021	M L C Super Fund	Payroll deductions	-449.47	1	CSH
DD16194.7	09/07/2021	PRIME SUPER	Superannuation contributions	-195.14	1	CSH
DD16194.8	09/07/2021	AMG Super	Payroll deductions	-525.35	1	CSH
DD16194.9	09/07/2021	Catholic Super	Payroll deductions	-827.19	1	CSH
DD16194.10	09/07/2021	BT Super for Life The Trustee for Retirement Wrap	Payroll deductions	-835.31	1	CSH
DD16194.11	09/07/2021	Rest Industry Super	Superannuation contributions	-277.96	1	CSH
DD16203.1	01/07/2021	Maia Financial Pty Ltd	Matrix Gym equipment purchase - Q1 lease fee 21/22	-5144.45	1	CSH
DD16212.1	22/07/2021	BANKWEST	Credit Card purchases for July 2021	-4494.71	1	CSH
4892210140388	06/06/2021	BANKWEST	Measuring wheel sundry plant	142.00	1	INV
11937	29/06/2021	BANKWEST	Refreshments - Sawan's farewell	40.50	1	INV
126993001	01/07/2021	BANKWEST	Monthly charge for internet at Shire admin building for the period 1/7 to 1/8	129.95	1	INV
09032780	05/07/2021	BANKWEST	Vehicle trackers for shire vehicles	627.00	1	INV
B34812	06/07/2021	BANKWEST	In-Design training for EA Deb Whitehead - 26/7 to 27/7	801.00	1	INV
97666898	06/07/2021	BANKWEST	Job advert - Manager of Works & Services	313.50	1	INV
118764438	11/06/2021	BANKWEST	Vehicle renewal - DL379 to 30/9/21- Wubin BFB, Vehicle renewal - DL379 to 30/9/21- Wubin BFB	66.30	1	INV
GCS2021-29503	12/06/2021	BANKWEST	Gift vouchers for Sawan Chaiphila - farewell gift, Gift vouchers for Sawan Chaiphila - farewell gift	787.57	1	INV
340898	15/06/2021	BANKWEST	Monthly charge for online newspapers - The West Australian & the Sunday Times	28.00	1	INV
1424829843	15/06/2021	BANKWEST	Annual subscription software - Adobe Creative Cloud, Foreign transaction fee	896.77	1	INV
842421200	16/06/2021	BANKWEST	Wattles for refuse site fence line - 37 trees	282.00	1	INV
12366943	22/06/2021	BANKWEST	Monthly charge for internet at Dalwallinu Rec Ctr for 7/6/21 to 6/7/21	79.00	1	INV
0624102705	24/06/2021	BANKWEST	'Thank you' dinner	250.54	1	INV
398410	25/06/2021	BANKWEST	Paint & materials for concrete blocks - Rec Ctr	50.58	1	INV
DD16219.1	22/07/2021	Bond Administrator	Part bond payment,10 Roberts Road, Dalwallinu	-107.50	1	CSH
DD16223.1	23/07/2021	Aware Super	Superannuation contributions	-7196.94	1	CSH
DD16223.2	23/07/2021	AUSTRALIA SUPER	Payroll deductions	-535.65	1	CSH
DD16223.3	23/07/2021	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Payroll deductions	-428.96	1	CSH
DD16223.4	23/07/2021	CBUS	Superannuation contributions	-239.33	1	CSH

DD16223.5	23/07/2021 Local Government Superannuation Scheme	Payroll deductions	-845.05	1	CSH
DD16223.6	23/07/2021 M L C Super Fund	Payroll deductions	-508.04	1	CSH
DD16223.7	23/07/2021 PRIME SUPER	Superannuation contributions	-198.96	1	CSH
DD16223.8	23/07/2021 AMG Super	Payroll deductions	-534.90	1	CSH
DD16223.9	23/07/2021 Catholic Super	Payroll deductions	-924.90	1	CSH
DD16223.10	23/07/2021 BT Super for Life The Trustee for Retirement Wrap	Payroll deductions	-803.85	1	CSH
DD16223.11	23/07/2021 Rest Industry Super	Superannuation contributions	-284.80	1	CSH

**REPORT TOTALS**

Bank Code	Bank Name	Description	Total
1	Municipal - 536591-4	Direct Debit Superannuation Payments July 2021	-24,583.01
1	Municipal - 536591-4	Direct Debit Credit Card Payments July 2021	-4,494.71
1	Municipal - 536591-4	Direct Debit Lease of Gym Equipment	-5,144.45
1	Municipal - 536591-4	Direct Debit Bond Administrator	-107.50
<b>Total</b>			<b>-34,329.67</b>

## Municipal Account

### Payroll July 2021

09/07/2021	Payroll fortnight ending 09/07/21	\$ 57,172.00
23/07/2021	Payroll fortnight ending 23/07/21	\$ 58,446.00
	TOTAL	<u>\$ 115,618.00</u>

### Bank Fees July 2021

01/07/2021	Paper Transaction Fee (Muni)	\$ 17.60
05/07/2021	CBA Merchant Fee (Muni)	\$ 456.82
01/07/2021	OBB Record Fee (Muni)	\$ 2.80
13/07/2021	Audit Certificate Fee	\$ 60.00
	TOTAL	<u>\$ 537.22</u>

### Direct Debit Payments July 2021

	Superannuation Payments (Pay endings 09/07/2021 & 23/07/2021)	\$ 24,583.01
22/07/2021	Credit Card Payments to Bankwest	\$ 4,494.71
01/07/2021	Gym Equipment Lease Payments by direct debit	\$ 5,144.45
15/07/2021	Loan Payment 64 - Dalwallinu Sewerage Scheme	\$ 13,903.56
23/07/2021	Government Guarantee Fee - loans 157 (DDC), 159 (Rec Centre) and 160 (Bell Street)	\$ 13,496.40
05/07/2021	Transfer to Muni Excess Funds Term Deposit	\$ 1,500,000.00
22/07/2021	Bond Administrator - Housing Bonds	\$ 107.50
	Payments to Department of Transport Licensing	\$ 43,542.50
	TOTAL	<u>\$ 1,605,272.13</u>

### 9.3.2 Monthly Financial Statements for July 2021\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Hanna Jolly, Manager Corporate Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	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 31 July 2021.

#### **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 31 July 2021. It is to be noted that that opening balances on these financial statements might need further adjustments as the year ending 30 June 2021 has not been finalised yet.

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**

That Council accept the Financial Reports as submitted for the month ending 31 July 2021.

**Recommendation/Resolution**

**MOTION**

Moved                    Cr  
Seconded                Cr

0/0



**SHIRE OF DALWALLINU**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 July 2021**

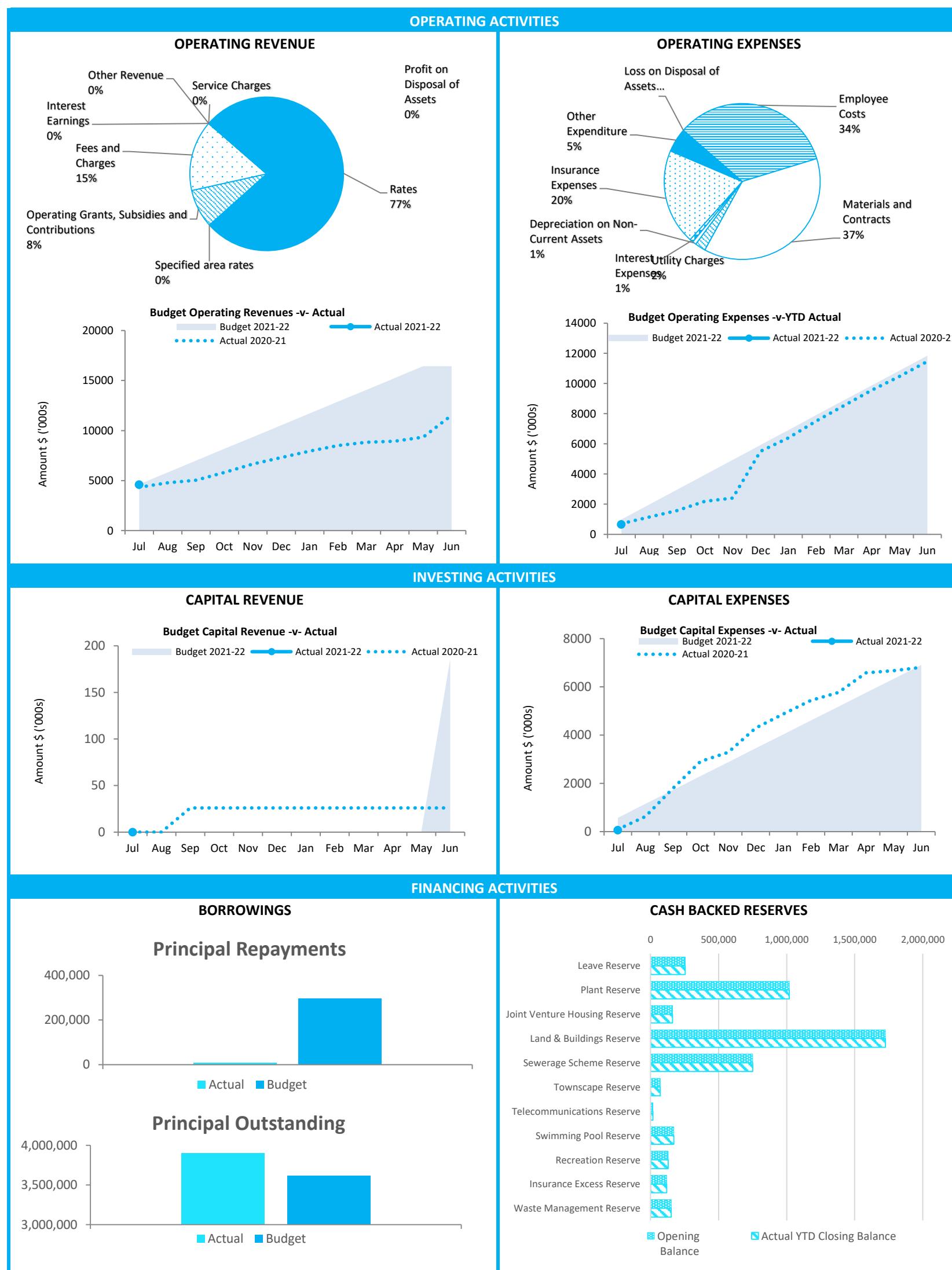
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2021**

**SUMMARY INFORMATION - GRAPHS**



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

Funding surplus / (deficit) Components

**Funding surplus / (deficit)**

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.27 M	\$2.27 M	\$2.29 M	\$0.01 M
Closing	\$0.00 M	\$5.33 M	\$6.16 M	\$0.83 M

Refer to Statement of Financial Activity

**Cash and cash equivalents**

	\$7.60 M	% of total
Unrestricted Cash	\$3.02 M	39.8%
Restricted Cash	\$4.57 M	60.2%

Refer to Note 2 - Cash and Financial Assets

**Payables**

	\$0.65 M	% Outstanding
Trade Payables	\$0.56 M	
Over 30 Days		25.8%
Over 90 Days		0.1%

Refer to Note 5 - Payables

**Receivables**

	\$0.31 M	% Collected
Rates Receivable	\$4.04 M	-13.4%
Trade Receivable	\$0.31 M	
Over 30 Days		4.3%
Over 90 Days		1.2%

Refer to Note 3 - Receivables

Key Operating Activities

**Amount attributable to operating activities**

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.15 M	\$3.47 M	\$3.90 M	\$0.43 M

Refer to Statement of Financial Activity

**Rates Revenue**

YTD Actual	\$3.50 M	% Variance
YTD Budget	\$3.51 M	(0.4%)

Refer to Note 6 - Rate Revenue

**Operating Grants and Contributions**

YTD Actual	\$0.37 M	% Variance
YTD Budget	\$0.36 M	2.7%

Refer to Note 13 - Operating Grants and Contributions

**Fees and Charges**

YTD Actual	\$0.68 M	% Variance
YTD Budget	\$0.65 M	3.9%

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)
(\$3.35 M)	(\$0.06 M)	(\$0.01 M)	\$0.05 M

Refer to Statement of Financial Activity

**Proceeds on sale**

YTD Actual	\$0.00 M	%
Amended Budget	\$0.38 M	(100.0%)

Refer to Note 7 - Disposal of Assets

**Asset Acquisition**

YTD Actual	\$0.06 M	% Spent
Amended Budget	\$13.77 M	(99.6%)

Refer to Note 8 - Capital Acquisition

**Capital Grants**

YTD Actual	\$0.05 M	% Received
Amended Budget	\$10.04 M	(99.5%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

**Amount attributable to financing activities**

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.93 M	(\$0.35 M)	(\$0.01 M)	\$0.33 M

Refer to Statement of Financial Activity

**Borrowings**

Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$3.91 M

Refer to Note 9 - Borrowings

**Reserves**

Reserves balance	\$4.57 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

**Lease Liability**

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.04 M

Refer to Note 10 - Lease Liabilities

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 JULY 2021

## STATUTORY REPORTING PROGRAMS

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

#### PROGRAM NAME AND OBJECTIVES

##### GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

#### ACTIVITIES

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Shire services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates income & expenditure, Grants commission and Pensioners deferred rates interest.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of various by-laws, fire prevention, emergency services and animal control.

#### HEALTH

To provide an operational framework for environmental and community health.

Food quality, pest control, immunisation services and other health.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

School support, assistance to playgroups, retirements villages and other voluntary services.

#### HOUSING

To provide and maintain employee, non-employee and elderly residents housing.

Provision and maintenance of staff and rental housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of tips, noise control, administration of the town planning scheme, maintenance of cemeteries, maintenance of public conveniences, storm water drainage maintenance, sewerage scheme operation, litter control and roadside furniture.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for performing and creative arts and preservation of the natural estate. This includes maintenance of halls, aquatic centres, recreation and community centres, parks, gardens, sports grounds and operation of libraries.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities and traffic signs, cleaning and lighting of streets, depot maintenance and airstrip maintenance.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

The regulation and provision of tourism, area promotion, building control, noxious weed control, vermin control, standpipes and land subdivisions.

#### OTHER PROPERTY AND SERVICES

To monitor and control the shire's overheads and operating accounts.

Private works operation, public works overheads, materials, salaries & wages, plant repairs and operation costs. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all the works and services undertaken by Council.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ 2,271,381	\$ 2,271,381	\$ 2,285,344	\$ 13,963	0.61%	
<b>Revenue from operating activities</b>							
Governance		300	116	0	(116)	(100.00%)	
General purpose funding - general rates	6	3,366,138	3,514,349	3,500,844	(13,505)	(0.38%)	
General purpose funding - other		1,251,531	44,041	42,158	(1,883)	(4.28%)	
Law, order and public safety		38,987	0	473	473	0.00%	
Health		22,186	1,717	1,519	(198)	(11.53%)	
Education and welfare		3,272	255	0	(255)	(100.00%)	
Housing		358,262	29,553	45,080	15,527	52.54%	▲
Community amenities		576,215	519,186	521,549	2,363	0.46%	
Recreation and culture		179,325	10,353	18,825	8,472	81.83%	
Transport		370,598	386,224	391,558	5,334	1.38%	
Economic services		167,213	13,925	15,726	1,801	12.93%	
Other property and services		58,609	4,695	7,335	2,640	56.23%	
		<b>6,392,636</b>	<b>4,524,414</b>	<b>4,545,067</b>	20,653		
<b>Expenditure from operating activities</b>							
Governance		(736,633)	(67,625)	(72,708)	(5,083)	(7.52%)	
General purpose funding		(142,681)	(11,506)	(12,907)	(1,401)	(12.18%)	
Law, order and public safety		(211,382)	(25,727)	(31,761)	(6,034)	(23.45%)	
Health		(339,814)	(60,858)	(61,329)	(471)	(0.77%)	
Education and welfare		(126,653)	(9,572)	(9,397)	175	1.83%	
Housing		(521,877)	(15,471)	(21,335)	(5,864)	(37.90%)	
Community amenities		(857,617)	(68,239)	(60,584)	7,655	11.22%	
Recreation and culture		(2,168,003)	(159,181)	(129,314)	29,867	18.76%	▼
Transport		(5,997,195)	(493,199)	(93,134)	400,065	81.12%	▼
Economic services		(568,855)	(94,653)	(104,122)	(9,469)	(10.00%)	
Other property and services		(178,059)	(53,404)	(57,886)	(4,482)	(8.39%)	
		<b>(11,848,769)</b>	<b>(1,059,435)</b>	<b>(654,477)</b>	404,958		
Non-cash amounts excluded from operating activities	1(a)	5,601,177	4,500	4,941	441	9.80%	
<b>Amount attributable to operating activities</b>		<b>145,044</b>	<b>3,469,479</b>	<b>3,895,531</b>	426,052		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	10,038,666	112,232	49,661	(62,571)	(55.75%)	▼
Proceeds from disposal of assets	7	380,712	380,712	0	(380,712)	(100.00%)	▼
Payments for property, plant and equipment and infrastructure	8	(13,766,521)	(555,693)	(59,632)	496,061	89.27%	▼
<b>Amount attributable to investing activities</b>		<b>(3,347,143)</b>	<b>(62,749)</b>	<b>(9,971)</b>	52,778		
<b>Financing Activities</b>							
Transfer from reserves	11	1,532,927	236,377	0	(236,377)	(100.00%)	
Payments for principal portion of lease liabilities	10	(23,053)	(4,942)	(4,941)	1	0.02%	
Repayment of debentures	9	(297,874)	(297,874)	(9,464)	288,410	96.82%	▲
Transfer to reserves	11	(281,282)	(281,282)	0	281,282	100.00%	▼
<b>Amount attributable to financing activities</b>		<b>930,718</b>	<b>(347,721)</b>	<b>(14,405)</b>	333,316		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>5,330,390</b>	<b>6,156,499</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2021**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Excess of assets received over the net book value for assets on their disposal.

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Shortfall between the value of assets received over the net book value for assets on their disposal.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ 2,271,381	\$ 2,271,381	\$ 2,285,344	\$ 13,963	0.61%	
<b>Revenue from operating activities</b>							
Rates	6	3,366,138	3,514,349	3,500,844	(13,505)	(0.38%)	
Operating grants, subsidies and contributions	13	1,781,982	358,806	368,344	9,538	2.66%	
Fees and charges		1,185,374	650,320	675,476	25,156	3.87%	
Interest earnings		24,401	931	402	(529)	(56.82%)	
Other revenue		100	8	0	(8)	(100.00%)	
Profit on disposal of assets	7	34,641	0	0	0	0.00%	
		<b>6,392,636</b>	<b>4,524,414</b>	<b>4,545,066</b>	20,652		
<b>Expenditure from operating activities</b>							
Employee costs		(2,406,055)	(216,231)	(221,702)	(5,471)	(2.53%)	
Materials and contracts		(2,928,174)	(261,316)	(246,647)	14,669	5.61%	
Utility charges		(426,926)	(1,279)	(14,430)	(13,151)	(1028.23%)	▲
Depreciation on non-current assets		(5,534,680)	(465,827)	(4,941)	460,886	98.94%	▼
Interest expenses		(129,049)	(4,367)	(4,667)	(300)	(6.87%)	
Insurance expenses		(189,206)	(93,948)	(129,473)	(35,525)	(37.81%)	▲
Other expenditure		(133,541)	(16,467)	(32,616)	(16,149)	(98.07%)	▲
Loss on disposal of assets	7	(101,138)	0	0	0	0.00%	
		<b>(11,848,769)</b>	<b>(1,059,435)</b>	<b>(654,476)</b>	404,959		
Non-cash amounts excluded from operating activities	1(a)	5,601,177	4,500	4,941	441	9.80%	
<b>Amount attributable to operating activities</b>		<b>145,044</b>	<b>3,469,479</b>	<b>3,895,531</b>	426,052		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	10,038,666	112,232	49,661	(62,571)	(55.75%)	▼
Proceeds from disposal of assets	7	380,712	380,712	0	(380,712)	(100.00%)	▼
Payments for property, plant and equipment	8	(13,766,521)	(555,693)	(59,632)	496,061	89.27%	▼
<b>Amount attributable to investing activities</b>		<b>(3,347,143)</b>	<b>(62,749)</b>	<b>(9,971)</b>	52,778		
<b>Financing Activities</b>							
Transfer from reserves	11	1,532,927	236,377	0	(236,377)	(100.00%)	▼
Payments for principal portion of lease liabilities		(23,053)	(4,942)	(4,941)	1	0.02%	
Repayment of debentures	9	(297,874)	(297,874)	(9,464)	288,410	96.82%	▲
Transfer to reserves	11	(281,282)	(281,282)	0	281,282	100.00%	▲
<b>Amount attributable to financing activities</b>		<b>930,718</b>	<b>(347,721)</b>	<b>(14,405)</b>	333,316		
<b>Closing funding surplus / (deficit)</b>	1(c)	0	<b>5,330,390</b>	<b>6,156,499</b>	826,109		

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2021**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 12 August 2021

**SIGNIFICANT ACCOUNTING POLICIES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

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

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

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
Less: Profit on asset disposals	7	(34,641)	0	0
Add: Loss on asset disposals	7	101,138	0	0
Add: Depreciation on assets		5,534,680	4,500	4,941
<b>Total non-cash items excluded from operating activities</b>		<b>5,601,177</b>	<b>4,500</b>	<b>4,941</b>

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

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

	Last Year Closing	This Time Last Year	Year to Date
	30 June 2021	31 July 2020	31 July 2021
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	11	(4,572,716)	(3,299,421)
Less: Provisions		(391,352)	(459,652)
Add: Borrowings	9	297,875	125,859
Add: Provisions - employee	12	391,353	464,146
Add: Lease liabilities	10	23,359	18,415
Add: Cash backed leave portion		209,381	208,566
<b>Total adjustments to net current assets</b>		<b>(4,042,100)</b>	<b>(2,942,087)</b>
			<b>(4,056,505)</b>

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

**Current assets**

Cash and cash equivalents	2	7,724,964	5,982,999	7,597,613
Rates receivables	3	59,824	3,979,962	4,036,843
Receivables	3	120,411	506,777	313,742
Other current assets	4	14,628	7,125	5,930
<b>Less: Current liabilities</b>				
Payables	5	(588,894)	(390,513)	(653,344)
Borrowings	9	(297,875)	(125,859)	(288,410)
Contract liabilities	12	(290,902)	(124,326)	(389,568)
Lease liabilities	10	(23,359)	(18,415)	(18,449)
Provisions	12	(391,353)	(464,146)	(391,353)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(4,042,100)</b>	<b>(2,942,087)</b>	<b>(4,056,505)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,285,344</b>	<b>6,411,517</b>	<b>6,156,499</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
TelenetSaver Account	Cash and cash equivalents	805,342		805,342		Bankwest	0.05%	At Call
Municipal Account	Cash and cash equivalents	212,128		212,128		Bankwest	0.00%	At Call
Term Deposit - Municipal Excess	Cash and cash equivalents	2,007,227		2,007,227		Bankwest	0.20%	30/08/2021
Term Deposit - Reserves	Cash and cash equivalents	0	4,572,716	4,572,716		Bankwest	0.20%	23/08/2021
Floats Held	Cash and cash equivalents	200		200		Shire float	0.00%	N/A
<b>Total</b>		<b>3,024,897</b>	<b>4,572,716</b>	<b>7,597,613</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,024,897	4,572,716	7,597,613	0			
		<b>3,024,897</b>	<b>4,572,716</b>	<b>7,597,613</b>	<b>0</b>			

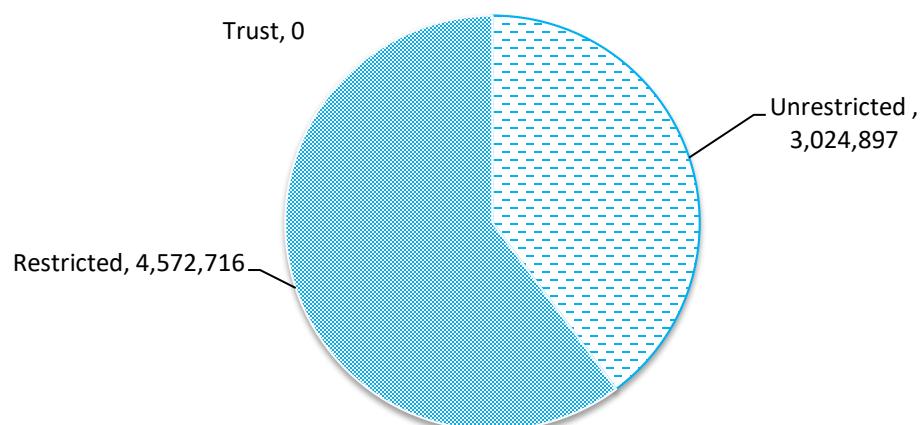
**KEY INFORMATION**

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

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

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

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



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

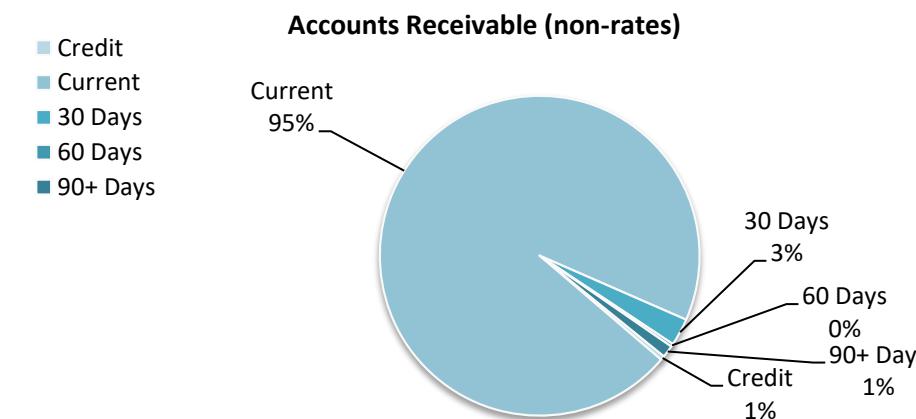
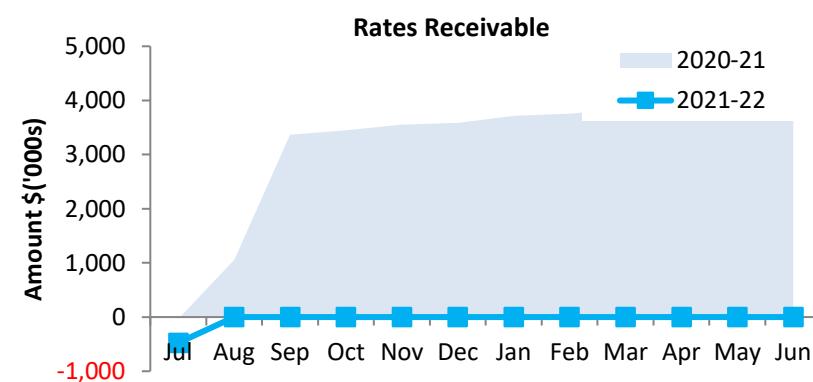
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2021	31 Jul 2021
	\$ 49,498	\$ 59,824
Opening arrears previous years	4,010,253	3,500,844
Less - collections to date	(3,999,927)	476,175
Equals current outstanding	<b>59,824</b>	<b>4,036,843</b>
<b>Net rates collectable</b>	<b>59,824</b>	<b>4,036,843</b>
% Collected	98.5%	-13.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (1,409)	\$ 310,042	\$ 8,996	\$ 952	\$ 3,969	\$ 322,551
Percentage	(0.4%)	96.1%	2.8%	0.3%	1.2%	
<b>Balance per trial balance</b>						
Sundry receivable	(1,409)	310,042	8,996	952	3,969	322,551
GST receivable						(8,809)
<b>Total receivables general outstanding</b>						<b>313,742</b>
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Other current assets	Opening Balance	Asset Increase	Asset Reduction	Closing Balance
	1 July 2021			31 July 2021
<b>Inventory</b>	\$	\$	\$	\$
Inventories Fuel & Materials	14,628		(8,698)	5,930
<b>Total other current assets</b>	<b>14,628</b>	<b>0</b>	<b>(8,698)</b>	<b>5,930</b>
<b>Amounts shown above include GST (where applicable)</b>				

KEY INFORMATION

**Inventory**

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

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

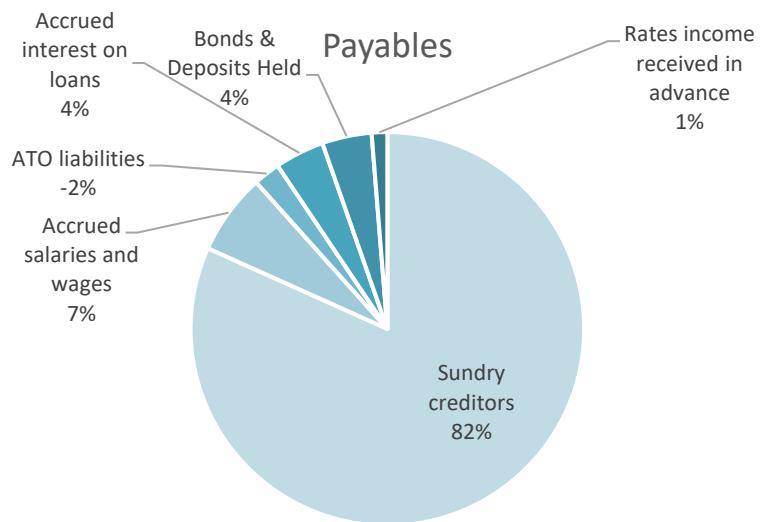
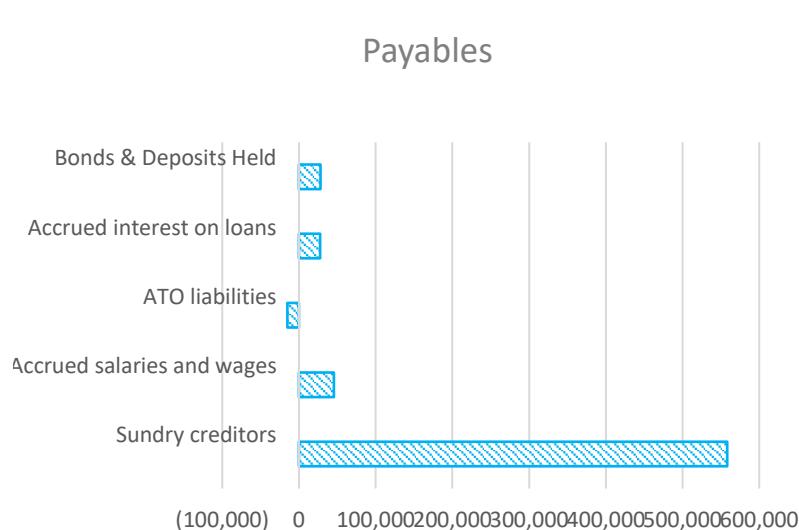
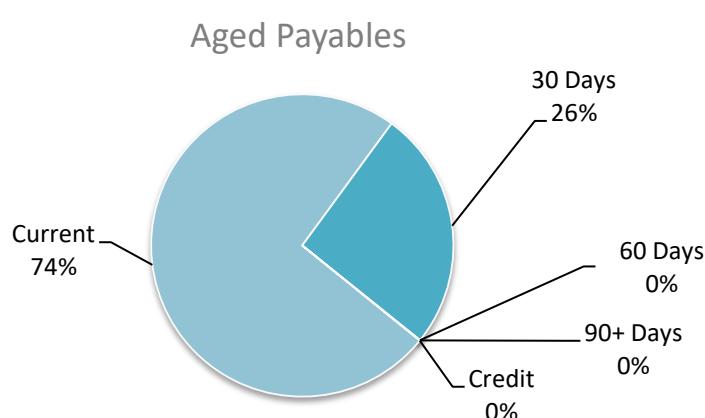
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	338,514	117,295	0	230	456,038
Percentage	0%	74.2%	25.7%	0%	0.1%	
<b>Balance per trial balance</b>						
Sundry creditors	0	440,902	117,295	0	230	558,426
Accrued salaries and wages						45,550
ATO liabilities						(14,999)
Accrued interest on loans						27,784
Bonds & Deposits Held						27,837
Rates income received in advance						8,746
<b>Total payables general outstanding</b>						<b>653,344</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days



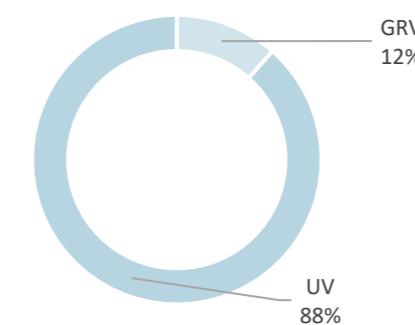
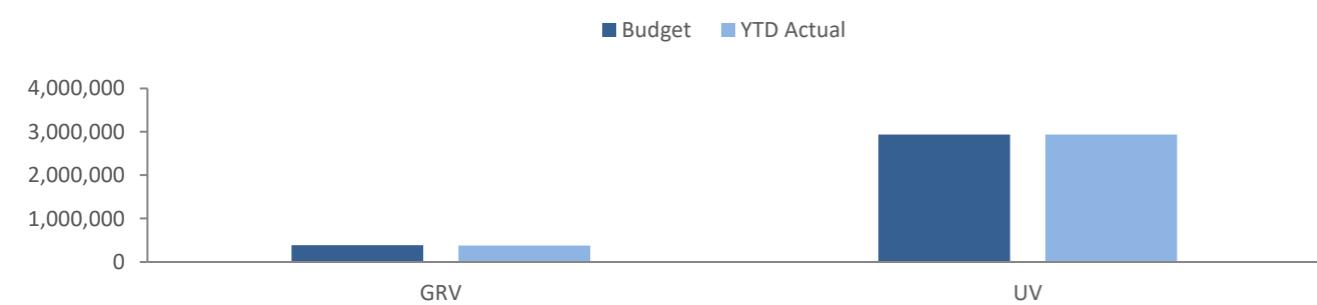
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV	0.09181	288	4,147,377	380,771	3,000	0	383,771	380,771	1,200	0	381,971
<b>Unimproved value</b>											
UV	0.01701	363	172,802,000	2,939,362	2,000	0	2,941,362	2,939,362		0	2,939,362
<b>Sub-Total</b>		<b>651</b>	<b>176,949,377</b>	<b>3,320,133</b>	<b>5,000</b>	<b>0</b>	<b>3,325,133</b>	<b>3,320,133</b>	<b>1,200</b>	<b>0</b>	<b>3,321,333</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV - Dalwallinu	600	124	595,316	74,400	0	0	74,400	74,400	0	0	74,400
GRV - Kalannie	600	34	156,743	20,400	0	0	20,400	20,400	0	0	20,400
GRV - Other Towns	600	81	277,575	48,600	0	0	48,600	48,600	0	0	48,600
<b>Unimproved value</b>											
UV - Rural	700	35	634,578	24,500			24,500	24,500	0	0	24,500
UV - Mining	700	37	293,730	25,900			25,900	25,900	0	0	25,900
<b>Sub-total</b>		<b>311</b>	<b>1,957,942</b>	<b>193,800</b>	<b>0</b>	<b>0</b>	<b>193,800</b>	<b>193,800</b>	<b>0</b>	<b>0</b>	<b>193,800</b>
Discount							(152,795)				(14,289)
<b>Total general rates</b>							<b>3,366,138</b>				<b>3,500,844</b>

KEY INFORMATION

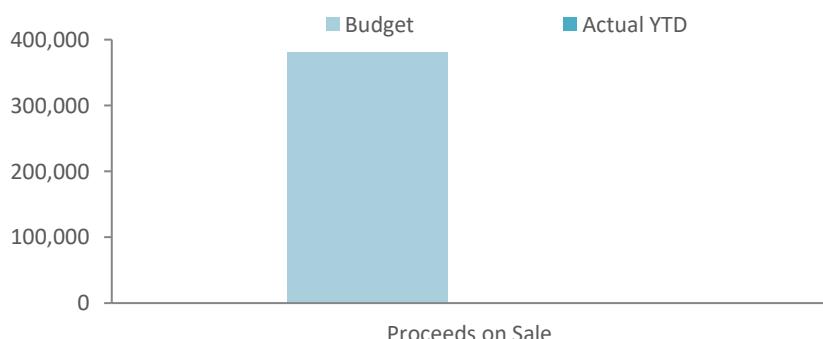
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



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

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value		Proceeds	Profit	(Loss)	Net Book Value		Profit
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Land</b>									
	Sale of Lot 572 Sawyers Ave	69,394	69,394	0	0	0	0	0	0
	Sale of Lot 3 Bell Stret	160,795	68,182	0	(92,613)	0	0	0	0
<b>Plant and equipment</b>									
<b>Transport</b>									
	Mack Granite Truck DL2478	69,194	83,636	14,442	0	0	0	0	0
	Skid Steer Loader DL150	26,793	22,000	0	(4,793)	0	0	0	0
	Utility DL103	30,782	38,000	7,218	0	0	0	0	0
	Utility DL281	24,133	27,000	2,867	0	0	0	0	0
	Hyundai iLoad DL304	14,386	24,500	10,114	0	0	0	0	0
<b>Other property and services</b>									
	Nissan Pathfinder DL131	24,732	21,000	0	(3,732)	0	0	0	0
	Nissan Pathfinder DL492	27,000	27,000	0	0	0	0	0	0
		<b>447,209</b>	<b>380,712</b>	<b>34,641</b>	<b>(101,138)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended			YTD Actual Variance
	Budget	YTD Budget	YTD Actual	
Land	\$ 194,567	\$ 0	\$ 1,818	\$ 1,818
Buildings	1,038,439	0	14,190	14,190
Furniture and equipment	47,173	0	9,971	9,971
Plant and equipment	677,500	0	25,183	25,183
Infrastructure - roads	10,906,500	555,693	0	(555,693)
Infrastructure - Other	902,342	0	8,470	8,470
<b>Payments for Capital Acquisitions</b>	<b>13,766,521</b>	<b>555,693</b>	<b>59,632</b>	<b>(496,061)</b>
<b>Total Capital Acquisitions</b>	<b>13,766,521</b>	<b>555,693</b>	<b>59,632</b>	<b>(496,061)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	\$ 10,038,666	\$ 112,232	\$ 49,661	\$ (62,571)
Other (disposals & C/Fwd)	380,712	380,712	0	(380,712)
Cash backed reserves				
Plant Reserve	369,266		0	0
Land & Buildings Reserve	967,598		0	0
Townscape Reserve	72,063		0	0
Telecommunications Reserve	17,000		0	0
Recreation Reserve	50,000		0	0
Insurance Excess Reserve	57,000		0	0
Contribution - operations	1,814,216	62,749	9,971	(52,778)
<b>Capital funding total</b>	<b>13,766,521</b>	<b>555,693</b>	<b>59,632</b>	<b>(496,061)</b>

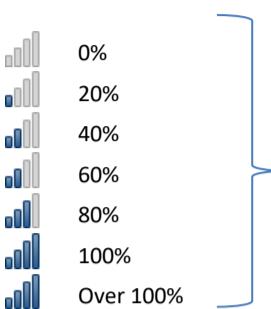
**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



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

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>LAND &amp; BUILDINGS</b>					
E148311	Bell Street Subdivision	72,567	0	0	0
E081804	Capital Expenditure - Land	70,000	0	0	0
E092041	Construction of Employee Housing	550,000	0	0	0
K98	6 McLevie Way, Dalwallinu JV - Capital Upgrade	19,184	0	14,190	(14,190)
K97	23 Rayner St, Dalwallinu JV - Capital Upgrade	6,000	0	0	0
E093855	Purchase of 8 Myers Street Land	52,000	0	0	0
		0	0	0	0
K5	Dalwallinu Recreation Centre - Capital Upgrade	62,000	0	1,818	(1,818)
K49	Dalwallinu Caravan Park - Capital Upgrade	356,255	0	0	0
K88	Administration Office - Capital Upgrade	45,000	0	0	0
<b>ROADS</b>					
E121700	Regional Road Group	621,645	47,143	0	47,143
E121720	Roads To Recovery	733,170	61,093	0	61,093
E121735	Wheatbelt Secondary Freight Network	4,751,410	395,947	0	395,947
E121730	Road Program	758,683	51,510	0	51,510
E121795	DRFAWA 962 - Flood Damage Repair Works	4,041,592	0	0	0
<b>OTHER</b>					
<b>INFRASTRUCTURE</b>					
E135875	Fencing for Dams	25,000	0	0	0
K95	Dalwallinu Aquatic Centre - Capital Upgrade	57,000	0	0	0
E112849	Capital Expenditure - Other Infrastructure	80,000	0	0	0
O21	Stormwater Dam - Roberts Road, Dalwallinu	250,000	0	0	0
O12	Dalwallinu Recreation Precinct Playground	31,950	0	0	0
O22	Shade Structure - Dalwallinu Sports Club	75,000	0	0	0
E103844	Sewerage System Upgrade	365,422	0	0	0
O14	Tourism Seating - Reserves	9,500	0	0	0
O23	Dump Point at Kalannie Caravan Park	8,470	0	8,470	(8,470)
<b>FOOTPATH CONSTRUCTION</b>					
<b>PLANT &amp; EQUIPMENT</b>					
E113838	Capital Expenditure - Plant & Equipment	30,000	0	25,183	(25,183)
E123826	Excavator	300,000	0	0	0
E123889	Track Loader	120,000	0	0	0
E123841	Sundry Plant	16,000	0	0	0
E123881	MWS Vehicle - DL103	49,500	0	0	0
E123882	WS Vehicle - DL281	44,000	0	0	0
E123895	Trailer Mounted Cherry Picker	42,000	0	0	0
E145802	MCS Vehicle - DL 131	38,000	0	0	0
E145803	MPDS Vehicle - DL492	38,000	0	0	0
<b>FURNITURE &amp; FIXTURES</b>					
E107808	Capital Expenditure - Furniture & Equipment	19,000	0	0	0
E145805	Capital Expenditure - Furniture & Equipment	28,173	0	9,971	(9,971)
		13,766,521	555,693	59,632	496,061

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

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings	Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Community amenities</b>											
Dalwallinu Sewerage Scheme	64		90,136			9,464	19,395	80,672	70,741	4,439	8,412
<b>Recreation and culture</b>											
Dalwallinu Discovery Centre	157		519,948			0	59,933	519,948	460,015	(0)	15,266
Dalwallinu Recreation Centre	159		2,585,200			0	60,015	2,585,200	2,525,185	0	95,109
<b>Other property and services</b>											
Bell St subdivision	160		721,098	0	0	0	158,531	721,098	562,567	0	9,382
<b>C/Fwd Balance</b>			<b>3,916,382</b>	<b>0</b>	<b>0</b>	<b>9,464</b>	<b>297,874</b>	<b>3,906,918</b>	<b>3,618,508</b>	<b>4,439</b>	<b>128,169</b>
<b>Total</b>			<b>3,916,382</b>	<b>0</b>	<b>0</b>	<b>9,464</b>	<b>297,874</b>	<b>3,906,918</b>	<b>3,618,508</b>	<b>4,439</b>	<b>128,169</b>
Current borrowings			297,874					288,410			
Non-current borrowings			3,618,508					3,618,508			
			<b>3,916,382</b>					<b>3,906,918</b>			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

**FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Maia Financial - Gymnasium Equipment	E6N0162493	35,703			4,500	17,852	31,203	17,851	201	645
<b>Other property and services</b>										
Ricoh - 2 x photocopiers		9,959			442	5,201	9,517	4,758	26	235
<b>Total</b>		45,662	0	0	4,941	23,053	40,721	22,609	228	880
Current lease liabilities		23,359					18,449			
Non-current lease liabilities		23,028					23,028			
		46,387					41,477			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

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

**OPERATING ACTIVITIES**  
**NOTE 11**  
**CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 255,492	\$ 511	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 256,003	\$ 255,492
Plant Reserve	1,019,118	2,038	0	0	0	(369,266)	0	651,890	1,019,118
Joint Venture Housing Reserve	161,012	322	0	11,638	0	0	0	172,972	161,012
Land & Buildings Reserve	1,725,559	3,451	0	69,394	0	(967,598)	0	830,806	1,725,559
Sewerage Scheme Reserve	750,114	1,500	0	135,249	0	0	0	886,863	750,114
Townscape Reserve	72,063	0	0	0	0	(72,063)	0	0	72,063
Telecommunications Reserve	17,324	35	0	0	0	(17,000)	0	359	17,324
Swimming Pool Reserve	171,043	342	0	20,000	0	0	0	191,385	171,043
Recreation Reserve	129,517	259	0	0	0	(50,000)	0	79,776	129,517
Insurance Excess Reserve	119,521	239	0	16,000	0	(57,000)	0	78,760	119,521
Waste Management Reserve	151,953	304	0	20,000	0	0	0	172,257	151,953
	<b>4,572,716</b>	<b>9,001</b>	<b>0</b>	<b>272,281</b>	<b>0</b>	<b>(1,532,927)</b>	<b>0</b>	<b>3,321,071</b>	<b>4,572,716</b>

Other current liabilities	Note	Opening	Liability	Liability	Closing
		Balance 1 July 2021	Increase	Reduction	Balance 31 July 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	13	12,075	0	(12,075)	0
- non-operating	14	278,827	160,402	(49,661)	389,568
<b>Total unspent grants, contributions and reimbursements</b>		<b>290,902</b>	<b>160,402</b>	<b>(61,736)</b>	<b>389,568</b>
<b>Provisions</b>					
Annual leave		177,982			177,982
Long service leave		189,566			189,566
Landfill Sites		23,805			23,805
<b>Total Provisions</b>		<b>391,353</b>	<b>0</b>	<b>0</b>	<b>391,353</b>
<b>Total other current assets</b>		<b>682,255</b>	<b>160,402</b>	<b>(61,736)</b>	<b>780,921</b>

Amounts shown above include GST (where applicable)

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

#### Short-term employee benefits

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

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

#### Other long-term employee benefits

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

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

### 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. 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.

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

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2021	Current Liability 31 Jul 2021	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>											
<b>General purpose funding</b>											
General Purpose Grant (FAGS)				0		672,963	0	672,963		672,963	0
Untied Roads Grant (FAGS)				0		491,405	0	491,405		491,405	0
<b>Law, order, public safety</b>											
DFES Operating Grant				0		34,288	0	34,288		34,288	0
<b>Recreation and culture</b>											
LRCIP Grant - Water Fountain DDC	3,905		(3,905)	0		4,300	358	12,500		12,500	3,905
LRCIP Grant - Water Fountain Pool	2,510		(2,510)	0		4,480	0	0		0	2,510
LRCIP Grant - Water Fountains Rec Centres	5,660		(5,660)	0		8,480	0	0		0	5,660
Bike Plan Grant				0		12,500	0	0		0	0
<b>Transport</b>											
Direct Grant - Main Roads				0		299,557	299,557	299,557		299,557	299,557
	<b>12,075</b>	<b>0</b>	<b>(12,075)</b>	<b>0</b>	<b>0</b>	<b>1,527,973</b>	<b>299,915</b>	<b>1,510,713</b>	<b>0</b>	<b>1,510,713</b>	<b>311,632</b>
<b>Operating contributions</b>											
<b>Governance</b>											
Miscellaneous Reimbursements				0		100	8	100		100	0
<b>General purpose funding</b>											
Ex- Gratia Rates				0		41,612	41,612	41,612		41,612	41,604
Collection of Legal Costs				0		16,000	1,332	16,000		16,000	0
<b>Health</b>											
Miscellaneous Reimbursements				0		20,614	1,717	20,614		20,614	1,136
<b>Education and welfare</b>											
Miscellaneous Reimbursements				0		3,272	255	3,272		3,272	0
<b>Housing</b>											
Miscellaneous Reimbursements				0		20,071	1,384	20,071		20,071	954
<b>Community amenities</b>											
Miscellaneous Reimbursements				0		3,315	192	3,315		3,315	38
Containers Deposit Scheme Income				0		3,000	249	3,000		3,000	0

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

**NOTE 13**

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2021	Current Liability 31 Jul 2021	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Budget Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>											
Miscellaneous Reimbursements				0		53,622	4,466	53,622	56,896	110,518	1,264
<b>Transport</b>											
Street Lighting Contribution				0		5,900	491	5,900	5,900	5,900	0
Miscellaneous Reimbursements				0		500	41	500	500	500	0
<b>Economic services</b>											
Miscellaneous Reimbursements				0		34,803	2,898	34,803	34,803	34,803	5,812
<b>Other property and services</b>											
Fuel Rebates				0		32,000	2,665	32,000	32,000	32,000	2,015
Miscellaneous Reimbursements				0		19,200	1,581	19,200	19,200	19,200	3,891
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254,009</b>	<b>58,891</b>	<b>254,009</b>	<b>56,896</b>	<b>310,905</b>	<b>56,713</b>
<b>TOTALS</b>	<b>12,075</b>	<b>0</b>	<b>(12,075)</b>	<b>0</b>	<b>0</b>	<b>1,781,982</b>	<b>358,806</b>	<b>1,764,722</b>	<b>56,896</b>	<b>1,821,618</b>	<b>368,344</b>

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

NOTE 14

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2021	Current Liability 31 Jul 2021	Amended Budget Revenue	YTD Budget	YTD Revenue (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Housing</b>								
Maintenance Grant 6 McLevie Way	19,184	0	(14,190)	4,994	4,994	19,184	0	14,190
<b>Recreation and culture</b>								
LCRIP Phase 2 Grant Pool Shade Sails		0	0	0	0	80,000	0	0
LCRIP Phase 2 Grant Other Sports & Recreation	27,001		(27,001)	0	0	123,950	0	27,001
<b>Transport</b>								
Regional Road Group Grant		160,402	0	160,402	160,402	448,930	112,232	0
Roads to Recovery Grant		0	0	0	0	723,094	0	0
Wheatbelt Secondary Freight Network Grant		0	0	0	0	4,458,869	0	0
DRFAWA Grant		0	0	0	0	3,862,414	0	0
<b>Economic services</b>								
LCRIP Grant - Phase 2 Grant	232,642	0	(8,470)	224,172	224,172	322,225	0	8,470
	<b>278,827</b>	<b>160,402</b>	<b>(49,661)</b>	<b>389,568</b>	<b>389,568</b>	<b>10,038,666</b>	<b>112,232</b>	<b>49,661</b>

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

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		**Depreciation has not been processed for July 2021**
<b>Revenue from operating activities</b>				
Housing	15,527	52.54%	▲ Timing	Rental income is paid in advance
<b>Expenditure from operating activities</b>				
Recreation and culture	29,867	18.76%	▼ Timing	Depreciation not processed for July 2021
Transport	400,065	81.12%	▼ Timing	Depreciation not processed for July 2021 & road maintenance less than YTD budget
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(62,571)	(55.75%)	▼ Timing	Road grants showing as contract liability as the capital program is commencing in August 2021
Proceeds from disposal of assets	(380,712)	(100.00%)	▼ Timing	No assets disposed YTD
Payments for property, plant and equipment and infrastructure	496,061	89.27%	▼ Timing	Capital roadworks only commencing in August 2021
<b>Financing activities</b>				
Repayment of debentures	288,410	96.82%	▲ Timing	Less than budgeted YTD
Transfer to reserves	281,282	100.00%	▼ Timing	Less than budgeted YTD

**Shire of Dalwallinu**  
**Bank Reconciliation**  
**as at 31 July 2021**

<b>Balance as per General Ledger as at 1 July 2021</b> A910000 - Municipal Fund A910001 - Telenet Saver	424,554.28	✓	2,644,821.06	2,644,821.06
<b>Add Cash Receipts</b> Daily Receipts BPAY Receipts Interest Received			591,074.77 32,247.96 75.18	✓ ✓ ✓
				623,397.91
				3,268,218.97
<b>Less Cash Payments</b> EFT Payments - Payroll EFT Payments (EFT12105 - EFT12206) Direct Debit - Credit Card Payments (DD16212.1) Direct Debit - Housing Bonds (DD16219.1) Direct Debit - Gym Equipment Lease (DD16203.1) Direct Debit (Superannuation Payments) Bank Fees Loan Payments Loan 64 - Sewerage Scheme Loans 157, 159 & 160 Guarantee Fee Transfer to Muni Excess Funds Term Deposit Direct Debit Payment to DoT			115,618.00 529,321.69 4,494.71 107.50 5,144.45 24,583.01 537.22 13,903.56 13,496.40 1,500,000.00 43,542.50	
				2,250,749.04
<b>Balance as per General Ledger as at 31 July 2021</b> A910000 - Municipal Fund A910001 - Telenet Saver	212,127.97	✓	1,017,469.93	1,017,469.93
<b>Add</b>				
<b>Less</b>				
Banking 30/07/21 Banked on 02/08/21				1,657.71
				1,015,812.22
<b>Balance as per Bank Statements as at 31 July 2021</b> Muni Cheque Account - 5365914 Business Telenet Saver - 0373562	210,470.26	✓	805,341.96	0.00
				1,015,812.22

Prepared by

05/08/2021

Reviewed by

11/8/2021



Bankwest, a division of Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL / Australian credit licence 234945

### BUSINESS ZERO TRAN ACCOUNT STATEMENT

BSB:  
(Bank,State,Branch) 306-008  
Account Number 536591-4  
From 24/07/2021  
To 30/07/2021  
Statement Number 4062

Account of SHIRE OF DALWALLINU

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
24/07/2021	OPENING BALANCE			\$75,993.30
26/07/2021	23/07/2021	\$555.00		\$76,548.30
26/07/2021	BILL PAYMENT 1000062436 001 NAB202107264170692581	\$936.00		\$77,484.30
26/07/2021	BILL PAYMENT 1000064038 001 WBC2021072631424844	\$120.82		\$77,605.12
26/07/2021	BILL PAYMENT 1000064047 001 WBC2021072655785504	\$120.82		\$77,725.94
26/07/2021	H HUGHES 04:17PM 24Jul Hannah rent 40 leahy	\$316.00		\$78,041.94
26/07/2021	BILL PAYMENT 2000494900 001 BWA202107260017167200	\$150.00		\$78,191.94
26/07/2021	BILL PAYMENT 1000062320 001 BWA202107260007111278	\$184.65		\$78,376.59
26/07/2021	BILL PAYMENT 1000062320 001 BWA202107260007111649	\$184.65		\$78,561.24
26/07/2021	BILL PAYMENT 1000003619 001 BWA202107260007216597	\$4,946.96		\$83,508.20
26/07/2021	Ezidebit 12041550	\$517.60		\$84,025.80
26/07/2021	CBA POS POS 16507100 26JUL	\$2,066.60		\$86,092.40
26/07/2021	EMMA BRYANT Rent Emma Bryant	\$185.00		\$86,277.40
26/07/2021	TRANSPORT DALO20210722	\$11,388.45		\$74,888.95
26/07/2021	PICKLES AUCTIONS PICKPERT4428	\$88,980.50		\$163,869.45
27/07/2021	CRCDAL 8915	\$279.25		\$164,148.70
27/07/2021	BILL PAYMENT 1000003664 001 CBA202107270147154422	\$1,600.21		\$165,748.91
27/07/2021	26/07/2021	\$5,946.70		\$171,695.61

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Bankwest, a division of Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL / Australian credit licence 234945

**BUSINESS ZERO TRAN ACCOUNT STATEMENT**

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
27/07/2021	2 Grant 133042 SLOAN,JENNIFER JOAN		\$305.00	\$172,000.61
27/07/2021	MISS KAYLA CHRIST 03:00PM 27Jul CREDIT TO ACCOUNT		\$185.00	\$172,185.61
27/07/2021	BILL PAYMENT 1000002818 001 BWA202107270007237410		\$1,537.26	\$173,722.87
27/07/2021	R LEHMANN 11:41AM 27Jul U3Sullivan		\$645.00	\$174,367.87
27/07/2021	BILL PAYMENT 2000493604 001 BWA202107270007373356		\$78.70	\$174,446.57
27/07/2021	BILL PAYMENT 1000061592 001 BWA202107270007373843		\$2,692.32	\$177,138.89
27/07/2021	BILL PAYMENT 1000003594 001 BWA202107270007374400		\$1,811.88	\$178,950.77
27/07/2021	BILL PAYMENT 1000006915 001 BWA202107270004228734		\$35.00	\$178,985.77
27/07/2021	BILL PAYMENT 1000062755 001 BWA202107270007413034		\$2,182.33	\$181,168.10
27/07/2021	CREDITORS 26.07.21	\$16,718.11		\$164,449.99
27/07/2021	BERNADETTE HARME 3 South St		\$600.00	\$165,049.99
27/07/2021	CBA POS POS 16507100 27JUL		\$2,607.05	\$167,657.04
27/07/2021	TRANSPORT DALO20210723	\$3,262.80		\$164,394.24
28/07/2021	27/07/2021		\$3,125.93	\$167,520.17
28/07/2021	RENT		\$460.00	\$167,980.17
28/07/2021	CREDIT TRANSFER FROM CHERYL MARIE JOHNSON		\$490.00	\$168,470.17
28/07/2021	BILL PAYMENT 1000063909 001 221202107286732600996		\$954.16	\$169,424.33
28/07/2021	Miss Hayley Emma 07:49PM 28Jul DDHS Hire		\$61.00	\$169,485.33
28/07/2021	BILL PAYMENT 1000003099 001 BWA202107280007614531		\$1,502.99	\$170,988.32
28/07/2021	M FOGARTY 07:47AM 28Jul Mfogarty rent 28/7/21		\$195.00	\$171,183.32
28/07/2021	BILL PAYMENT 1000002845 001 BWA202107280007616532		\$1,567.26	\$172,750.58
28/07/2021	CTRLINK CARERS TT0P9755555125968L		\$74.01	\$172,824.59
28/07/2021	CBA POS POS 16507100 28JUL		\$2,011.87	\$174,836.46
28/07/2021	ANDREA SCHNABEL 11aAndersonWayJ2wk		\$490.00	\$175,326.46
28/07/2021	TRANSPORT DALO20210726	\$5,367.30		\$169,959.16
28/07/2021	SuperChoice P/L 349579286472707001	\$12,501.38		\$157,457.78
29/07/2021	MISS KAYLA CHRIST 09:20AM 29Jul Water bill		\$78.00	\$157,535.78



Bankwest, a division of Commonwealth Bank of Australia  
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**BUSINESS ZERO TRAN ACCOUNT STATEMENT**

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
29/07/2021	28/07/21		\$707.86	\$158,243.64
29/07/2021	BILL PAYMENT 2000499367 001 CBA202107290648124163		\$1,993.61	\$160,237.25
29/07/2021	RICHARD SANTIAGO 04:34PM 29Jul 38 Leahy, Santiago		\$300.00	\$160,537.25
29/07/2021	BILL PAYMENT 1000003460 001 WBC2021072877172434		\$1,006.00	\$161,543.25
29/07/2021	ERROR IN DEPOSIT		\$72.00	\$161,615.25
29/07/2021	BILL PAYMENT 1000001345 001 BWA202107290007842725		\$588.00	\$162,203.25
29/07/2021	BILL PAYMENT 1000002696 001 BWA202107290007911019		\$376.25	\$162,579.50
29/07/2021	BILL PAYMENT 1000004234 001 BWA202107290007869816		\$1,468.50	\$164,048.00
29/07/2021	CBA POS POS 16507100 29JUL		\$1,771.10	\$165,819.10
29/07/2021	BRETT WALLIS brett wallis A409		\$30.00	\$165,849.10
29/07/2021	TRANSPORT DALO20210727	\$2,216.35		\$163,632.75
29/07/2021	RENTAL ACCOMMODA BOND REF 11440/18		\$200.00	\$163,832.75
29/07/2021	KIRA TIMMINS Southrent2907		\$296.00	\$164,128.75
30/07/2021	Dallcon Rent		\$300.00	\$164,428.75
30/07/2021	29/07/2021		\$2,438.15	\$166,866.90
30/07/2021	BILL PAYMENT 1000004535 001 CBA202107300148294155		\$40.00	\$166,906.90
30/07/2021	BILL PAYMENT 1000003132 001 NAB202107303040322604		\$25.00	\$166,931.90
30/07/2021	BILL PAYMENT 1000003761 001 NAB202107303030585254		\$50.00	\$166,981.90
30/07/2021	BILL PAYMENT 1000005390 001 PIB202107301627672305		\$5,226.72	\$172,208.62
30/07/2021	SHI002A293		\$4,876.00	\$177,084.62
30/07/2021	BILL PAYMENT 1000002863 001 BBL202107290129017085		\$1,783.35	\$178,867.97
30/07/2021	BILL PAYMENT 1000003239 001 NAB202107304181846028		\$1,477.28	\$180,345.25
30/07/2021	BILL PAYMENT 1000004331 001 NAB202107305162310004		\$658.00	\$181,003.25
30/07/2021	BILL PAYMENT 1000004553 001 NAB202107304181846033		\$1,547.29	\$182,550.54
30/07/2021	BILL PAYMENT 1000329016 001 NAB202107304181846032		\$4,871.95	\$187,422.49
30/07/2021	BILL PAYMENT 1000401020 001 BBL202107290129017131		\$1,776.62	\$189,199.11
30/07/2021	BILL PAYMENT 1000761669 001 NAB202107304181846031		\$10,809.43	\$200,008.54
30/07/2021	BILL PAYMENT 1000461073 001 BWA202107300008136056		\$1,564.94	\$201,573.48
30/07/2021	BILL PAYMENT 1000292020 001 BWA202107300008112623		\$3,039.06	\$204,612.54
30/07/2021	BILL PAYMENT 1000461152 001 BWA202107300006594371		\$50.00	\$204,662.54
30/07/2021	BILL PAYMENT 1000061413 001		\$1,669.15	\$206,331.69

	BWA202107300018190086		
30/07/2021	BILL PAYMENT 1000238013 001	\$753.00	\$207,084.69
	BWA202107300008130394		
30/07/2021	BILL PAYMENT 1000063796 001	\$954.16	\$208,038.85
	BWA202107300008130757		
30/07/2021	CBA POS POS 16507100 30JUL	\$3,048.86	\$211,087.71
30/07/2021	TRANSPORT DALO20210728	\$933.45	\$210,154.26
30/07/2021	M R & D J ALLAN 46 LEAHY	\$316.00	\$210,470.26
30/07/2021	CLOSING BALANCE		\$210,470.26

**Total Debits: -\$52,387.84**  
**Total Credits: \$186,864.80**

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# TRANSACTION SEARCH RESULTS

**Account:** 302-162 0373562  
**Account Nickname:** BUSINESS TELENET SAVER  
**Date** From 01/07/2021 to 31/07/2021  
**Transaction Types** All Transaction Types  
**Opening Balance** \$2,220,266.78  
**Closing Balance** \$805,341.96

BSB NO.	ACCOUNT NO.	TRANSACTION DATE	NARRATION	CHEQUE NO.	DEBIT	CREDIT	ACCOUNT BALANCE
302-162	0373562	22/07/2021	Muni to telenet			\$230,000.00	\$805,341.96
302-162	0373562	14/07/2021	Telenet to muni		-\$345,000.00		\$575,341.96
302-162	0373562	02/07/2021	telenet to muni		-\$200,000.00		\$920,341.96
302-162	0373562	01/07/2021	Telenet to Muni		-\$1,100,000.00		\$1,120,341.96
302-162	0373562	01/07/2021	CREDIT INTEREST			\$75.18	\$2,220,341.96

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**Shire of Dalwallinu**  
**Trust Bank Reconciliation**  
**as at 31 July 2021**

<b>Balance as per General Ledger as at 1 July 2021</b> 2T9900000 - Trust Fund	0.00	0.00		0.00
<b>Add Cash Receipts</b>				0.00
<b>Less Cash Payments</b>		0.00		0.00
<b>Balance as per General Ledger as at 31 July 2021</b> 2T9900000 - Trust Fund	0.00	0.00	0.00	0.00
<b>Add</b>				
<b>Less</b>				
<b>Balance as per Bank Statements as at 31 July 2021</b> 2T9900000 - Trust Fund	0.00	0.00	0.00	0.00

○

Prepared by



02/08/2021

Reviewed by



11/8/2021



Bankwest, a division of Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL / Australian credit licence 234945

**BUSINESS ZERO TRAN ACCOUNT STATEMENT**

BSB:  
(Bank,State,Branch) 306-008  
Account Number 536593-0  
From 28/07/2021  
To 30/07/2021  
Statement Number 3517

Account of SHIRE OF DALWALLINU

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
28/07/2021	OPENING BALANCE			\$0.00
30/07/2021	CLOSING BALANCE			\$0.00

**Total Debits: \$0.00**  
**Total Credits: \$0.00**

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### 9.3.3 Request to Write off Legal Fees – Assessments A434 & A6329

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	A434 & A6329
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Christie Andrews, Chief Executive Officer
<b>Supervised by</b>	Hanna Jolly, Manager Corporate Services
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to consider a write off of 50% of the outstanding legal fees on Assessment A434 totalling \$459.25.

Council is also requested to consider a write off of 100% of the outstanding legal fees on Assessment A6329 totalling \$754.60.

#### **Background - Assessment 434**

The Shire received the notification of sale for Assessment A434 through the Landgate EAS system on 11 August 2020. As it was an Advice of Sale Only, no information was required by the settlement agent. This was confirmed with the settlement agent.

A copy of the Rates Notice and a Name and Address Update form was posted to the new ratepayer using the address provided by the settlement agent.

A Final Notice was sent to the ratepayer on 29 September 2020.

When no response was received from the ratepayer the matter was referred to Ampac Debt Recovery for recovery action on 21 October 2020.

A Final Demand letter was sent by Ampac Debt Recovery on 19 November 2020.

When no response was received to the Final Demand, the matter was progressed to a General Procedure Claim on 9 December 2020.

On 2 February 2021, the ratepayer attended the Administration Office to complain that Ampac Debt Recovery had handed documentation to their daughter in relation to this matter. They stated at that time they had received no prior correspondence in relation to this matter.

They confirmed the address details supplied by the settlement agent were correct.

The ratepayer paid \$800.00 on 2 February 2021 and offered to pay the remaining \$1,000.00 in the following week, but stated they did not wish to pay the legal fees. They were advised to put their request in writing to have the legal fees waived.

An amount of \$500.00 was paid 9 March 2021.

A further amount of \$544.36 was paid on 25 March 2021.

The total amount of Legal fees applied to A434 is \$918.50.



### **Background - Assessment A6329**

Due to the removal of additional rubbish services on assessment A6329, the 2020/2021 Rates Notice was issued showing a zero payment for the first two instalments.

As the ratepayer did not indicate they wanted to take up the instalment payment option a Final Notice was issued on 29 September 2020.

No response was received and the matter was referred to Ampac Debt Recovery on 21 October 2020.

Ampac Debt Recovery issued the ratepayer with two Final Demands sent 22 October 2020 and 19 November 2020.

They also made phone calls on 5 November 2020, 3 December 2020 and 5 January 2021 before approval was given to proceed with a General Procedure Claim. The General Procedure Claim was issued on 11 January 2021.

The ratepayer contacted the Administration Office via email on 12 January 2021 stating their intent was to pay by instalments with the first payment due 15 January 2021. The third instalment payment was made 14 January 2021 but no further payments have been received. The ratepayer's phone has since been disconnected.

Legal fees totalling \$754.60 have been applied to assessment A6329.

### **Consultation**

Nil

### **Legislative Implications**

#### State

*Local Government Act – s6.12(c) Power to defer, grant discount, waive or write off*

#### **Policy Implications**

Nil

### **Financial Implications**

Should Council support the Officer recommendation there would be a loss of revenue of \$1,213.85.

There has been an allocation included in the 2021-2022 budget for Rate write offs.

### **Strategic Implications**

Nil

### **Site Inspection**

Nil

### **Triple Bottom Line Assessment**

#### Economic implications

There is a potential loss of revenue of \$1,213.85.

#### 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**

#### **Assessment 434**

The address provided by the settlement agent was confirmed with the ratepayer as the correct address. There is no explanation as to why the correspondence was not received. Therefore as a gesture of goodwill it is recommended Council offer to write off 50% of the legal fees.

#### **Assessment A6329**

The credit on the assessment caused an anomaly with the Rates Notice that may not have been clear to the owner. The ratepayer normally opts to pay by the instalment plan and in hindsight further follow ups should have been undertaken by Shire staff prior to referring the matter for recovery action.

Moving forward, procedures have been updated to ensure this does not occur in the future. It is recommended that Council offer to write off 100% of the legal fees.

### **Officer Recommendation**

That Council authorise the Chief Executive Officer to write off the legal charges and interest accrued as follows:

- Assessment A434 – 50% of the legal fees applied to a total of \$459.25
- Assessment A6329 – 100% of the legal fees applied to total of \$754.60

### **Recommendation/Resolution**

#### **MOTION**

Moved                    Cr  
Seconded                Cr

**Absolute Majority 0/0**



## 9.4 CHIEF EXECUTIVE OFFICER

### 9.4.1 Review of the Shire of Dalwallinu Communication Plan\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	CR/8 – Community Consultation
<b>Previous Meeting Reference</b>	OCM – 25 June 2019 (M9386)
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Shire of Dalwallinu Communication Plan

#### **Purpose of Report**

Council is requested to endorse the reviewed Shire of Dalwallinu Communication Plan as attached to this report.

#### **Background**

In the Shire of Dalwallinu Strategic Community Plan 2017-2027 under the heading 'Civic Leadership (Governance)' Outcome 4.1 identifies the need for 'Improved communication/consultation across all towns with a variety of methods'.

The use of an endorsed Communication Plan, with guidelines and templates for use by Shire staff, ensures that the style and manner of Shire communication will be consistent. Consistent communication is more effective and presents a more professional organisation.

#### **Consultation**

Senior Management Team

#### **Legislative Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan 2017-2027*

Outcome 4.1

Improved communication/consultation across all towns with a variety of methods

#### **Site Inspection**

Site inspection undertaken: Nil



### **Triple Bottom Line Assessment**

#### Economic implications

Professional communication adds value to the community through inclusion and a resulting sense of pride. Community is a key resource for economic development. A healthy active community creates a more liveable and attractive area for prospective investors, employers, employees and visitors.

#### Social implications

An engaged community adds value to the community planning process and is a key underlying resource for both community and economic development.

#### Environmental implications

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

### **Officer Comment**

The Shire of Dalwallinu Communication Plan ensures that the Shire Administration provides professional consistent communication with the community and external stakeholders. The plan is reviewed every two (2) years. The plan was last reviewed in June 2019.

The plan established processes and templates for communications which will assist the community in being confident that it is kept informed.

This document is reviewed by the Senior Management team and no major changes were effected to the Communication Plan.

### **Officer Recommendation**

That Council endorse the reviewed Shire of Dalwallinu Communication Plan.

### **Recommendation/Resolution**

#### MOTION

Moved                    Cr  
Seconded                Cr

0/0





# Communication Plan

Reviewed August 2021

**Shire of Dalwallinu**

58 Johnston Street  
(PO Box 141)  
DALWALLINU WA 6609

Telephone: 08 9661 0500  
Facsimile: 08 9661 1097  
Email: [shire@dalwallinu.wa.gov.au](mailto:shire@dalwallinu.wa.gov.au)  
Website: [www.dalwallinu.wa.gov.au](http://www.dalwallinu.wa.gov.au)  
Contact: Chief Executive Officer

**Document Control**

Version	Approved By – Name	Title / Resolution	Date
1.0	Council, at their Ordinary Meeting	Resolution #8850	27 June 2017
2.0	Council, at their Ordinary Meeting	Resolution #9386	25 June 2019
3.0	Council, at their Ordinary Meeting		24 August 2021

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## **Purpose of the Communication Plan**

To guide internal and external stakeholders (see target audience below) on the style and manner in which the Shire will disseminate information.

## **What Is Communication**

**com·mu·ni·ca·tion** ([www.google.com.au](http://www.google.com.au))

1. The imparting or exchanging of information or news.
2. A letter or message containing such information or news.

## **Target Audience**

### **Internal**

**Councillors** – eight (8) elected members of Council: to enable informed decision making.

**Staff** – all employees, volunteers and contractors: to build a competent and confident team.

### **External**

**Dalwallinu Community** – people living in the Shire of Dalwallinu; to answer enquiries and disseminate information regarding the Shire, including but not limited to, events, issues, plans, projects and services.

**Community Organisations** – local community groups, sports clubs, churches etc; to build a positive relationship, offer support for activities and access to Shire facilities.

**Local Businesses** – established businesses including farming and light industrial businesses throughout the Shire: to answer enquiries and disseminate information regarding the Shire, especially future plans, business promotion opportunities and events.

**Local Media** – Totally Locally, Kalannie Kapers; to update readers on what is happening in the Shire of Dalwallinu.

**Ministers and Politicians** – State and Federal politicians and ministers; local State government representatives: to build a positive relationship, so they are aware of the Shire's needs and celebrate the Shire's achievements.

**Neighbouring Residents** – people living in Moora, Wongan Hills, Coorow, Perenjori, Koorda and Mount Marshall; to answer enquiries and disseminate information regarding the Shire as required.

**Service Providers** (to the Shire) – to create a supportive business relationship.

**Visitors** – tourists and people who drive through the Shire; to answer enquiries and disseminate information regarding the Shire, especially regarding events, facilities and opportunities. This includes the attraction of visitors to our Shire.

### **Record Keeping**

It is noted that there is a requirement for all Local Government information to be recorded. This aspect of communication is covered through the Shire of Dalwallinu Record Keeping Plan 2020. This plan is reviewed every five years.

<b>Communication Channels (Current)</b>				
<b>Medium</b>	<b>Description</b>	<b>Frequency</b>	<b>Internal</b>	<b>External</b>
Community Engagement	As per the Shire of Dalwallinu Community Engagement Plan 2021	As required	X	X
Council Information Bulletin	Update on events, issues, plans, projects and service initiatives, both local and regional	Monthly	X	
Documents and Reports	Significant documents such as; Strategic Community Plan, Annual Report, Annual Budget along with monthly reports to Council	As required	X	X
Email / Mail	As per individual Officer	As required	X	X
Facebook: Dalwallinu Shire	To share information with the community	Regularly, as required		X
Interviews: Shire President and CEO	About upcoming events, issues, plans, projects and service initiatives	Upon request	X	X
Mail outs	Rates information brochure	Annual		
	As set out by Local Law / legislation	As required		X
Media Releases	To share events, issues, plans, projects and services.	As required	X	X
Notice Board/s	Shire Office & Library	As required		X
Public Events	As advertised	As required	X	X
Public Notices	As per statutory requirements	As required	X	X
Shire Bulletin	Shire news/advertising	Monthly	X	X
Shire Information Packs	For new residents	As required		X
Signage	Shire and locality welcome signs, street signs, building signs, informational signs	Where required		X
Signage - Highway	Business signage situated on the highway	Biennially		X
SMS Messaging	Harvest Ban and Fire Weather information	As required		X
Staff /Toolbox Meetings	Held following Council meetings	Monthly	X	
Surveys	To receive input from the Community on various matters	As required		X

Telephone	For receiving and answering queries	As required	X	X
Website	<a href="http://www.dalwallinu.wa.gov.au">www.dalwallinu.wa.gov.au</a> , information on Shire events, issues, plans, projects and services	As required		X

<u>Key Messages</u>		
Objective	Target Audience	Key Message
Improved customer satisfaction	Dalwallinu Community, Service Providers, Local Businesses,	<b><i>“How can Dalwallinu help you?”</i></b>
Increased awareness of events, issues, plans, projects and services.	Dalwallinu Community, Local Businesses, Neighbouring Residents, Visitors, Local Media	<b><i>“There’s more to Dalwallinu than you think”</i></b>
Image and identity creation “positioning”	Dalwallinu Community, Neighbouring Residents, Visitors, Local Media, Ministers and Politicians, Community Organisations, Regional Development Authority & Wheatbelt Development Commission	<b><i>“Dalwallinu listens, plans and delivers on strategic and community objectives”</i></b>
Equip Councillors, Staff and Volunteers	Councillors, Staff, Volunteers	<b><i>“Our Councillors, Volunteers and Staff are Dalwallinu’s ambassadors”</i></b>

<b>Communication Action Plan</b>				
<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>Officer</b>	<b>Contributors</b>
Communication Plan	Bi-Annual Review.	Jun-21	CEO	Councillors SMT
Council Information Bulletin	Continue: no additional action.	Monthly	ESO	SMT Selected Officers
Documents & Reports	Continue: no additional action, noting that we will correspond using clear, concise language that is easily understood.	As required	Various	Various
Email	Maintain/develop an up-to-date email list for; groups (business, community, sporting), media, subscribed individuals, neighbouring Shires.	Ongoing	ECDO/ EA/CSO	Community
Email newsletter	New: Develop mailing list for individuals who would like to receive Shire news directly	Ongoing	EA	Community
Facebook	Continue: Share information more regularly	Ongoing	CEO/EA	Various
Interviews	Continue: Share events, issues, plans, projects and services.	As invited	SP/CEO	Local / state media
Mail outs	Continue: no additional action.	As required	Various	Various
Media Releases	Continue: Share events, issues, plans, projects and services.	As suitable	SP/CEO	Various
Notice Board/s	Continue: Shire: monitor for accuracy.	Monthly	CSO	Community Staff
Public Events	New: Maintain an Annual Calendar for planning and promotion.	Ongoing	CEO	Councillors SMT Staff Community
	Update and display (website, notice board, DDC...)	Monthly		
Public Notices	Continue: As per statutory requirements	As required	EA CEO	Various

<b>Communication Action Plan</b>				
<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>Officer</b>	<b>Contributors</b>
Shire Newsletter	Continue: Shire news/advertising	Monthly	EA	Various
Shire Information Packs	Continue: continually update and review content.	As required	SFO	Various
Signage	Continue: Update as funds become available, and as part of relevant projects.	Ongoing	ECDO	SMT
Signage - Highway	Continue: Update every two years as required	Biennially	ECDO	Various
SMS Messaging	Continue: no additional action.	As required	MCS	DFES
Staff/Toolbox Meetings	Continue: no additional action. Encourage input from staff	Monthly	CEO	Staff
Surveys	Continue: Solicit community input into proposed events, issues, plans, projects and services, through hard copy and online survey tools.	As required	CEO	Executive
Website	Continue: Review site content and accessibility, update site map accordingly.	Ongoing	CEO EA	Community SMT Staff
	Monitor for accuracy, update accordingly.	Ongoing		

<b>Measurement</b>			
<b>Method</b>	<b>Target</b>	<b>Deadline</b>	<b>Officer</b>
Bi-Ennial Review	Monitor that deadlines have been met and update Plan to go forward.	Jun-21	CEO
Community Survey	Monitor Community attitudes and satisfaction on a broad range of issues to assist Council in planning for future development and activities, including customer service and communication activities.	Ongoing	MCS

## Style Guide

### **Corporate Branding**

All means by which people can come into contact with the Shire of Dalwallinu need to be uniform, positive and immediately recognisable. These “touch points” include;

- advertising, including informational flyers / brochures / posters;
- conversations with Councillors, Staff and Volunteers;
- logo, wherever displayed;
- packaging;
- services, especially but not limited to customer service;
- signage;
- stationery and
- email signature.

### **Logo**

Please refer to Page 1 of the Style Guide, page 2 of the Guide provides an explanation of the colour choices.

### **Colour Breakdowns for our Corporate Palette**

Please refer to Page 2 of the Style Guide for the RGB colour breakdown.

### **Stationery and Official Typeface**

Please refer to Pages 2 and 3 of the Style Guide. Basically we use 12 point Calibri.

### **Image Library**

- Shire Logo's are located at T:\Community Relations\Logo\SOD Logos.
- Logo's for other organisations are located, and should be saved, at T:\Community Relations\Logo\Other Logos.
- Photo's are located, and should be saved, preferably under an existing folder, at T:\Photos.

### **Addendum – Style Guide**

The Style Guide outlines the use of the Shire logo, the acceptable colour palette, brand use, typography and templates.

*STAFF ONLY: Available at T:\Strategies & Plans (Endorsed)\Communication Plan 2017.*

### **Addendum – Customer Service Charter**

The Customer Service Charter provides staff with clear standards to aim for.

*STAFF ONLY: Available at T:\Strategies & Plans (Endorsed)\Communication Plan 2017.*

### **Addendum - Examples**

- Email Signature
- Letter Layout
- Media Release
- Memo
- Works Request Form (PDF)

#### **9.4.2 Review of the Shire of Dalwallinu Community Engagement Plan\***

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	CR/8 – Community Consultation
<b>Previous Meeting Reference</b>	OCM – 25 June 2019 (M9387)
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Shire of Dalwallinu Community Engagement Plan

#### **Purpose of Report**

Council is requested to endorse the reviewed Shire of Dalwallinu Community Engagement Plan as attached to this report.

#### **Background**

In the Shire of Dalwallinu Strategic Community Plan 2017-2027 under the heading 'Civic Leadership (Governance)' Outcome 4.1 identifies the need for 'Improved communication/consultation across all towns with a variety of methods'.

The use of an endorsed Community Engagement Plan, with guidelines and checklists for use by Shire staff, ensures that the community is informed, consulted, involved and/or collaborated with during the decision making process in relation to Council and Shire services, events, strategic plans, issues and projects. These may be proposed new or alterations to existing services, events, strategic plans, issues and projects.

#### **Consultation**

Senior Management Team

#### **Legislative Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan 2017-2027*

Outcome 4.1

Improved communication/consultation across all towns with a variety of methods

#### **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

An engaged community adds value to the community planning process and is a key underlying resource for both community and economic development.

#### Environmental implications

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

### **Officer Comment**

The Shire of Dalwallinu Community Engagement Plan ensures that Council has the opportunity to consider input from a wide range of community members and key stakeholders before making decisions. Community members will always be informed and given the opportunity to contribute to the planning/development process. This plan is reviewed every two (2) years. The last review of the plan was endorsed by council in June 2019.

The plan establishes a standard process for community engagement thereby ensuring that inclusive and efficient consultation is undertaken at all times. The community will be confident that it is kept informed of decisions emanating from community engagement and will become familiar with the methods/processes engaged.

### **Officer Recommendation**

That Council endorse the reviewed Shire of Dalwallinu Community Engagement Plan.

### **Recommendation/Resolution**

#### MOTION

Moved                    Cr  
Seconded                Cr

0/0





# Community Engagement Plan

Reviewed August 2021

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## Introduction

This Community Engagement Plan has been developed as identified in the Shire of Dalwallinu Strategic Community Plan 2017 – 2027.

Community is made up of the people who live, work, visit or invest in the Shire of Dalwallinu Local Government Area. Community Engagement is the process through which the Community are informed about and/or invited to contribute to proposals relating to Shire events, issues, plans, projects and services.

## Purpose

A Community Engagement Plan will:

- Establish a standard process for community engagement;
- Ensure that the process is implemented by Shire staff and external consultants;
- Ensure that inclusive and efficient consultation is undertaken at all times;
- Ensure that the Community is kept informed of decisions.

A Community Engagement Plan will ensure that:

- Community members are given the opportunity to contribute to processes;
- Council has the opportunity to consider Community input before making decisions.

Following the principles of the *International Association for Public Participation Australasia (IAP2) Public Participation Spectrum* the Plan contains four key strategies:

1. Inform
2. Consult
3. Involve
4. Collaborate

Each strategy has a specific goal, a commitment to the Community and a set of methodologies.

## Scope

This Community Engagement Plan relates to many activities undertaken by the Shire with the exception of notifications in relation to statutory notifications. Where legislative requirements exist which address specific information / consultation processes, the legislative requirements take precedence.

## Benefits

There are a number of benefits from having a Community Engagement Plan, including:

- Commits the Shire and Council to being open and accountable;
- Assists the Shire and Council to plan services that continue to meet Community needs;
- Enables the Shire and Council to prioritise services and make better use of resources;
- Allows the broadest range of views to be expressed;
- Ensures the maximum amount of information is gathered prior to making decisions;
- Sees the Shire, Council and Community working together to achieve balanced decisions;
- Offers opportunities for the Community to contribute to and influence outcomes which directly affect their lives;
- Ensures an open and familiar process which becomes easier for Community members to participate in.

***Please note:*** *The Community is consulted about a wide variety of issues by a range of people in many ways. The Shire recognises this and so as not to over consult (we hear you – “we have already told you what we want, why are you asking us again?”) we may use existing timely research and findings of other consultations that the Shire or other agencies have recently conducted.*

## Community Engagement Strategy 1: Inform

*Information dissemination is the primary form of community engagement. In order to be able to actively engage in the Shire's decision making processes, the Community requires information in a variety of ways.*

### Goal

To provide the Community with appropriate information regarding Shire events, issues, plans, projects and services to ensure that they understand the problems, alternatives, opportunities and / or solutions.

### Commitment to the Community

*"We will keep you informed, ensuring that information is accessible, relevant and easy to understand"*

### Methodology: How

By ensuring that up-to-date information is available on the Shire's processes, meeting agendas / minutes, services, projects and on how residents may feed back any issues, concerns and suggestions for service improvements. All information must be in a form that is accessible to all groups in the Community ie. people with disabilities, people with computer literacy difficulties, young people, the aged and, people from diverse cultural backgrounds.

The four main channels of communication for the Shire of Dalwallinu will be;

- **Advertising – Shire Newsletter** – available to subscribed community members, on the Shire Facebook Page and Shire website and available at the Shire Admin Centre and Dalwallinu Discovery Centre and various businesses in the townsite;
- **Email Notification** - to Shire lists, including but not limited to Community Groups, identified Stakeholders and subscribed Community members (through the Shire newsletter);
- **Website** - [www.dalwallinu.wa.gov.au](http://www.dalwallinu.wa.gov.au), an up-to-date source of information on Shire events, issues, plans, projects and services, including the Shire newsletter;
- **Facebook** – Shire of Dalwallinu, an up-to-date source of information on Shire events, issues, plans, projects and services.

Additional methods could include;

- **Advertising - Newspapers** – where statutory requirements exist, advertisements will be placed in relevant newspapers.
- **Fact Sheets** – for more complex issues, flyers, posters, brochures and reports will be available from Shire facilities, notice boards, the web site or via mail upon request.
- **Media Releases / Interviews** – as major events, issues, plans, projects and service initiatives arise.

For emergency information dissemination only;

- **SMS** - subscribed list.

### When

Ongoing, as Shire events, issues, plans, projects and services arise or are scheduled.

### Who

Entire Community, noting that Community members need to be aware of the methods used.

### **Evaluation and Accountability**

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

## Community Engagement Strategy 2: Consult

**Consultation** takes place when feedback is required in relation to:

- The development of new strategies and plans;
- The review and evaluation of existing strategies and plans;
- The planning and development of new services and infrastructure;
- The review and evaluation of existing services and infrastructure;
- Issues which impact on or are of concern to the Community, including:
  - Broad community issues ie. Community Safety;
  - Specific community issues ie. Seniors and Youth; and
  - Area issues ie. traffic management and land use changes.

### Goal

To capture Community input on strategic plans, directions, issues, priorities and projects.

### Commitment to the Community

*“We will listen to you, consider your ideas and keep you informed about the input received, the consideration of this input and the final decision/s reached”*

### Methodology: How

Community consultation techniques will vary depending on who is being consulted and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information techniques, one of the following consultation techniques could be utilised;

- **Information Stalls:** staffed displays at local Agricultural show and other events. The Community can drop in at their convenience to peruse information and have their questions answered by, and/or provide feedback to Shire staff;
- **Public Meetings / Forums** - at various locations / localities, as appropriate;
- **Surveys / Questionnaires:** a series of relevant questions with the collated replies available for consideration and distribution. These may be conducted via mail, email / web or in person, for example venues could include but are not limited to homes / schools / businesses / community meetings to ensure the inclusion of Community members who may not normally be able to participate in community engagement.

### When

The Shire and Council will ensure that the Community is consulted on issues which impact on or are of concern to the Community in a timely manner to allow adequate comment to occur and be analysed in order to inform decision making processes.

### Who

All Community members who are identified as being directly impacted will be consulted, with the whole community being informed. Stakeholders will vary according to the issue, but could include residents, ratepayers, businesses, volunteers, those who visit or work in the municipality, other service providers/agencies, community groups, other levels of government, peak bodies, etc. It could also include particular groups within the Community, ie. seniors, families, children, youth, different ethnic groups, business people, people with a disability, etc.

### Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

### Community Engagement Strategy 3: Involve

**Involvement** enables the Community to provide ongoing and in-depth input into community planning and into the development of solutions that are best able to meet Community needs. It enables the Community to have substantial input into the development of services.

#### Goal

To work on an ongoing basis with the Community to ensure that ideas, concerns and aspirations are listened to and understood and that Community knowledge is harnessed for the benefit of all.

#### Commitment to the Community

**“We will work with you on an ongoing basis to ensure that your ideas, concerns and aspirations are considered, we will provide feedback on Shire decisions”**

#### Methodology: How

Community involvement techniques will vary depending on who is being involved and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information and consultation techniques one of the following involvement techniques could be utilised;

- **Focus Groups:** open by invitation to specific groups with relevant experience/involvement with the issue/project;
- **Referendum / Community Ballots:** a single question is posed, with the option to vote “YES” or “NO”, with a clear explanation of the outcomes pertaining to each selection;
- **Workshops:** open to the Community with the aim of briefing interested Community members and receiving their feedback.

#### When

The Shire will ensure that the Community is involved on issues which impact on and / or are of concern to the Community or to any group within the Community in a timely manner to allow adequate involvement to occur and be analysed in order to inform decision making processes.

#### Who

Community members who are impacted will be invited to be involved. Stakeholders will vary according to the issue, but could include residents, ratepayers, businesses, volunteers, those who visit or work in the area, other service providers/agencies, community groups, other levels of government, peak bodies, etc. It could also include particular groups within the Community, ie. seniors, families, children, youth, different ethnic groups, business people, people with a disability, etc.

#### Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

## Community Engagement Strategy 4: Collaborate

**Collaboration** enables Council to partner with the Community to ensure that each aspect of the decision making process is worked on together.

### Goal

To work as partners to gain higher quality and more specialist input into the Shire's planning and decision making processes.

### Commitment to the Community

***"We will partner with you to receive your advice and innovation, we will consider then incorporate your recommendations into the decisions made wherever feasible"***

### Methodology: How

Community collaboration techniques will vary depending on who is being collaborated with and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information, consultation and involvement techniques one of the following collaboration techniques could be utilised;

- **Council Committees:** established by Council and include:
  - Audit Committee
- **Council Advisory Committees:** established by Council and include:
  - Bush Fire Advisory Committee
  - Local Emergency Management Committee
  - Equal Opportunity Consultative Committee
- **Working Groups:** established by the Shire with a particular focus. The composition of a Working Group would be determined by the Shire together with specific terms of reference and reporting mechanisms. The Group would cease to function once their work is completed.

### When

The Shire will collaborate with the Community whenever an event, issue, plan, project or service which will impact on the Community arises that is suitable to be collaborated upon in a timely manner.

### Who

All community members are encouraged to become involved.

### Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

## Levels of Engagement

The level of engagement undertaken will relate to the extent of community impact or interest associated with the proposed Shire events, issues, plans, projects and services.

### Level 0 – No Engagement:

- No impact on the Community or locality is likely; or
- Consultation is precluded under relevant legislation; or
- Consultation has previously occurred.

### Level 1 – Inform:

- Community members are not likely to be detrimentally impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for notification exist;
- Consultation has previously occurred and minor modifications to address previous concerns raised are proposed; or
- In cases of emergency situations.

This level of engagement will raise awareness about the proposed event, issue, plan, project or service, establish communication links with the Community, encourage active participation and build trust and confidence between the Council, the Shire and the Community.

### Level 2 – Consult:

- Community members are likely to be impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for consultation exist.

In addition to Level 1 this level of engagement will collect views, opinions and ideas and foster community pride.

### Level 3 – Involve:

- Community members are likely to be majorly / detrimentally impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for involvement exist.

In addition to Levels 1 and 2 this level of engagement will encourage active participation and foster community support.

### Level 4 – Collaborate:

- There is the opportunity for collaboration.

In addition to Levels 1, 2 and 3 this level of engagement will make the Community partners and foster community ownership.

## Acknowledgement of Feedback

General feedback will be summarised as part of the evaluation process.

Where written submissions are called for, the submitter will receive acknowledgement of their submission and advice as to when all submissions will be considered. All submissions received will be summarised and when a decision has been made the submission summary will be made available directly to all submitters and via the previously detailed communication channels to the Community.

## Guideline to Proposed Levels of Engagement

CORPORATE SERVICES		
Annual Electors Meeting	2	
Asset Management Planning	2	
Burning Restrictions and Harvest Bans	1	*~
Corporate Business Plan ( <i>from Strategic Community Plan</i> )	1	
Council Meetings – Ordinary	1	*
Council Meetings – Committee's of Council	1	*
Council Meetings – Special Meetings	1	*
Events – to attend	1	
Events – to participate in / with	4	
Firebreak Notification	1	
Grant Opportunities	1	
Long Term Financial Planning	1	
Rates - new structure or format	2	*
Shire Newsletter	1	
Shire service provision changes ( <i>ie library opening times</i> )	1	
Strategic Community Plan	3	
DEVELOPMENT SERVICES		
Building Applications ( <i>engagement is during planning process</i> )	1	*
Development Plans and Structure Plans		*
Food Business Education and Training		*^
Local Planning Scheme Review		*
Local Law Development		*
Planning Application (including demolition of a building)		*^
Planning Application (including demolition) <i>building is on the Municipal Inventory</i>		*#
Planning Application (including demolition) <i>building is on the State Heritage List</i>		*#
Planning Application for a Building Envelope Variation		*
Planning Application for a Setback Variation		*
Planning Application for Development - A uses, not in zoning table		*
Planning Application for Development - D uses		*
Planning Application for Development - P or X uses		*
Scheme Amendment		*
Subdivision Referrals		*
Swimming Pool Inspections - 4 year, statutory		*^
TECHNICAL SERVICES		
Footpath - Construction	1	*^
Forward Infrastructure Management Programs		*
Road – Maintenance / Upgrading		*^
Road Closure – Festivals and Events		*^
Road Closure – Permanent		*
Road Closure – Temporary		*
Street Tree - Removal / Planting		*^

\* Consultation Procedures are already set out by Local Law, existing legislation (Local Government Act 1995, Land Administration Act, Town Planning Scheme, Residential Planning Codes, Road Traffic Code, etc).

# Includes consultation with a Heritage Advisor or the State Heritage Council

^ Mailed letter to affected resident/s, ratepayer/s, business/es and / or group/s

~ Subscribed emergency list

# Community Engagement Plan



Project Name			
<b>Purpose:</b>			
<b>Timeline:</b>	<b>Start Date:</b>		<b>Outcomes By:</b>
<b>Stakeholders to be considered.</b>  <i>Please highlight those to be targeted during engagement.</i>	Businesses	Residents (all / targeted)	
	Children ( <i>School / Playgroup</i> )	Seniors	
	Community Groups	Service Providers	
	Disabled People	Unemployed	
	Environmental	Visitors	
	Families	Volunteers	
	Govt. Bodies	Workers	
	Indigenous	Youth	
	Neighbouring Shires	Other	
	Ratepayers (all / targeted)	Other	
<b>Staff to be notified:</b>	CEO / ESO	Councillors	
	Finance & Administration Services	Consultant/s	
	Regulation & Development Services	SPMO	
	Technical Services (Works)	Other	
<b>Community Engagement Plan</b>			
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Complete / Attached</b>
1.1 Shire Bulletin			
1.2 Email Notification ~			
1.3 Website			
1.4 Facebook			
1.4 Advert - Newspaper			
1.5 Fact Sheet			
1.6 Media Rel./Interview			
2.1 Information Stalls			
2.2 Public Meeting/Forum			
2.3 Survey/Questionnaire			
3.1 Focus Group			
3.2 Referendum/Ballot			
3.3 Workshop			
4.1 Council Committee			
4.2 Working Group			
* Statutory Consultation			
# Heritage Consultation			
^ Mailout (note: timeliness)			
~ Subscribed email list			
<b>Evaluation</b>			
<b>Summary of...</b>	<b>Date Due</b>	<b>Complete / Attached</b>	
Feedback / Results / Outcomes / Recommendations			

Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
Shire Bulletin			
Email Notification			
Website			
Facebook			
Other			

#### 9.4.3 New Policy – GPS Fleet Tracking\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/20 – Governance – Policy Manual
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	DRAFT Policy 4.16

#### Purpose of Report

Council is requested to adopt the DRAFT Policy 4.16 GPS Fleet Tracking.

#### Background

During a review of Occupational Safety and Health procedures and processes, it was noted that a lot of our workforce work alone and given the size of the Shire of Dalwallinu, GPS vehicle tracker installed in Shire owned vehicles, would be of great benefit with regards to safety of employees.

#### Consultation

OSH Team

#### Legislative Implications

*Local Government Act 1995*

*Surveillance Devices Act 1998*

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

#### Site Inspection

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**

An example of where a GPS tracking device would be of benefit is, we have a 79 year old employee who works alone and travels to and from site and we have requested that he advise the Works Supervisor when he arrives on site and arrives back home each day. Quite often the employee forgets and the Works Supervisor is having to chase him up. If the vehicle had a GPS tracking device installed it would take the Works Supervisor minimal time to check on the welfare of the employee.

There has been some push back from employees with regards to the installation of GPS tracking devices on vehicles with comments such as:

- *We can listen into conversations in the vehicle*
- *We can immobilise the vehicle remotely*

We have sought comment from the supplier of the devices purchased and they advise the following: *"Please also note, this is a tracking device only. This is in no way a listening device, it has no microphones and only transmits location data and vehicle OBDII diagnostic data — for example if the vehicle breaks down or engine check light comes on, you can access engine management info remotely to find out if car's EMS has logged any faults and pass information onto mechanics"*

The sole purpose of the GPS vehicle tracker is safety of employees and to protect Shire assets. The draft policy has strict requirements on who can access the tracking software with a register to be maintained on why the vehicle was tracked.

The Surveillances Devices Act 1998 states:

*'Subject to subsections (2) and (3), a person shall not attach, install, use, or maintain, or cause to be attached, installed, used, or maintained, a tracking device to determine the geographical location of a person or object without the express or implied consent of that person or, in the case of a device used or intended to be used to determine the location of an object, without the express or implied consent of the person in possession or having control of that object'*

The Draft Policy states that consent will be requested from existing Shire employees. Should the Officer not consent this will be noted and stored on file to cover the Shire of Dalwallinu if an incident occurred in the future. All new employees will be notified of tracking devices in their Offer of Employment letters and will sign the consent prior to appointment.

### **Officer Recommendation**

That Council adopt Policy 4.16 GPS Fleet Tracking.

### **Recommendation/Resolution**

#### MOTION

Moved                    Cr  
Seconded                Cr

0/0



## 4.16 GPS Fleet Tracking

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Person Responsible:	Chief Executive Officer
History:	New

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Policy	This policy applies to all Shire light vehicles, plant and equipment, and to all employees, contractors, Elected Members, persons performing voluntary work or any other person that has been authorised to operate a vehicle or item of plant to undertake a Shire function or activity.
--------	---

### ***Purpose***

The Shire of Dalwallinu has a large area of 7,236<sup>km<sup>2</sup></sup>. Often employees are operating vehicles and plant alone. In order to mitigate some risks of lone workers, the GPS devices will allow management to locate employees should an alarm be raised.

### ***Implementation***

The installation of a GPS to a vehicle or item of plant must be authorised by the Chief Executive Officer. GPS devices may be fitted to any Council vehicle or plant item.

### ***Data Recording Options***

Data from the GPS will not be recorded/stored in any instance.

### ***Driver Notification***

#### Existing Employees

Notification and Consent will be requested from existing Shire employees.

#### New Employees

Notification and Consent will be obtained prior to appointment.

Where a vehicle or plant item has a GPS device, a notification will be on display inside the vehicle/plant.

### ***Use and Disclosure of GPS Information***

The Chief Executive Officer or in their absence, the Acting Chief Executive Officer and Works Supervisor are the only Officer's authorised to access the GPS tracking system.

Information obtained through the GPS devices is to be used for safety reasons only. The GPS tracker will allow Officer's to check the employee's location should the need arise.

A register is to be maintained with the following information recorded:

- Date/Time
- Vehicle Tracked
- Reason for Tracking
- Outcome of Tracking Enquiry

***Responsibilities***

Employees, contractors, Elected Members or volunteers must not, without authorisation, remove or interfere with a Shire GPS device.

GPS tracking devices may be removed from Council's light vehicles on weekends, outside of working hours, RDO's or annual leave if private use of the council vehicle is included in the employment contract. The device must be in the vehicle at all other times.

**Objective** To allow for the installation and use of GPS tracking devices in any of the Shire's fleet, for the purpose of operator safety, fleet management and best practice utilisation.

**Definitions** *Global Positioning System (GPS)* is the use of an electronic device to collect, interpret and record/store data (geographical location, movement and/or vehicle/plant function or activity).

**Guidelines** *Local Government Act 1995*  
*Surveillances Devices Act 1998*

#### 9.4.4 WALGA Annual General Meeting Voting Instructions\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	WALGA
<b>File Ref</b>	GR/4 – Government Relations - WALGA
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	AGM Motions

#### Purpose of Report

Council is requested to provide voting instructions for the Shire delegates for the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) to be held on Monday 20 September 2021.

#### Background

The AGM for WALGA is held during the Local Government Convention each year. This year the meeting is scheduled to be held on Monday 20 September 2021 commencing at 9:00am.

For this meeting WALGA and Council's have provided agenda items for consideration by the Association.

#### Consultation

Nil

#### Legislative Implications

Nil

#### 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**

There are five (5) items presented for consideration which are attached to this item. A summary of these is as follows:

#### **1. Amendments to WALGA's Constitution (WALGA)**

A number of amendments are proposed to the WALGA Constitution. Amendments are necessary:

- To remove the requirements for delegates to attend annual and special general meetings in person;
- Change the end of financial year from 31 May year end to 30 June year end;
- Allow a second vote to be conducted if two candidates tie in an election for President and Deputy President;
- Clarify the application process for Ordinary and Associate Members;
- Simplify the process for providing notice of State Council meetings;
- Allow motions at Special State Council meetings to be passed with a simple, as opposed to absolute, majority, except as required elsewhere in the Constitution such as the absolute majority requirement to adopt the budget; and
- Tidy up outdate wording.

The proposed amendments to the Constitution were passed at the State Council Meeting held 7 July 2021.

#### **2. Cost of Regional Development (Shire of Gnowangerup)**

The shortage of long-term and short-term accommodation for workers in regional areas combined with the high cost of developing land, has become an urgent issue. Government intervention is needed.

#### **3. CSRFF Funding Pool and Contribution Ratios (Shire of Dardanup)**

With the current requirements, clubs are not able to contribute the one third required contribution towards facilities and major projects as required under the current CSRFF framework. This results in Local Governments having to fund two thirds of new infrastructure at significant cost to ratepayers. Support is sought for WALGA to lobby State Government to increase funding towards this program and to allow a 50:50 split between State and the local communities.

#### **4. Regional Telecommunications Project (Shire of Esperance)**

State funding has decreased to only \$5 million for the entire state and the installation of towers has dried up significantly. The Federal Government has allocated its largest allocation of funding in Round 6 of \$80 million. Matching funds from the State is critical to securing funds from the Federal Black Spot Program which is in threat of being secured by other States with matching funding.



**5. Review of the Environmental Regulations for Mining (Shire of Dundas)**

The Australian and State Governments has several initiatives and studies completed regarding mining environmental regulating and the Mining Rehabilitation Fund. Shire of Dundas hope to get support to get local governments across WA involved by receiving some of these funds to actively participate in these rehabilitation works with mining partnerships and Local Government. This opportunity will fund diversification and implement a plan for after mine life, reducing impacts on the mining boom cycle. (WA currently has approx. \$182 billion in the mining rehab fund, generating around \$1 million in interest and of which approx. \$312,000 was used in rehab projects).

**Officer Recommendation**

That Council authorise the delegates for the Western Australia Local Government Association, Annual General Meeting, to be held on Monday 20 September 2021 to vote as follows:

1. Amendments to WALGA's constitution - Support/Against/Listen
2. Cost of Regional Development - Support/Against/Listen
3. CSRFF Funding Pool and Contribution Ratios - Support/Against/Listen
4. Regional Telecommunications Project - Support/Against/Listen
5. Review of the Environmental Regulations for Mining - Support/Against/Listen

**Recommendation/Resolution**

**MOTION**

Moved                    Cr  
Seconded                Cr

0/0



### 3. Consideration of Executive and Member Motions

#### 3.1. Amendments to WALGA's Constitution (01-001-01-0001 TL)

*Executive Member to move:*

##### SPECIAL MAJORITY REQUIRED

##### MOTION

That the WALGA Constitution be amended as follows:

1. **INSERT Definition – “Present” means attendance in person or by electronic means deemed suitable by the Chief Executive Officer.**
2. **Clause 5 (10) – DELETE “and Associate Members”.**
3. **Clause 5 (11) – DELETE “Ordinary Member or”, REPLACE “State Council” with “Chief Executive Officer” in the first sentence, INSERT “or its delegate” after State Council in the second sentence.**
4. **Clause 6 (3) – REPLACE “31 May” with “30 June”.**
5. **Clause 7 (2) – REPLACE “30 June” with “31 July”.**
6. **Clause 11 (1) – after Chief Executive Officer, INSERT “in accordance with the Corporate Governance Charter”.**
7. **Clause 11 (2) – after Chief Executive Officer INSERT “by providing notice to State Councillors of the date, time, place and purpose of the meeting”**
8. **DELETE Clause 11 (3)**
9. **Clause 12 (1) – DELETE “as, being entitled to do so, vote in person”**
10. **DELETE Clause 12 (2)**
11. **Clause 12 (3) – DELETE “as, being entitled to do so, vote in person”**
12. **Clause 12 (4) – DELETE “as, being entitled to do so, vote in person”**
13. **Clause 16 (1) & (2) – After Any election INSERT “other than to elect the President or Deputy President”, REPLACE “generally in accordance with the provisions of the *Local Government Act 1995* as amended (2) For the purposes of the election referred to in sub-section (1)” with “as follows”.**
14. **Clause 16 (2) (f) – REPLACE two instances of “2” with “1”.**
15. **INSERT Clause 16A – Election Procedure – President and Deputy President**
  - (1) **An election to elect the President or Deputy President shall be conducted as follows:**
    - (a) **the Chief Executive Officer or his/her delegate shall act as returning officer;**
    - (b) **representatives are to vote on the matter by secret ballot;**
    - (c) **votes are to be counted on the basis of “first-past-the-post”;**
    - (d) **the candidate who receives the greatest number of votes is elected;**
    - (e) **if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;**
    - (f) **any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;**

##### IN BRIEF

- A number of amendments are proposed to the WALGA Constitution.
- The proposed amendments were endorsed by a special majority of State Council at the meeting on 7 July 2021.

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(g) when the meeting resumes, an election will be held in accordance with sub-sections 1(a), 1(b), 1(c) and 1 (d);  
(h) if two or more candidates receive the same number of votes so that sub-section 1(d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

16. Clause 21 (4) – REPLACE “Chairman” with “Chair”.

17. Clause 22 (1) – REPLACE “in August or September of” with “prior to 31 October”.

18. Clause 22 (3) – DELETE “in person”

19. DELETE Clause 22 (4) (b).

20. Clause 23 (3) – DELETE “in person”

21. Clause 24 (2) – DELETE “and of which vote is to be exercised in person”

22. Clause 24 (4) – DELETE “as, being entitled to do so, vote in person”

23. Clause 28 (1) – DELETE “The common seal shall be held in the custody of the Chief Executive Officer at all times.”

24. Clause 29 (1) – DELETE “as, being entitled to do so, vote in person”

25. Clause 29 (2) – DELETE “as, being entitled to do so, vote in person”

26. Clause 31 (4) (c) – DELETE “and Regional Development”.

## Executive Summary

- A number of amendments are proposed to the WALGA Constitution;
- Amendments are necessary:
  - To remove requirements for delegates to attend annual and special general meetings in person; and,
  - As a result of WALGA’s change of financial year end to 30 June, from the previous 31 May year end.
- Other amendments are proposed to:
  - Allow a second vote to be conducted if two candidates tie in an election for President or Deputy President;
  - Clarify the application process for Ordinary and Associate Members;
  - Simplify the process for providing notice of State Council meetings;
  - Allow motions at Special State Council meetings to be passed with a simple, as opposed to absolute, majority, except as required elsewhere in the Constitution, such as the absolute majority requirement to adopt the budget; and,
  - Tidy up outdated wording.
- The proposed amendments to the Constitution were passed at the 7 July 2021 State Council meeting by a Special Majority.
- Consequently, these Constitutional Amendments are now being put to the 20 September 2021 Annual General Meeting.

## Attachment

- [WALGA Constitution – Proposed Amendments Mark-Up](#)

## Background

Amendments to the Constitution are required to allow delegates to attend and vote virtually through a videoconference, webinar or other platform at Annual or Special General Meetings of the Association if required.

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In addition, WALGA has this year changed its financial year end from 31 May to 30 June. The 30 June year end means that WALGA's financial year now aligns with Local Governments' year end. Amendments to clauses relating to the budget, termination of membership and the timeframe for holding the AGM are required as a result of this change.

The requirement to amend the Constitution has provided an opportunity to amend the election procedure for WALGA President and Deputy President. The proposed change would enable a second ballot to be held if two or more candidates are tied for the position. This aligns with the procedure in the *Local Government Act 1995* for the election by Council of Mayors, Presidents, Deputy Mayors and Deputy Presidents.

Other minor changes to remove outdated and tidy up wording are proposed, as per the mark-up version of the Constitution attached.

### **Comment**

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority at an Annual General Meeting or Special General Meeting.

As the proposed amendments were endorsed by State Council at the 7 July meeting, they are now being put to the 20 September 2021 WALGA Annual General Meeting

## 3.2. Cost of Regional Development

Shire of Gnowangerup Delegate to move:

### MOTION

**That WALGA makes urgent representation to the State Government to address the high cost of development in regional areas for both residential and industrial land, including the prohibitive cost of utilities headworks, which has led to market failure in many towns in the Wheatbelt and Great Southern regions.**

### IN BRIEF

- The shortage of long-term and short-term accommodation for workers in regional areas, combined with the high cost of developing land, has become an urgent issue.
- Government intervention is needed.

### MEMBER COMMENT

At the most recent Great Southern Zone meeting, a number of Shires raised the urgent issue of a shortage of long-term and short-term accommodation for workers and the high cost of developing land. DevelopmentWA has been approached for a solution and has provided the following response:

*"The costs associated with the development of land across regional Western Australia are dramatically inflated by the servicing standards (including statutory charges) that are imposed upon the developer by the servicing agencies. There is no latent capacity in the Western Power electrical distribution network across the Wheatbelt and Great Southern, allowing Western Power to impose any upgrading costs upon a land developer under its "user pay" principles.*

*It is our experience that the development costs to create a conventional residential allotment on the edge of a town ranges from \$100,000 to \$160,000 per lot and it is not uncommon for us to be confronted with development costs between \$200,000 and \$400,000 per lot for industrial sites. As you would appreciate, if lots are created and then released into the market, regional based buyers would not entertain paying a price which will allow the developer to recover those costs, let alone make a profit.*

*This situation produces a failure in the market and DevelopmentWA receives a modest annual subsidy from the State Government to undertake land developments on behalf of Local Governments where a demand for new land exists and the private sector is not responding."*

There is considerable pressure on the Regional Development Assistance Program, and the high cost of headworks particularly for water and electricity are a major disincentive to development by the private sector and Local Government. Urgent government intervention is needed to ensure that housing for workers for vacancies in industry in rural areas is delivered at a reasonable cost.

### SECRETARIAT COMMENT

Market failure in the provision of residential and industrial land occurs across most of regional Western Australia. State Government intervention was previously provided through the Regional Headworks Program, funded by Royalties for Regions, and through commitments from the utility providers to spread the costs of upgrading and extending infrastructure to service additional land across their customer base, rather than pass these costs to the developer. These arrangements no longer exist.

Strong growth in the demand for housing in regional WA has again highlighted this market failure and the consequent impacts on employment and economic development. The Regional Development Assistance Program delivered by DevelopmentWA is the only State Government support for industrial and residential land development in regional towns. The experience of Local Governments in accessing the Regional Development Assistance Program and the demand on the modest budget allocation will be important information to underpin advocacy for an achievable path to housing growth in regional towns.

### 3.3. CSRFF Funding Pool and Contribution Ratios

*Shire of Dardanup Delegate to move:*

#### MOTION

**That WALGA lobby the State Government to increase the CSRFF funding pool to \$25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered.**

#### MEMBER COMMENT

There is currently \$12.5 million available in the 2021 Community Sporting and Recreation Facilities Fund (CSRFF). \$1 million of this funding per year, for the next four years, has been specifically set aside for projects that increase female participation in sport and recreation, such as unisex change rooms. An additional \$2.5 million per annum for the next four years is also available in a new sub program called the Club Night Lights Program (CNLP). Therefore the total amount of funding available under the CSRFF program is \$15 million per annum for the next 4 years.

The current CSRFF funding model requires 1/3 contribution from local governments, 1/3 contribution from the clubs and 1/3 could be funded through CSRFF. Some CSRFF applications are eligible for up to one half of the project cost. The eligibility is measured against key development principles with applicants proving eligibility through completion of additional forms and process.

Over the last four CSRFF funding rounds, the WA State Government has contributed an average grant amount of \$424,270 to 91 projects. To put that figure into the terms of a sporting club's contribution, it would take 424 Bunnings sausage sizzles to raise enough money to fund 1/3 of the average State assisted project. Even if a club contributes a portion of this through volunteer labour and in-kind donations, the staggering figure is simply unattainable - which leaves local government to pick up the tab on over 66% of the bill.

Other Australian states use different structures to fund sporting infrastructure, for example, in Queensland the Active Community Infrastructure program allows \$40 million over three years. Unobstructed by percentage contribution rules, the Queensland State Government will invest up to \$1 million per project. Each EOI submission is evaluated on a case by case basis. In round one, the Queensland Government will deliver \$16 million in funding for sport and recreation infrastructure projects to 21 organisations. The average size of these grants is \$741,826, a figure that is almost double that of Western Australia's average contribution and close to 50% of the average cost of building a small pavilion with change rooms.

It is recommended that WALGA lobby the State Government to increase the funding available to \$25 million per annum and to increase the ratio to 50%. In this way, the total number of projects could still be maintained and the impost on local clubs and Local Government ratepayers could be reduced.

#### IN BRIEF

- Clubs are not able to contribute their one third required contribution towards facilities and major projects as required under CSRFF framework;
- This results in Local Governments having to fund two thirds of new infrastructure at significant cost to ratepayers;
- Support is sought for WALGA to lobby State Government to increase funding towards this program and to allow a 50:50 split between State and the local communities.

## SECRETARIAT COMMENT

WALGA has advocated for funding for the Community Sporting and Recreation Facilities Fund (CSRFF) to be increased to \$25 million per annum for a number of years, most recently as part the Association's 2020 [State Election campaign](#) and [WALGA's 2020-21 State Budget Submission](#).

Funding for the CSRFF will increase from \$12 million in 2021-22 to \$12.5 million in 2022-23. \$10 million over four years has also been allocated for sports floodlighting infrastructure under the Club Night Lights Program.

WALGA's Advocacy Position 3.7.1 Community Infrastructure states:

*"The Association supports Local Government initiatives and infrastructure that contribute to the health and wellbeing of the community."*

### 3.4. Regional Telecommunications Project

*Shire of Esperance Delegate to move:*

#### MOTION

**That WALGA strongly advocates to the State Government to increase funding for the Regional Telecommunications Project to leverage the Federal Mobile Black Spot Program and provide adequate mobile phone coverage to regional areas that currently have limited or no access to the service.**

#### MEMBER COMMENT

The regions are the powerhouse of the Western Australian economy and the sustainability of their futures relies on enhanced connectivity. Co-investment by state and federal governments along with Telcos is critical to increase coverage in areas that would otherwise be difficult to justify on economic grounds as it is an expensive and complex exercise.

Under the Barnett Government, there was \$60 million in the bucket of funding for regional telecommunications and partnering with the Commonwealth, there were 89 towers delivered within the federal electorate of O'Connor alone.

After the Labor Government took office, this bucket of State funding has decreased to only \$5 million for the entire state and the installation of towers has dried up significantly. On the contrary, the Federal Government has allocated its largest allocation of funding in Round 6 of \$80 million since the initial Round 1. Matching funds from the State is critical to securing funds from the Federal Mobile Black Spot Program which is in threat of being secured by other States with matching funding.

The State Government's forward estimates show no commitments to the program, demonstrating a lack of long term commitments by the State Government to the Regional Telecommunications Project. Service providers such as Telstra are reluctant to install regional mobile telecommunications infrastructure without third party funding.

Solving the coverage and capacity gaps in regional WA is critical for the success of our regions and a matter of equity for country constituents.

#### SECRETARIAT COMMENT

As identified, the Commonwealth Government committed \$380 million over six rounds to the Mobile Black Spot Program (the Program). In April 2020 the Round 5 results were announced, with a further 182 base stations to be funded in regional and remote Australia.

The Commonwealth Government has committed \$80 million for Round 6 of the Program and is expected to commence after the Round 5A process is complete.

Since 2012, State Governments have committed to improving mobile connectivity in regional Western Australia, currently through its Regional Telecommunications Project (RTP) and previously via the Regional Mobile Communications Project (RMCP).

#### IN BRIEF

- State funding has decreased to only \$5 million for the entire state and the installation of towers have dried up significantly.
- The Federal Government has allocated its largest allocation of funding in Round 6 of \$80 million.
- Matching funds from the State is critical to securing funds from the Federal Mobile Black Spot Program which is in threat of being secured by other States with matching funding.

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The RTP initial allocation was \$45 million from 2014-15 with a further \$20 million allocated from 2016-17.

The total RTP allocation under the last Coalition Government was \$65 million, which was mainly used for State co-contributions under the Commonwealth Mobile Black Spot Program Rounds 1 and 2. Information on the various MBSP Rounds is here: <https://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program>

The Mobile Black Spot Program Round 4 announced on 22 March 2019 stated “*The Federal and State governments will contribute \$4.3 million each to the Mobile Black Spot Round 4 program in WA, with a further \$6 million from telecommunications companies*”.

The Regional Telecommunications Project Continuation (RTPC) Funding (announced 21 May 2019) provided a further \$20 million allocation from 2019-20 by the Labor Government, bringing total RTP funding to \$85 million.<sup>1</sup>

On 21 April 2020 a joint Commonwealth/State media statement announcing the Mobile Black Spot Program Round 5 outlined “*under Round 5, \$29.7 million will be invested in mobile infrastructure in Western Australia. This includes \$12.8 million funding from the Commonwealth and \$5.5 million from the Western Australian Government*”.

The outcomes of Round 1 of the Regional Connectivity Program were announced on 28 April 2021 advising that “*the McGowan Government will contribute \$5.88 million to projects under the Commonwealth's Regional Connectivity Program to help bring mobile and broadband infrastructure to some of Western Australia's most under-served areas*” and “*the State's investment has attracted co-funding of \$17.1 million from the Commonwealth and additional funding from project applicants and third party contributors*”.<sup>2</sup>

Along with the Digital Farm Grants Program Round 3 announced in January 2021 of a “*\$6.3 million investment by the State delivering high-speed broadband to 600 farmers and residents across WA's grain growing regions under Round 3 of the Digital Farm program*” there continues to be considerable investment in Telecommunications in WA.<sup>3</sup>

Notwithstanding, the need is still significant, with the Shire of Esperance motion to increase State funding by way of co-contribution to leverage Federal programs to regional areas that have limited or no access is supported.

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<sup>1</sup> <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/20-million-dollars-on-the-table-for-regional-mobile-black-spots.aspx>

<sup>2</sup> <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/04/23-million-dollar-boost-for-regional-connectivity.aspx>

<sup>3</sup> <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/01/6-point-3-million-dollar-funding-injection-to-bring-high-speed-broadband-to-the-grainbelt.aspx>

### 3.5. Review of the Environmental Regulations for Mining

*Shire of Dundas Delegate to move:*

#### MOTION

Regarding a review of the *Mining Act 1978*.

1. **To call on Minister Bill Johnston, Minister for Minister for Mines and Petroleum; Energy; Corrective Services to instigate a review of the 43-year-old *Mining Act* to require mining companies to abide by environmental regulations, and to support research and development into sustainable mining practices that would allow mining without detriment to diversification and community sustainability through other industries and development.**
2. **That abandoned mines in regional Western Australia receive a priority action plan with programmes developed to work with remote resource communities to assist in the rehabilitation of these mines as a job creation programme, with funding allocated for diversification projects for support beyond mine life across Western Australia.**

#### IN BRIEF

The Australian and State Governments has several initiatives and studies completed regarding mining environmental regulating and the Mining Rehabilitation Fund.

Our plan is focused on existing information and plans:

- Industry Australia has done extensive studies in this field: [Mine Rehabilitation \(industry.gov.au\)](http://Mine Rehabilitation (industry.gov.au)).
- There is already an established fund for this possible initiative: [Mining Rehabilitation Fund Yearly Report 2018-19 \(dmp.wa.gov.au\)](http://Mining Rehabilitation Fund Yearly Report 2018-19 (dmp.wa.gov.au)).

We hope to get support for this initiative to get Local Governments across Western Australia involved by receiving some of these funds to actively participate in these rehabilitation works with mining partnerships and Local Government. This opportunity will fund diversification and implement a plan for after mine life, reducing the impacts of the mining boom bust cycle. (WA currently has approx. \$182 million in the mining rehab fund, generating around \$1 million in interest and of which approx. \$312,000 was used in rehab projects).

#### MEMBER COMMENT

The mining industry currently enjoys concessions in relation to both environmental and planning legislation that are not available to other industries, nor to Local Governments. For example, a mining company can lodge a mine plan which includes a facility to 'bury' tyres. No other industry or Local Government is permitted to put tyres in landfill or otherwise bury or cover up tyres. There is a cost involved with the disposal of old tyres, which under current legislation, the mining industry is exempt from as they are permitted to bury their old tyres. This flies in the face of all the environmental legislation in relation to the disposal of tyres.

In the planning space, a mining company can object to any development on land over which they hold a current mining tenement, whether that ground is currently being actively mined or the ground has been '*tiered up*' in a project group of tenements and no work has ever been commenced or completed on the subject ground. This can have very detrimental effects on Local Government planning for the future as the mining company can call to a halt any attempt to develop land for any project. For example, in the Shire of Dundas, we have a very real need to have land released for industrial zoning, however, the one area readily available has an existing mining tenement over it and the mining company has lodged an objection to the Shire being able to purchase that land as a freehold title. The mining tenement has been in existence since 1983 and has never been worked. Similarly, the existence of a mining tenement can hamper any proposed land release for development by a Local Government because it '*may*' be explored at some future time. The mining sector appears to enjoy these concessions on the fact that it employs a large number of people and, more importantly, generates royalty revenue for the State Government. Figures from 2019 indicate that the Mining industry in Australia employs approx. 245,000 people while agricultural industries (including forestry and fishing) employ approx. 333,000.

There is a massive, world-wide push to encourage more sustainable and environmentally friendly practices in all industry. Climate change is the hottest topic around the world and reducing greenhouse gases and implementing the best environmental practices is high on everyone's agenda.

There appears to be a large disconnect between the acceptable practices of the mining industry and the rest of industry and Local Government. Mining, by its very nature, is a finite industry but, current mining techniques cause wholesale destruction on an often-massive scale, most of which can never be recovered to its former state. The agricultural sector, on the other hand, is a sustainable industry whose entire focus is the production of food to keep us alive. Despite this, whilst it is considered appropriate for hundreds of hectares of land to be cleared to accommodate a mine site and all its attendant infrastructure, with scant regard for habitat and/or fauna and flora, a farmer can be fined thousands of dollars and/or face a term of imprisonment for clearing even a tiny portion of native vegetation on his freehold land.

In the planning arena, Section 120 of the *Mining Act 1978* makes provision that whilst any planning scheme made under the *Planning & Development Act 2005*, will be '*taken into account*', it will not prohibit or affect the grant of a mining tenement.

It appears to be illogical that every other sector is to be bound by legislation that does not apply to the mining industry. The *Mining Act* is 43 years old and, given the current review of the 26-year-old *Local Government Act*, is well and truly due for some review itself.

We are not opposed to the mining industry, in fact, our whole Shire was born out of the mining industry. However, the current provisions of the *Mining Act 1978* doom us to be forever beholden to the '*boom and bust*' nature of mining as it is nearly impossible to create a diverse and sustainable community when the *Mining Act* overrides other legislation. For example, any areas that we may earmark as having huge tourism potential can be wiped out in an instant by the application for a mining tenement over that ground. The loss of tourism potential is not something that can be recovered under a rehabilitation scheme. Rehabilitation should be a route of last resort not the accepted norm. Mining companies need to acknowledge that things such as proper disposal of tyres is a normal cost of conducting their business and act accordingly. There must be some mechanism for preserving unique landscapes that cannot be returned to their former state no matter how good the rehabilitation plan is. The mining industry employs some clever and innovative people and rather than tie up money in rehabilitation schemes (WA currently has approx. \$182 million in the mining rehabilitation fund, generating around \$1 million in interest and of which approx. \$312,000 was used in rehab projects), money should be directed into research and development of alternate and less destructive mining methods that leave our stunning natural environment and fauna more intact and available when mining ceases.

There are many papers available relating to mining impacts and legislation that mining is seemingly exempt from abiding by, some of which are referenced below:

- EPA report 1699, 1 February 2021 [EPA Report 1699 - Lake Way Sulphate of Potash Project.pdf](#)
- Regulations affecting landfill management for local governments. Major relevant legislation is contained within:
  - [The Waste Avoidance and Resource Recovery Act 2007](#)
  - [The Waste Avoidance and Resource Recovery Levy Act 2007](#)
  - [The Waste Avoidance and Resource Recovery Regulations 2008](#)
  - [The Waste Avoidance and Resource Recovery Levy Regulations 2008](#)
- [Guide to drafting waste local laws](#) – the Guide to drafting waste local laws is intended to provide general guidance to local government. It is for use by local governments and the Western Australian Local Government Association.
- [Factsheet: Assessing whether material is waste](#) – this Factsheet provides information to industry on matters relevant to determining whether material is waste under the *Environmental Protection*

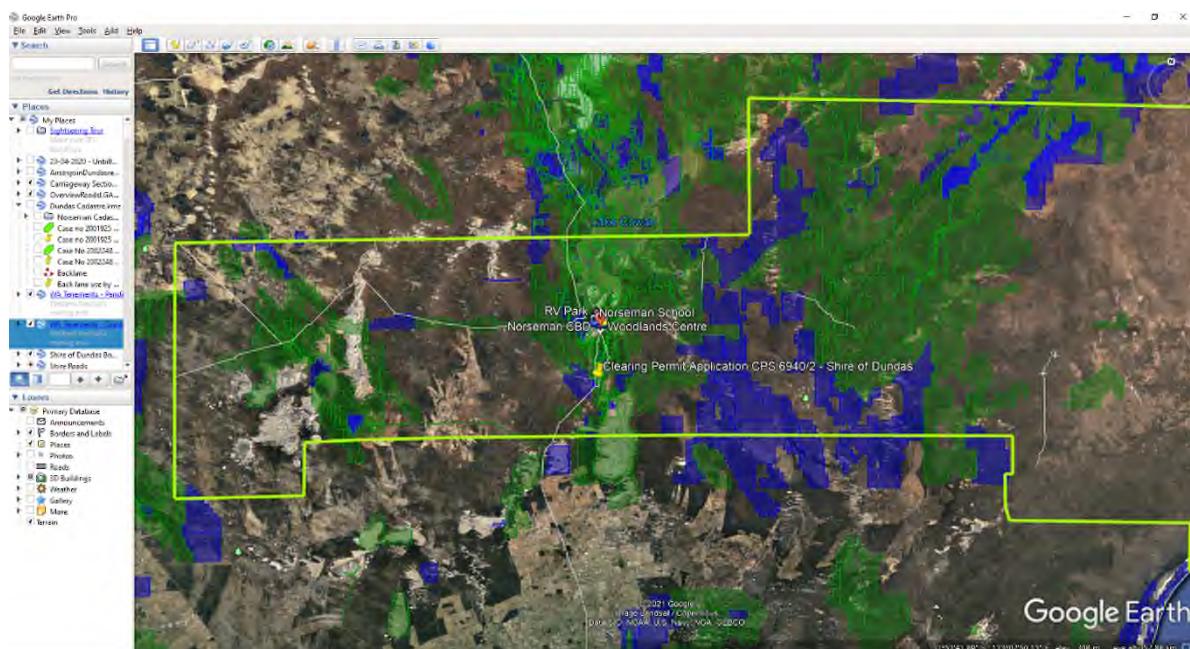
Act 1986 and the Waste Avoidance Resource Recovery Act 2007 and their associated regulations.

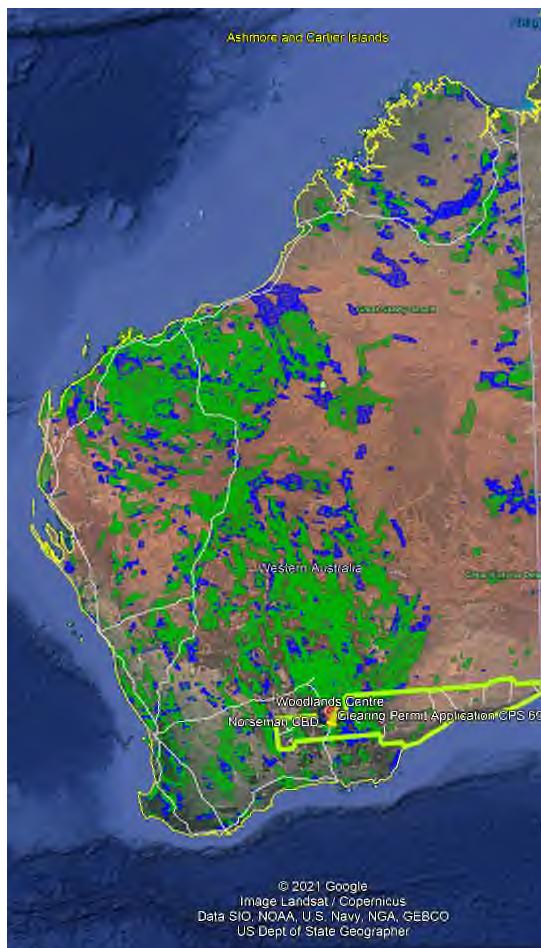
- [Factsheet: - amendments to the Environmental Protection Regulations 1987 - clean fill and uncontaminated fill](#) – this Factsheet provides information on clean fill and uncontaminated fill in accordance with the amended *Environmental Protection Regulations 1987* and the revised *Landfill Waste Classification and Waste Definitions 1996 (amended 2019)*.
- [NBN News | WHITEHAVEN COAL APPROVED TO BURY HUNDREDS OF TYRES](#)
- [Tyre Product Stewardship Scheme | Department of Agriculture, Water and the Environment](#)
- [Mining report finds 60,000 abandoned sites, lack of rehabilitation and unreliable data - ABC News](#)

#### Mines closed, rehabilitated, and relinquished

Queensland	0
Western Australia	Unknown
New South Wales	1
South Australia	18
Northern Territory	0
Victoria	1
Tasmania	1

#### Status in 2018





*Green area is approved mining leases blue is pending leases*

The Mining Rehabilitation Fund has a substantial amount of funds available and these funds could be put to much better use by funding research into more sustainable practices in the mining industry. Every other industry is required to count legislative compliance as a normal cost of conducting their business. The mining industry must be compelled to do the same.

Mine rehabilitation is all very well and good but, tackles the issue after the '*horse has bolted*'. We could achieve far better outcomes if mining companies worked to adopt sustainable, environmentally friendly, mining techniques that do not need these rehabilitation projects. The burying of tyres is only one part of the problem, and it contributes to the wholesale destruction that goes with mining to the detriment of everything else. There is no tourism value in a rehabilitated mine site. You cannot replace unique granite outcrops and the stunning woodlands once they have been decimated by mining practices. Climate change is happening, and we are currently content to let it be accelerated by actively encouraging poor practice by mining companies.

## ATTACHMENTS

- [Photographs](#)
- [Department of Mines, Industry Regulation and Safety – Mining Rehabilitation Fund Yearly Report 2019-20](#)

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## SECRETARIAT COMMENT

### With respect to the Part 1 of the Motion:

Mining companies are required to comply with relevant environmental regulations and conditions of approval, which includes developing and implementing rehabilitation plans.

The Department of Mines, Industry Regulation and Safety (DMIRS) assesses environmental proposals for prospecting, mining exploration and development activities in accordance with the *Mining Act 1978*. Native vegetation clearing permits are assessed under delegation in accordance with the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. Unconditional Performance Bonds (UPB) may be imposed as mining securities for compliance with environmental conditions imposed under the *Mining Act* in some cases.

Mining, petroleum and geothermal activity proposals that may have a significant impact on the environment are assessed by the Environmental Protection Authority (EPA). In addition, proposals likely to have significant impact to matters of national environmental significance require approval under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

In relation to tyre disposal, the Association acknowledges the significant challenge this poses for Local Governments, particularly those in the non-metropolitan area in regard to end of life tyre management. The Shire of Dundas is to be commended for its commitment to ensuring that tyres generated in the Shire are recycled; this is a significant achievement.

It is a significant barrier that there is not an effective Product Stewardship Scheme for tyres, which covers the full costs, including transport, of recycling tyres. The current situation means that frequently organisations choose the cheapest option for disposal or material, rather than the best environmental and social outcome.

As part of the funding to address the Export Bans for recyclable materials, including tyres, the State and Federal Government is investing over \$18 million in tyre recycling infrastructure for WA. WALGA is investigating how this funding will assist Local Governments across WA to develop sustainable tyre recycling solutions, which focus on resource recovery and minimise landfilling of these products.

### In relation to Part 2 of the Motion:

The *Mining Rehabilitation Fund Act 2012* and the *Mining Rehabilitation Fund Regulations 2013* provide the legislative framework for declaring abandoned mine sites and enables the Mining Rehabilitation Fund (MRF) to receive levy contributions made by WA mining operators for the purpose of rehabilitation of abandoned mines and other land affected by mining operations carried out, in, on or under those sites.

Income for the MRF comes from a levy on existing mines based on the size of the operating mine and the expenditure comes from the interest earnt by the fund. The MRF is aimed at addressing legacy mines pits that were not subject to the current legislative process and requirements, and where no company or individual can be identified and made responsible for the rehabilitation of the mine.

The Mining Rehabilitation Advisory Panel is an independent body that provides advice to the Director General of the DMIRS on matters related to the MRF, including which abandoned mines should receive funds for remedial action.

The Abandoned Mines Policy provides guidance on how the priorities for the use of the funds and which abandoned mines will be managed. The key principle used in decision making is the level of risk an abandoned mine represents. The policy encourages the use of partnerships with Local Governments, community groups and business in the management and rehabilitation of the selected abandoned mine sites.

#### 9.4.5 Offer to Purchase Lot 3 Bell Street, Dalwallinu

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Olivia Martin
<b>File Ref</b>	A6381
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### Purpose of Report

Council is requested to consider an offer received from Olivia Martin to purchase Lot 3 Bell Street, Dalwallinu.

#### Background

Correspondence was received on 28 July 2021 from Ms Olivia Martin with an offer to purchase Lot 3 Bell Street, Dalwallinu for the price of \$72,000 inc GST cash, not subject to finance approval.

At the Special Council Meeting held 21 July 2020, Council resolved the following:

#### 'MOTION 9583

*Moved Cr KM McNeill  
Seconded Cr KJ Christian*

*That Council:*

- 1. Sets the following prices for the twelve (12) lots at Lot 555 Bell Street, Dalwallinu:*

<b>Lot Number</b>	<b>Lot Size</b>	<b>Listed Price (inc GST)</b>
1	1,077 <sup>m2</sup>	\$94,000
2	809 <sup>m2</sup>	\$80,000
<b>3</b>	<b>765<sup>m2</sup></b>	<b>\$75,000</b>
4	765 <sup>m2</sup>	\$75,000
5	765 <sup>m2</sup>	\$75,000
6	900 <sup>m2</sup>	\$85,000
7	990 <sup>m2</sup>	\$90,000
8	765 <sup>m2</sup>	\$75,000
9	821 <sup>m2</sup>	\$80,500
10	810 <sup>m2</sup>	\$80,000
11	810 <sup>m2</sup>	\$80,000
12	882 <sup>m2</sup>	\$86,000

- 2. Declares that it believes that the valuation of the twelve (12) lots at Lot 555 Bell Street, Dalwallinu undertaken by LMW Valuers in October 2019 is a true indication of the value of the proposed dispositions;*
- 3. Delegates authority to the Chief Executive Officer to accept any offer that matches the listed price;*



4. *If the Chief Executive Officer receives an offer that matches the listed price, gives authority to the Chief Executive Officer to advertise the proposed disposition as per the requirements of the Local Government Act 1995;*
5. *Subject to not receiving any submissions during the advertising period, authorises the Chief Executive Officer to finalise the disposal of the lots;*
6. *Authorises the Shire President and Chief Executive Officer to sign and affix the Common Seal to any documents relevant to the disposal of the lots.*

**CARRIED 6/0'**

At the Ordinary Council Meeting held 27 July 2021, Council considered an offer of \$67,000 for Lot 3 Bell Street, Dalwallinu and resolved the following:

**'MOTION 9749'**

*Moved Cr KJ Christian  
Seconded Cr KL Carter*

*That Council decline the offer from R & K Trinder for the purchase of Lot 3, Bell Street, Dalwallinu at the price of \$67,000 (inc GST).*

**CARRIED 6/0'.**

**Consultation**

Nil

**Legislative Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

There would be a further financial loss should Council accept this proposal. The 2021-2022 budget has allocated \$75,000 (inc GST) from the proceeds of the sale of Lot 3.

**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**

Lot 3 is the last remaining lot from the twelve (12) lot residential subdivision on Bell Street, Dalwallinu. All of the other lots have been sold at Council's listed price. As this offer does not match Council's listed price it is required to be presented to Council for their consideration.

Vacant land remains in high demand and it is expected that this lot will be sold at Council's listed price.

It is the Officer's recommendation that Council do not accept this offer below the listed price as the lot prices are already heavily subsidised.

### **Officer Recommendation**

That Council:

1. Decline the offer from Olivia Martin for the purchase of Lot 3, Bell Street, Dalwallinu at the price of \$72,000 (inc GST);
2. Authorise the Chief Executive Officer to decline any offer that does not match Council's listed price.

### **Recommendation/Resolution**

#### **MOTION**

Moved                    Cr  
Seconded                Cr

**0/0**



**10 APPLICATIONS FOR LEAVE OF ABSENCE**

**11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED**

**12 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

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

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

**PROCEDURAL MOTION**

Moved Cr

Seconded Cr

That Council moves into a confidential session as per Local Government Act, 1995, Section 5.23 (a) a matter affecting an employee or employees; and

- (b) the personal affairs of any person; and
- (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 Award of RFQ2212-11 – Purchase of New Excavator
- 14.2 Award of RFQ2122-12 – Purchase of New Track Loader
- 14.3 Award of RFQ2122-06- Wet Mixing
- 14.4 Award of RFQ2122-17 Traffic Management
- 14.5 Appointment of Senior Employee – Manager Works and Services

0/0



#### 14.1 Award of RFQ2122-11 - Purchase of New Excavator\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/28 – Financial Management - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Specification Brochures

##### **Purpose of Report**

Council is requested to authorise the purchase of one (1) excavator as per Council's annual plant replacement program as detailed in the 2021-2022 budget.

##### **Recommendation/Resolution**

###### **MOTION**

Moved                    Cr  
Seconded                Cr

0/0

#### 14.2 Award of RFQ2122-12 - Purchase of New Track Loader\*

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/28 – Financial Management - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Specification Brochures

##### **Purpose of Report**

Council is requested to authorise the purchase of one (1) Track Loader as per Council's annual plant replacement program as detailed in the 2021-2022 budget.



## Recommendation/Resolution

### MOTION

Moved                    Cr  
Seconded                Cr

0/0

### 14.3      Award of RFQ2122-06 - Wet Mixing

**Report Date**                    24 August 2021  
**Applicant**                        Shire of Dalwallinu  
**File Ref**                         FM/28 – Financial Management - Tendering  
**Previous Meeting Reference**    Nil  
**Prepared by**                    Will Taylor, 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 award the RFQ2122-06 for wet mixing works for the 2021-2022 capital works program.

### 14.4      Award of RFQ2122-17 Traffic Management

**Report Date**                    24 August 2021  
**Applicant**                        Shire of Dalwallinu  
**File Ref**                         FM/28 – Financial Management – Tendering  
**Previous Meeting Reference**    Nil  
**Prepared by**                    Will Taylor, 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 award RFQ2122-17 for Traffic Management for the 2021-2022 capital works program.



## **Recommendation/Resolution**

## MOTION

Moved Cr  
Seconded Cr

0/0

## 14.5 Appointment of Senior Employee – Manager Works & Services

<b>Report Date</b>	24 August 2021
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	PE/185– Personal File
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

## Purpose of Report

Council is requested to endorse the appointment of Mr Marc Bennett to the role of Manager Works & Services for a five (5) year contract commencing 8 November 2021.

## **Recommendation/Resolution**

## MOTION

Moved Cr  
Seconded Cr

0/0



**Recommendation/Resolution**

**PROCEDURAL MOTION**

Moved                    Cr  
Seconded                Cr

That the meeting come from behind closed doors at 0.00pm.

**0/0**

**15                    SCHEDULING OF MEETING**

The next Ordinary Meeting of Council will be held on 28 September 2021 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 \_\_\_\_\_ pm.

